

## Transition from Phase 2 to Next Normal Gradual return to the workplace at United Nations Headquarters, New York

### Human Resources Policy Guidance Version 1.3 as of 05 November 2021<sup>1</sup>

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<sup>1</sup> This guidance will be reviewed periodically, as necessary, by the Office of Human Resources (OHR) and revised accordingly.

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## Introduction

1. The UNHQ approach to the transition to the Next Normal has been closely guided by the health and safety recommendations adopted by New York State. Consequently, and based on the State guidelines, physical distancing requirements for those fully vaccinated have been lifted at UNHQ, and associated changes in the workplace have been instituted (e.g. no seating restrictions), allowing for a return to full operational capability while still prioritizing health, including mental health, and the safety of UN staff and non-staff personnel (hereafter referred as “personnel”).
2. This document contains updated Human Resources policy guidance applicable to UN Secretariat personnel **effective from 15 November 2021** pursuant to the letter of the Secretary-General of 29 October 2021. This guidance will remain in effect until further notice and **the main updates are as follows:**

**Effective 15 November 2021, the exception that allowed staff to telecommute up to 4 days per week is discontinued. As of that date, staff may telecommute in accordance with the Organization’s policy on flexible working arrangements (ST/SGB/2019/3).**

**Vaccinated personnel are no longer required to wear masks while working at their individual workstations, including in cubicles and flexible workspace.**

3. The United Nations Occupational Safety and Health (OSH) Committee in New York has established the following guiding principles for the physical return of personnel to the United Nations Headquarters in New York:
  - a) Place the safety and health of UN personnel/delegates as the number one priority;
  - b) Follow any easing/tightening of restrictions by New York City (NYC) and New York State (NYS);
  - c) Adopt a conservative interpretation of the on-site presence required; and
  - d) Emphasize flexibility and accommodating of the personal and family needs of UN personnel.

## Key principles for the Transition from Phase 2 to the Next Normal

4. The Transition is guided by the following principles:
  - Emphasis on vaccination;
  - Unrestricted on-site presence for UN personnel;

- Safety mitigating measures according to change risk profiles either amongst personnel or in the local area;
- Inclusiveness;
- Flexibility; and
- Supporting personnel's mental health and well-being.

### Emphasis on vaccination

5. All UN personnel and their household members are strongly encouraged to receive the COVID-19 vaccination<sup>2</sup>.
6. COVID-prevention measures on mandatory vaccination and vaccination status reporting:
  - a. **Mandatory vaccination:** UN personnel performing certain tasks and in certain occupational groups at UNHQ whose functions do not allow sufficient management of exposure may be required to be vaccinated in order to fulfil their role. The identification of those for whom vaccination is required is based on the work environment and requirements and the risk exposure (e.g. ability to perform functions while wearing a mask, ability to distance from individuals with unknown status). This measure aims to ensure a safe work environment for our personnel. Personnel concerned may request an "Exemption from COVID-19 vaccination on medical grounds" (including in the case of a recent recovery from COVID-19) following the process outlined in the Annex III. **Note that a medical exemption from vaccination does not allow the staff member to perform the functions of the role for which there is a requirement, as the risk remains unacceptable.**
  - b. **Mandatory vaccination status reporting:** updated information on the level of vaccination amongst UN personnel is needed to assess the risk at the workplace and allow the Organization to understand the level of risk mitigation measures that are needed. In this context, personnel were required to report their vaccination status by 1 September 2021. **Any changes in their vaccination status should be reported as follows:**
    - i. **Staff members** must report their vaccination status through the confidential EarthMed Portal (<http://medical.un.org>). Fully vaccinated staff with access to EarthMed will receive a confirmatory email that may be used as proof of being fully vaccinated for UN work-related purposes.

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<sup>2</sup> Any COVID-19 vaccine that is recognized by the WHO or under routine approved use by a Member State national health authority is accepted.

