

## Return to the duty station and/or workplace in the context of the COVID-19 pandemic

### Human Resources Policy Guidance for all duty stations other than New York Headquarters where alternate working arrangements were implemented

Version 1 – 23 September 2020

#### 1. General provisions

1.1 The purpose of this guidance is to provide a general set of measures to be implemented prior to and during the return of UN personnel<sup>1</sup> to the duty station and/or to the workplace, as applicable. It is intended for Secretariat entities that had closed premises, put in place restrictions to limit physical access to the premises or had taken measures to reduce UN personnel footprint at the duty station, implementing alternate working arrangements.

1.2 The physical return of UN personnel to the duty station and/or to the workplace should be based on a cautious, phased, flexible and people-centered approach.

1.3 The primary consideration is to ensure all necessary measures are in place to support the safety and health of all UN personnel (and of their families) for carrying out the functions and responsibilities entrusted to them. Transparency and active communication with staff regarding planning and the evolving situation is paramount.

1.4 Conditions, workplace setting and dynamic of the pandemic vary from duty station to duty station. When developing their local plan for a gradual return of UN personnel to the duty station and/or to the workplace, heads of entities must take into account the WHO and local host country authorities' guidance and regulations where applicable, as well as local operational needs. Where a local UN Occupational Safety and Health Committee (OSH) is in place it should lead the development of a reintegration plan, alternately this represents an opportunity to establish such an OSH committee to advise on workplace health and safety issues. This committee may also consult with their local supporting medical service if it has OSH capability, the Division of Healthcare Management and Occupational Safety and Health (DHMOSH) in New York, and their local World Health Organization representative.

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<sup>1</sup> All staff and non-staff (UNV, interns, consultants, individual contractors, gratis personnel and experts)

1.5 The local OSH committee should be chaired by someone who is not part of the expert panel, for instance Chief of Staff or similar. The members of the Committee should include Security, Engineering, Medical, Human Resources, Facilities Management, Communications, transportation/movement experts and other persons as seen relevant to the duty station. (Terms of reference for OSHAC NYC are at Annex 2) The OSH should brief and/or report to a wider managers forum to ensure all entities at the duty station can provide inputs to and help propagate the plan. (e.g. the Crisis Operations Group (COG) in NY case).

1.6 The local plan should normally include separate phases subject to the local situation in each respective duty station and/or the country. Clear guidance on key issues should be produced and annexed to the plan, but made also for more widely available communications, including on: the key principles guiding the plan and key features of each phase, social distancing requirements, managing meeting rooms, HR policy, COVID-19 testing, quarantine requirements... etc. FAQs should be made available as well.

1.7 The transition from one phase to another will be decided by the Head of entity upon recommendations from the OSHAC, where applicable, based on pre-established criteria including, amongst other things, the loosening of local restrictions.

1.8 Given the evolving nature of the situation and the many remaining uncertainties regarding COVID-19, the transition from one phase to another may not be linear and the heads of entity may decide at any time to revert to a previous phase.

1.9 In field duty stations where staff members live and work in the same UN compounds, the distinction between return to the duty station and return to the workplace may not be relevant. The present guidance may be adjusted as applicable, while following the principles contained herein.

## 2. Return of UN personnel to their official duty station

2.1 During the implementation of Alternate Working Arrangements (AWA), personnel might have been authorized or encouraged to work remotely outside their official duty station to accommodate personal situations. AWA outside the duty station should normally not exceed 6 consecutive months but may be extended beyond that period based on the prevailing conditions in the duty station/country, including flight restrictions. Decisions to discontinue or continue AWA outside the duty station are within the authority of the Head of Entity. Decisions to suspend AWA outside the duty station should apply to all Secretariat entities and be taken in coordination with all entities concerned. UN agencies, funds and programmes at the duty station should also be consulted with a view to harmonize the arrangements applicable to personnel across the organizations of the UN common system. Entitlements will continue to be paid in relation to the official duty station for the whole duration of AWA, except for danger pay that is not payable for the period that personnel work remotely from outside their official duty and the accrual of

qualifying service toward rest and recuperation that remains governed by the conditions established in section 3 of [ST/AI/2018/10](#) on rest and recuperation.

