



OPENING AND CLOSING SAFETY BRIEFS FOR MEETINGS

UPDATED 27 AUGUST 2020

The following information should be provided to all meeting attendees both in written form before and after a meeting, and as part of the opening and closing statements by the Chair. If appropriate the text can be paraphrased to suit the audience or the as the Chair determines.

OPENING BRIEF

Because of the health impact of the coronavirus pandemic, any large group meeting in an enclosed space such as this represents a risk to both delegates and the Secretariat staff supporting the meeting. Your efforts to comply with the new requirements for a safe meeting are part of a social contract that is critical not only to the safe conduct of this meeting, but to the meetings which may follow.

I would be grateful if you could:

- Maintain physical distancing of at least six feet / two meters at all times. This includes refraining from physical contact such as handshakes when greeting your colleagues;
- Wear your face covering or mask at all times, although you may remove it if you wish when addressing the meeting. Please do not remove your mask to speak to other attendees;
- Use the hand sanitizer provided at stations throughout the room; and
- Most importantly, do not attend or stay in the meeting if you become unwell with fever or other features of COVID-19. This perhaps represents the highest risk to our safety.

(If delegate seating is offset to allow 196 attendees)

- Please ensure you keep your seat in its current position which has been set to meet the physical distancing requirements and ensure the safety of those seated across the aisle from you.
- Delegates may speak from where they are, or may reposition their seat directly behind their nameplate when addressing the meeting. Please move back to your original position as soon as you have finished speaking.

CLOSING BRIEF

Part of the occupational safety and health plan for this meeting includes the possibility of follow-up in the unfortunate, and hopefully unlikely event of a case of COVID-19.

- If any delegate develops features of COVID-19 or has a positive COVID-19 test in the next 14 days, the United Nations Medical Director strongly encourages you to contact the medical service using the medical-in-confidence email address osh@un.org
- The UN clinic will undertake normal contact tracing process which is entirely confidential, and no contact will be told who the case was. Testing can also be arranged through UN clinic if required.

Prepared by the DOS/DHMOSH Occupational Safety and Health Team
For any questions about the contents of this document contact OSH@un.org



GENERAL CONSIDERATIONS FOR MITIGATION OF COVID-19 EXPOSURE DURING MEETINGS IN THE UNHQ COMPLEX

UPDATED 18 SEPTEMBER 2020

This guidance is the agreed minimum standard required to be met for meetings and is in accordance with current New York City and State requirements regarding public gatherings, and the Phase Two restrictions for activity in the United Nations Headquarters (UNHQ) complex as detailed in the Crisis Operations Group Reintegration Plan.

Note that whilst not required under the Organization's privileges and immunities, New York State guidelines do not currently support large scale indoor gatherings such as this meeting.

ATTENDANCE AND ENTRY

Attendance in the meeting room is restricted to delegates and those staff members with a direct role. Increasing numbers introduce complexity and increase the likelihood of interactions and exposure.

By swiping their United Nations issued ID card on entry, all attendees and support staff declare as a condition of their entry that they:

- Have completed quarantine if in the last 14 days they have arrived from a country or US State that is considered elevated risk^{1 2}.
- Have not been diagnosed with COVID-19 in the last 14 days;
- Have not had symptoms consistent with COVID-19 in the last 14 days; and
- Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days.

PROTECTIVE MEASURES

Face coverings: All meeting attendees are required to wear a face covering at all times whilst in public spaces, and in the meeting room except when directly addressing the meeting. All UN staff will wear face coverings at all times. Disposable face masks will be made available if needed. All delegates and staff will be offered a disposable surgical face mask if needed as part of meeting registration or entry.

Gloves: Gloves and other protective equipment are not required for most attendees. Hand-sanitizing solution will be available on entry to the meeting room. All surfaces will be deep cleaned prior to the meeting commencing.

Physical distancing: All attendees are to refrain from direct contact including handshakes and other physical contact during greetings in recognition of the physical distancing requirements. All attendees should remain conscious of COVID-19 hand sanitizing and contact precautions. To support contact precautions, no food or drink / glassware will be provided in meeting rooms.

¹ <https://wwwnc.cdc.gov/travel>

² <https://coronavirus.health.ny.gov/covid-19-travel-advisory>



MOVEMENTS

All movement and if necessary queuing requires 2 meter physical distancing, and attendees are requested to minimize activity until seated in the meeting room. Wherever practicable, waiting and queues should be outside rather than indoors.

INTERPRETATION SERVICES

Simultaneous interpretation will take place using multiple booths as determined by DGACM staff.

There will be a single interpreter at a time in each interpretation booth, and each interpreter will occupy their own dedicated workspace. Doors are to remain open.

In accordance with DGACM requirements interpretation service shifts will be limited to 3 hours..

MEDICAL SUPPORT AND CONTACT TRACING

DGACM staff will record the participants and support staff present at each meeting and forward this to the DHMOSH Occupational Safety and Health team as a record in support of contact tracing.

Emergency medical support is available to any attendee from security staff and from medical staff located in the Secretariat building.

Any attendee who begins to feel unwell (non-emergency) should immediately leave the UN complex and return to their accommodation and to seek medical care,

Should any attendee become unwell with or be diagnosed with COVID-19 during or within 14 days of the meeting, they are strongly encouraged to contact DHMOSH medical staff through the confidential address osh@un.org. Contact tracing will take place and testing may be offered to those considered contacts.