- ii. **Non-staff personnel without access to the EarthMed Portal are required to report their vaccination status by sending an email to UNHQclinic@un.org** with the heading 'Non-staff vaccination status - (Name), (Department/Entity affiliated to)' and include a scan of their vaccination certificate, if the individual has been (fully) vaccinated. An email response will be sent confirming verification if appropriate. Non-staff personnel who have not been vaccinated are also required to report their vaccination status. This information will not be used to create a medical record in EarthMed.
7. DOS/DHMOSH is automatically generating and distributing monthly reports to each UNHQ entity for their monitoring of vaccination status reporting (i.e. whether or not personnel have reported their status but not the actual status) and their follow-up actions as required.
8. Non-compliance with mandatory vaccination or mandatory reporting of vaccination status may result in the application of administrative measures (such as written or oral reprimand), in line with staff rule 10.2 (b) in addition to placement on Special Leave Without Pay (SLWOP) when warranted (see Annex V for more details).

#### Unrestricted on-site presence for UN personnel

9. There are no occupancy limits. When compatible with exigencies of service, UN personnel may perform their functions remotely up to three days per week in accordance with the Organization's policy on flexible working arrangements (ST/SGB/2019/3).

#### Safety mitigating measures

10. In the UNHQ complex, **UN personnel are required to wear a mask at all times indoors when in public areas, including lobbies, elevators and restrooms. Masks would also be required in enclosed meetings where vaccination status of all participants has not been confirmed.**
11. **New: vaccinated personnel are no longer required to wear masks while working at their individual workstations, including in cubicles and flexible workspace.** However, **personnel who are not vaccinated will continue to be required to wear masks at all times everywhere**, including while working at their individual workstations.
12. Physical distancing: distancing remains an effective tool to limit the spread of COVID-19. All personnel are encouraged to be mindful of their environment and those around them.

**Non-vaccinated personnel are required to observe physical distancing wherever it is possible to do so** (please see paragraphs 31 and 32 for additional details).

13. Entry to premises: all persons entering the UNHQ complex, including visitors, delegates, and contractors, attest through their swipe card or escorted entry that they do not have symptoms of COVID-19 and have not tested positive for COVID-19 in the last 10 days.
14. **Any personnel who test positive for COVID-19 and has been on site in the preceding 10 days must report their test results immediately to DHMOSH through the confidential Self-Reporting EarthMed Portal (<http://medical.un.org>), or if they do not have access to the portal, must contact the UNHQ Clinic via [unhqclinic@un.org](mailto:unhqclinic@un.org).** This notification will be used to assess the nature of any contact tracing and notification to potentially affected persons. All such approaches will be handled with full confidentiality and privacy and are intended solely to improve workplace safety for all.

#### Inclusiveness

15. In the context of an increased on-site presence and as a result of hybrid teams, managers should continue to promote an inclusive environment, including by ensuring that all personnel have equal access to information needed to carry out their functions and can participate in meetings regardless of whether they are on-site or working remotely. For instance, when having impromptu meetings or discussions in the office, managers and other team members should make sure to include the colleagues who work from home. Similarly, informal knowledge and information sharing should include all team members for whom it would be relevant, regardless of whether they are present in the office or working from home. Teams should continue to leverage online collaboration tools (e.g., Teams, SharePoint) that they have been using over the past year to ensure inclusiveness.
16. In-person meetings may not be segregated according to vaccination status and meeting arrangements should not result in the de facto exclusion of colleagues who are not physically present in the meeting room or who are not vaccinated.

#### Flexibility

17. Consistent with the Organization's policy on flexible working arrangements (ST/SGB/2019/3), managers should continue to exercise flexibility, understanding and care for instance, by allowing their personnel to choose which days of the week to come onsite where compatible with exigencies of service.