2.2 UN Personnel working outside of the duty station under AWA should be communicated in writing the expected return date and be provided a reasonable advance notice (at least 21 days) before they are expected to return in order to be able to make necessary arrangements to physically report to the workplace taking into consideration travel restrictions and quarantine requirements, as applicable. A phased return of personnel to the duty station may be implemented based on the lifting of travel restrictions affecting certain countries/areas. This requirement does not apply to duty stations where scenario 1 b) of the [Human Resources Network's Standing Committee on Field Duty Stations guidance note for R and R duty stations with COVID-19 travel restrictions](#) dated 1 June 2020 is implemented since rotation is carried out on a pre-established scheduled.

2.3 When a decision is made to discontinue AWA outside the duty station as of a specific date, staff members who would like to exceptionally delay their return due to compelling personal circumstances may request their manager to telecommute from outside the duty station for an appropriate duration not exceeding six months on Flexible Working Arrangements (FWA) in accordance with the provisions of [ST/SGB/2019/3](#) and [ST/IC/2019/15](#). In exceptional circumstances, an extension of the authorization to telecommute from outside the duty station may be considered for an additional period not exceeding three months. Any such arrangement should be considered on a case-by-case basis and subject to exigencies of service. Failure to return to the duty station by the expected date may result in their absence being treated as unauthorized. Subject to exigencies of service, staff members may also be granted annual leave or special leave without pay.

2.4 For additional information on FWA and AWA, please consult:

[Alternate working arrangements \(AWA\) and Flexible working arrangements \(FWA\) in the context of COVID-19 pandemic - Human Resources Policy Guidance for all Secretariat duty stations](#)

[Frequently Asked Questions - All Duty Stations - Alternate work arrangements and telecommuting in connection with COVID-19](#)

### 3. Duty stations where UN personnel footprint has been reduced

3.1 AWA are to remain in effect where personnel were required to leave the duty station in order to reduce staffing footprint at the duty station due to exceptional local conditions as decided by the HoE or as per local government requests until the situation changes and restrictions are lifted.

3.2 UN personnel whose presence in the duty station is not necessary or authorized may continue to work remotely from outside the duty station under AWA and should be informed in due course when it is appropriate for them to return (the timeline will depend on the evolution of the situation). Entitlements will continue to be paid in relation to the official duty station for the whole duration of AWA, except for danger pay that is not payable for the period that personnel work remotely from outside their official duty and the accrual of qualifying service toward rest and recuperation that remains governed by the conditions established in section 3 of [ST/AI/2018/10](#) on rest and recuperation.

3.3 In duty stations where the R and R framework was suspended and scenario 1. a) or 1.b) of the [Human Resources Network’s Standing Committee on Field Duty Stations guidance note for R and R duty stations with COVID-19 travel restrictions](#) dated 1 June 2020 was implemented, personnel required to return as part of the rotation must comply since travel was approved in a phased approach with a view to maintain operational capacity. Failure to return on the specified date may result in their absence being treated as unauthorized, unless subject to exigencies of service, managers agreed to a delayed return as per the procedure described above. Personnel leaving the duty station as part of the rotation will be on AWA for the duration of the turn outside the duty station, unless they avail of annual leave or request special leave.

## 4. Physical return of UN personnel to the workplace

4.1 In preparation for the initial return phase, each entity should conduct an “on-site requirement” assessment to determine whether the return to the workplace is required for the delivery of their mandate. This assessment is not focused on seniority or importance of mandate function but rather on the requirement to be physically present in the building to conduct activities that support an essential function.