## Supporting personnel's mental health and well-being

18. These are still difficult times for all UN personnel, who have faced challenges and uncertainty throughout the pandemic. The impact on mental health and well-being is likely to be felt for some time and needs to be considered. There are likely to be additional stressors as personnel adjust to returning to the office or have worked onsite throughout the pandemic and are used to a different environment. Many personnel continue to face challenges to their working and personal lives and mental health concerns are expected to be prolonged based on research from previous pandemics. All personnel are strongly encouraged to avail of the resources developed by the Staff Counsellors Office in New York and the Mental Health Strategy Team (see Annex I). Managers are also invited to review the guiding principles to support work-life balance (see Annex II). Mental health concerns and promoting a mentally healthy workplace have been considered throughout these guidelines, such as encouraging flexibility, guidance on work/life balance, giving personnel choice where possible (e.g. with what days they work in the office) and encouraging teamwork. If personnel are experiencing a mental health condition, they may be eligible for workplace accommodations, and should follow the procedure outlined in Annex III.

## Working arrangements during the Transition

19. Following the discontinuation of alternate working arrangements outside the New York duty station in September 2020 (Phase 2 Return to the Workplace for NY Headquarters), staff members have been expected to be present at the duty station.
20. **New: effective 15 November 2021, the exception that allowed staff to telecommute up to 4 days per week is discontinued. As of that date, requests for telecommuting may be authorized by managers in line with the policy on Flexible Working Arrangements (FWA), ST/SGB/2019/3.** As FWA are being mainstreamed, managers are encouraged to afford flexibility to staff members in line with the lessons learned over the past 20 months regarding adaptability and flexibility in our working methods. Operational requirements will however continue to guide working arrangements. Some functions will require staff to work from the office more often than others. Additionally, even if staff members have been authorized to telecommute, there will be times when operational requirements will preclude telecommuting, with an expectation to work on-site for as many days and for as often as required.
21. As per section 3.8 of ST/SGB/2019/3, staff members who are facing compelling personal circumstances may request authorization to telecommute five days a week, subject to exigencies of service.

22. In conjunction with their FWA requests, staff members may also, for medical reasons, request a recommendation for “workplace accommodation” to DHMOSH following the process outlined in the Annex III. A response as to whether the request is supported or not, and for what period will be provided by DHMOSH to both the staff member and their supervisor. **Such response is advice to the manager who is responsible to make the final decision. In addition, managers must inform their staff in writing if their request to telecommute five days a week is approved or not and the basis for the decision in case of non-approval.**
23. **In both situations mentioned in the above paragraphs 21 and 22, if such authorization is granted, it should be reported to BTAD as a decision taken under the discretionary authority of the head of Entity.**
24. As per section 3.10 of ST/SGB/2019/3, staff members who are facing compelling personal circumstances may also request authorization to telecommute outside of the New York duty station (ST/IC/2019/15 provides detailed information on the impact that telecommuting outside of the duty station has on the staff members’ benefits and allowances). Upon completion of the maximum period allowed for telecommuting outside of the duty station (normally up to 6 months or exceptionally up to 9 months), staff members are required to return to the duty station. **Any exceptional extension of an authorization to work outside the duty station beyond 6 months (up to the maximum limit of 9 months) should be reported to BTAD as a decision taken under the discretionary authority of the head of Entity.**
25. **Executive Offices should continue to monitor and keep records of FWA arrangements and be prepared to report on FWA statistics for their respective entity.**
26. **The same working arrangement principles applicable to staff members are extended to non-staff personnel.** Unless otherwise agreed in the terms of their contracts, non-staff personnel are expected to perform services on the premises.
27. Working arrangements involving non-staff (e.g., remote internships) may continue for the remainder of the engagement period and new non-staff personnel may continue to be onboarded remotely if presence at the duty station is not required as per the terms of their engagement.
28. **Core working hours remain lifted.**
29. Staff members not reporting to the premises must have a signed FWA agreement in place for the days on which they telecommute, or be on leave as approved by their manager or



avail of uncertified sick leave (if applicable). Any absence from the workplace, which is not approved will be deemed as unauthorized absence in accordance with the UN Staff Regulations and Rules. Unauthorized absence may, depending on the circumstances, trigger:

- withholding payment of salaries, benefits and allowances for the day(s) the staff member did not report to duty **through the placement of the staff member on special leave without pay (SLWOP); and/or**
- the initiation of an administrative process leading to a determination of abandonment of post in accordance with staff rule 9.1 (ii) and 9.3. Abandonment of post is a separation initiated by the staff member other than by way of resignation, it is not deemed a termination within the meaning of the Staff Regulations and Rules. ST/AI/400 defines what constitutes abandonment of post and sets out the procedure to be followed in cases where staff members may be deemed to have abandoned their post. **Temporary or occasional absences or failure to perform some of the duties of the post do not constitute abandonment of post.**

## Managing physical presence on premises

### 30. COVID-prevention measure on indoor dining:

- c. **As of 13 September 2021, in order to align UNHQ's approach to indoor dining with the new NYC guidance, proof of vaccination has been required for seated meals at cafeterias' dining-in facilities on premises.**
- d. Everyone interested to dine in will be asked to present their UN ID and a proof of vaccination acknowledged by the CDC or WHO through a vaccination card or app at the cafeteria locations with indoor dining facilities.

31. Vaccinated personnel are encouraged to select workstations that optimize distancing, and **unvaccinated personnel are required to observe physical distancing wherever it is possible to do so.** Managers may be requested to assist in resolving such issues and allowing for safe work.

32. If managers need to inquire about their team members' vaccination status for the purposes of facilitating seating arrangements or other operational purposes, they should do so individually and in private. Managers should not ask team members about their vaccination status in public gatherings or group emails. **Personnel who do not want to disclose their vaccination status will be treated as unvaccinated.**

33. The timing and format of intergovernmental and expert meetings to be held in conference rooms on the premises will be determined by requests received from Member States and the support capacity of the Secretariat. Once it has been decided to have a meeting, all relevant UN personnel involved in organizing, conducting, facilitating, and supporting such meetings are required to be present in person to perform their functions.
34. **Personnel may be asked to report to the premises on short notice, particularly those supporting intergovernmental bodies.**

## Behaviors, duties, and obligations of UN personnel

### Before entering the premises

35. **Personnel with COVID-19 symptoms must isolate (stay home) and seek medical care and shall not come to the office.**
36. Any personnel with COVID-19 positive test results who were on UN premises in the past 10 days are required to inform DHMOSH using the confidential Self-Reporting EarthMed Portal (<http://medical.un.org>) or if that is unavailable contact the UNHQ Clinic via [unhqclinic@un.org](mailto:unhqclinic@un.org). All such approaches will be handled with full confidentiality and privacy.

### Upon entering the premises

37. By swiping their United Nations issued identity passes upon entering the UNHQs premises, personnel will confirm that they:
- a) Have not tested positive to COVID-19 in the last 10 days;
  - b) Have not had any symptoms that may be consistent with COVID-19 in the last 10 days<sup>3</sup>; and
  - c) Have received their final vaccine dose if they belong to the group of staff performing certain tasks or certain occupational groups at the UNHQ who are required to be vaccinated.<sup>4</sup>
38. **Additionally, for unvaccinated personnel, personnel will confirm that they have not had close contact with a person with COVID-19 in the last 10 days.** In such a case they are

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<sup>3</sup> [COVID-19 symptoms](#)

<sup>4</sup> This requirement entered into effect on 19 September

required to quarantine for 10 days (if untested and no symptoms develop) or 7 days (if a negative test and no symptoms develop).

#### While on premises

39. **UN personnel must at all times follow the recommended measures to prevent the spread of the disease and adhere to established sanitary protocols within the premises.**
40. In the UNHQ complex, personnel are required to wear a mask at all times indoors when in public areas, including lobbies, elevators, restrooms. Masks would also be required in enclosed meetings where vaccination status of all participants has not been confirmed.
41. **New: vaccinated personnel are not required to wear masks while working at their individual workstations, including in cubicles and flexible workspace.** However, **personnel who are not vaccinated will continue to be required to wear masks at all times everywhere, including while working at their individual workstations and to keep physical distancing wherever it is possible to do so.**
42. All personnel will be expected to wipe down equipment and clean personal workspace each day.
43. Elevator capacity is no longer limited.
44. The use of pantries (kitchen) is permitted **but personnel should not eat in a communal setting unless vaccinated.**
45. All UN personnel can attend in-person internal meetings. However, unvaccinated personnel are encouraged to arrange their seating so as to distance from other unvaccinated persons attending the meeting.
46. At present, the only way to establish that personnel are fully vaccinated is by stating that they have submitted the completed vaccination certificate to EarthMed or DHMOSH via email and have a confirmatory email.

#### Obligation to establish an FWA agreement, monthly obligation to record and certify time and attendance

47. **Staff members who were reporting to the workplace only once a week prior to 15 November 2021 and who, as of that date, will not be coming to the office 5 days a week, will need to enter into a new telecommuting agreement with their managers.**
48. Staff members are not expected to “compensate” for their on-site days if they did not report to the premises due to an official holiday (including floating holidays), approved leave, uncertified sick leave or weather conditions.
49. **Prior to certifying their monthly attendance statements, staff members are required to record their telecommuting days in Umoja, whether at the duty station or outside, by using the “telecommuting” option.**
50. **When working on premises, no attendance recording in Umoja is needed.**

**Note that the use of the “telecommuting COVID-19” option was discontinued as of 5 July 2021.**

## ANNEX I

### Actions to support Mental Health of UN personnel

1. Actions that will support the mental health and well-being of UN Personnel during the transition to the Next Normal:
  - a) Ensuring regular and transparent communication to personnel;
  - b) Flexible policies that allow for the differing needs of personnel;
  - c) Learning resources on managing change;
  - d) Educating managers on change, how to enable flexibility and support personnel with compassion;
  - e) Tools to assist teams to re-integrate into a face-to-face working environment;
  - f) Increased access to Counselling services given the anticipated increased need;
  - g) Suicide prevention resources for those who are struggling; and
  - h) Expansion of Psychological First Aid Training, and/or Peer Helper programmes.
2. Managers and personnel are strongly encouraged to avail of the resources developed by the Staff Counsellors Office in New York [Wellbeing tips for UN personnel](#) and the Mental Health Strategy Team: '[Mental Health Matters, A Healthy Workforce for a better world \(un.org\)](#)' and '[A Healthy Workforce | iSeek \(un.org\)](#)'.
3. The Staff Counsellors Office has also workshops for managers on how to support teams on returning to the office and can be requested by sending the [form](#) to [SCOHQ@UN.org](mailto:SCOHQ@UN.org). In addition, there are workshops on Psychosocial Aspects of Change in the workplace, details of available workshops are displayed on iSeek

## ANNEX II

### Guiding principles to support work-life balance

1. In the context of COVID-19 and public health measures implemented by host countries, many UN personnel across the world have worked remotely for a prolonged period. Many colleagues have been balancing work with increased private responsibilities like caring for children or the elderly at home. Others have faced additional stress due to concerns for their health, particularly those who have been requested to perform onsite and/or public facing functions, and their loved ones, from whom they may have been separated for months. In light of these conditions, it is essential that all managers continue to exercise maximum flexibility to support their colleagues' well-being, mental health, and work-life balance.
2. **The core working hours requirement remains lifted** to provide maximum flexibility for work schedules and to accommodate individual needs. To further support personnel in balancing their personal and professional lives, managers are invited to consider the following guiding principles:
  - a) Avoid scheduling meetings outside of customary office hours;
  - b) Avoid scheduling meetings during customary lunch hours;
  - c) Avoid scheduling meetings on the afternoon of the last day of the working week when exigencies of service allow; and
  - d) Avoid sending work-related communications requiring immediate action (unless extremely urgent) during the weekends.
3. **Favourably consider requests by team members to avail of options in the Organization's policy on flexible working arrangements, including compressed work schedule (see sections 3.2 and 3.3 of ST/SGB/2019/3). This option, which may be combined with telecommuting, allows taking a half-day off every week or a full day off every other week, provided the overall weekly hours are completed on the other working days.**
4. These guiding principles are meant to give UN personnel the opportunity to disconnect and take care of themselves and their loved ones.
5. Notwithstanding the above, managers and their team members may jointly agree to schedule meetings as suits them best, for example, to accommodate constraints at home, commuting times, or colleagues in different time zones.

## ANNEX III

### Workplace accommodation

1. If a staff member is concerned about returning to the office due to their or a family/ household member having a preexisting condition and requests full-time telecommuting, they may seek a medically based workplace accommodation. This requires the staff member to:
  - a) Notify their manager of the request, as regardless of the DHMOSH recommendation it still needs to be approved by the manager and as applicable
  - b) Send an email to [specialconstraints@un.org](mailto:specialconstraints@un.org) with the heading 'Request for workplace accommodation', (Name), (Entity);
  - c) In the email state briefly
    - a. The accommodation requested (the dates they are requesting full-time telecommuting for or an exemption from a vaccination requirement)
    - b. Their or their dependent's medical condition (and attach supporting medical documentation)
    - c. The reason this *requires* full-time telecommuting,
    - d. The email address of their supervisor

A response as to whether the request is supported or not, and for what period will be provided to both the staff member and their supervisor. **Such response is advice to the manager who is empowered to make the final decision.**

2. If an individual has been required to receive a COVID-19 vaccination due to the functions they performed and wants to seek an exemption from vaccination on medical grounds, they should follow the same process. **Where a medical exemption is granted from vaccination, the staff member may still not carry out the functions for which vaccination was required.**

## ANNEX IV

### Responding to a suspected or proven COVID-19 case amongst personnel

Guidance for managers and staff

#### Background

The Delta variant has increased rate of transmission – more people are infected from a single source than with other variants. Metrics show increased cases but not a significant increase in hospitalization and death. The vaccine is still very effective against the variant to prevent severe illness and hospitalization, including for break-through infections (infection despite full vaccination).

Following the lifting of occupancy limits, individual identification of the contacts of a case has ceased.

Current risk mitigation measures (in accordance with recommendations of the Center of Disease Control):

- All persons working in the UNHQ complex, regardless of their vaccination status are required to wear a mask **at all times** indoors when in public areas on premises. This includes lobbies, elevators, and restrooms.
- Vaccinated persons are not required to distance. Unvaccinated persons are required to observe physical distancing wherever it is possible to do so.

#### For an ill staff member or suspected or proven COVID-19 case

1. Personnel that become symptomatic with COVID-like illness are to leave UN premises immediately, seek testing and medical attention, and inform DHMOSH via [unhqclinic@un.org](mailto:unhqclinic@un.org).
2. All personnel that are symptomatic at home should seek medical care and get tested immediately. They should stay at home until the test result is available, either telecommuting or using uncertified sick leave if available. If the test result is negative by antigen/PCR test, they may return to work. If the test result is positive follow the advice below regarding a positive test.
3. All staff who test positive and have been in the workplace in the prior 10 days are to report their positive test, with documentation (i.e. a copy of the test result), via the confidential [EarthMed](#) self-reporting portal, then **isolate** in accordance with current



guidelines – at least 7 days with a subsequent negative test, or at least 10 days without a test.

4. DHMOSH will treat test results as confidential information and will not act on hear-say or second/third hand information about an alleged case in the building. DHMOSH will determine the appropriate next steps based on the circumstances. In general this will be:
  - a. To identify where the case was and when;
  - b. To advise managers of those floors/areas that there may have been an exposure at that location on a specific day or time.
  - c. To provide the managers with further advice for staff according to the circumstances.
5. The staff member who is the original case may share their details and test results with colleagues with whom s/he has been working with or who may have been exposed. However DHMOSH discourages the widespread release of medical information.

#### **For contacts of a confirmed case**

A contact may fall into 2 categories – a close contact (less than 6 feet for more than 15 minutes over a 24-hour period) or a possible contact. It is recognized that for the Delta variant, transmission is not well characterized by the close contact definition.

1. If you are vaccinated,
  - a. you can stay at work (unless symptomatic)
  - b. Get a PCR test 3-5 days after the exposure
  - c. If your test is negative, continue normal activity
  - d. If your test is positive, follow the guidance above in **for an ill staff member or suspected or proven COVID-19 case.**
2. If you are unvaccinated and a close contact (more than 15 minutes cumulative exposure at  
under 6 feet distance, regardless of whether wearing a mask or not)
  - a. **Quarantine.**
  - b. Get a PCR test 3-5 days after exposure

- c. If your test is negative, continue to quarantine for a total of 10 days and self-monitor for symptoms.
  - d. If your test is positive, follow the guidance above in **for an ill staff member or suspected or proven COVID-19 case.**
- 3. If you are unvaccinated and not a close contact but were in the same area as a case,
  - a. you can stay at work (unless symptomatic)
  - b. Get a PCR test 3-5 days after the exposure
  - c. If your test is negative, resume normal activity but take extra precaution to wear a mask outside of the workplace if around those at higher risk of severe outcome
  - d. If your test is positive, follow the guidance above in **for an ill staff member or suspected or proven COVID-19 case.**

## ANNEX V

### Addressing non-compliance with mandatory reporting and mandatory vaccination

1. **When heads of entity have mandated personnel to report their vaccination status**, this obligation should be communicated in writing with a set deadline, taking into consideration official holidays and popular break periods. (For instance, in New York, the Secretary-General mandated in his letter dated 13 August 2021 that personnel of UNHQ entities report their vaccination status by 1 September 2021.)

Once the deadline for reporting has passed:

- a. entity-specific lists of personnel who did not report their status by the set deadline should be generated using the data available in EarthMed (for staff members) and local systems (for non-staff personnel); and
- b. upon receipt of such reports, the Executive offices /local HR offices should follow-up with the individuals concerned and remind them of this new requirement.

In line with staff rule 10.2 (b), non-compliance with this reporting requirement may result in the issuance of a written or oral reprimand.

For non-staff personnel, the applicable measure will be taken as per the terms of their employment.

**Should such considerations be required, managers should seek guidance from their executive office, as each case should be handled on its own merits. Should executive offices need advice, they may contact DOS-HR-Advice ([dos-hr-advice@un.org](mailto:dos-hr-advice@un.org)) as Tier 2.**

**In the meantime, individuals whose vaccination status is unknown should be considered as unvaccinated.**

2. **When heads of entity have mandated personnel to get vaccinated**, this obligation should be communicated individually in writing with a set deadline, taking into consideration official holidays, popular break periods and ease of access to vaccines. (For instance, in New York, following the Secretary-General mandated 's letter dated 13 August 2021, individual

concerned were identified and notified during the week of 16 August 2021 and requested to get vaccinated by 19 September 2021.)

When a person who has been mandated to be vaccinated does not get vaccinated:

- a. as a first step, the manager should engage with the person to understand the reasons why;
- b. the manager should advise such person that, if they have concerns about not being vaccinated because of any medical condition, they must seek confirmation from the supporting medical service for an exemption on medical grounds. In such case, the supporting medical service should further advise the manager on options for completing assigned tasks safely.;
- c. Where a medical exemption is granted from vaccination, the staff member may still not carry out their functions. If there is no medical exemption warranted, the manager should clarify to such person the aim of mandatory vaccination for individuals performing functions for which vaccination has been mandated: the aim is to protect all personnel where mitigation actions such as distancing and masking are not sufficient to manage the risk of exposure at the workplace;
- d. If the person still decides to not be vaccinated, the manager will have to decide whether there is any potential flexibility that can be exercised, such as reassigning the person to other functions;
- e. Otherwise, such person should be informed that they may not carry out their functions on premises until such time as they are vaccinated. In such situations, staff members may request leave, including annual leave or special leave without pay, which may be approved depending on exigencies of service and conditions of employment.

**If such individual does not receive a medical exemption or if the leave request is not approved, the entity may also decide to place a staff member on special leave without pay in accordance with staff rule 5.3 (f).**

For non-staff personnel, the applicable measure will be taken as per the terms of their employment.

**Should such considerations be required, managers should seek guidance from their executive office, as each case should be handled on its own merits. Should executive offices need advice, they may contact DOS-HR-Advice ([dos-hr-advice@un.org](mailto:dos-hr-advice@un.org)) as Tier 2.**