4.2 The table below is provided as an example:

	Phase 0 Preparation for a physical return to premises or duty station	Phase 1 Activities required on-site	Phase 2 Expansion of UN personnel on-site / at the duty station	Phase 3 Reimagined workplace

Timeline	[end date]	[date of transition from the prior phase]	[date of transition from the prior phase]	[date of transition from the prior phase <sup>2</sup> ]
Daily occupancy limit	Up to XX in the premises and/or in the duty station	Up to XX in the premises or XX% of normal occupancy and/or presence of UN personnel at the duty station	Up to XX% of normal occupancy of the premises and/or presence of UN personnel at the duty station	TBD
What	Essential functions <sup>3</sup>	Essential functions and those that can only be performed on-site	Essential functions and those completed more effectively / efficiently on-site <sup>4</sup>	TBD
Who	Personnel required to perform essential on-site functions who are not in high risk groups <sup>5</sup>	Personnel required to perform essential on-site functions who are not in high risk groups	Personnel required to physically return to UN premises according to operational needs or those who elect to do so within occupancy limits	TBD

<sup>2</sup> Example of criteria to move into Phase III: Minimum 42 days since previous transition. No restrictions beyond general best practices on social distancing and hygiene; compliance with applicable local/federal guidelines; very rare new cases in local area; no staff/contractor cases in the workplace in the past 42 days; widespread UN and local health testing in place for asymptomatic cases/contacts; local health service capacity returned to baseline (pre-pandemic levels); consistent staff adherence to distancing & hygiene measures; vendors available; public services available; other peer organizations fully open.

<sup>3</sup> E.g. security, maintenance, cleaning, medical

<sup>4</sup> E.g. interpretation, conference services, any work requiring use of certain equipment such as photocopiers, work more efficiently done on larger or dual monitors, those who need to access hard copy documents... etc.

<sup>5</sup> Risk factors include but are not limited to, any single feature of age greater than 60, chronic illness, immune suppression, heart/lung disease, or significant exposures outside the workplace such as ill household members or immunocompromised family members.

### 4.3 On-site reporting for initial phases

4.3.1 Building occupancy limits should be determined for each phase and only staff members who meet certain criteria (e.g. performance of essential nature of the functions that require on-site present) should be authorized access. Daily entry counts are to be monitored by the Security personnel, to not exceed those limits. Maximum safe occupancy levels should be set taking into account physical/social distancing requirements and building and office layouts, congestion points such as entry/exit and elevators.

4.3.2 It is recommended that heads of entities designate focal points to monitor the implementation of the plan and liaise with personnel and managers as needed.

4.3.3 In determining the operational needs that require an on-site presence, managers should be guided by the following criteria to decide who will return to the premises:

- Managers should ensure that there is the necessary on-site presence to effectively deliver on mandated activities;
- Managers should, to the extent possible and subject to exigencies of service, balance the needs for personnel to report on-site with their personal circumstances, in particular risk factors for the individuals (including their family members) who are considered vulnerable<sup>6</sup>. On-site rotation<sup>7</sup> amongst team members may be considered;
- Managers should continue to exercise flexibility, understanding and care when discussing which UN personnel should return physically to the premises.
- Managers are encouraged to consider on a priority basis requests from personnel who wish to return to the premises, if feasible in the context of the duty station and local conditions, while ensuring equity, consistency and fairness in the treatment of all personnel;
- When determining which personnel will be required to report on-site, consideration should be given to the means of transportation available to them for their home-work commute (i.e. walking, riding a bike or driving their own vehicle) and/or any other relevant local considerations. For personnel who must avail of public transportation,

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<sup>6</sup> Risk factors include but are not limited to, any single feature of age greater than 60, chronic illness, immune suppression, heart/lung disease, or significant exposures outside the workplace such as ill household members or immunocompromised family members.

<sup>7</sup> In line with the guidance note issued by the HR Network Standing Committee on Field Duty Stations (Field Group) on 1 June 2020 and subsequent UN Secretariat directive, rotation cycles may be established for periods of 1.5 to 3 months at duty stations where the R and R framework has been suspended.

managers could also consider, where possible, adjusting the individuals' work schedule so that they can travel outside peak hours as long as doing so does not impact the operational needs of the Organization and completion of mandated activities;

- Special consideration should also be given to UN personnel who share their household with someone at increased risk for COVID-19 complications due to age or a severe underlying medical condition, UN personnel with personal and family obligations (i.e. care of children, elder family members) as well as pregnant and breastfeeding women when determining who should perform on-site activities. Personnel who find themselves in these situations and have been identified to perform on-site functions, should be given a reasonable advance notice to allow them to make the necessary personal arrangements. When compatible with exigencies of service, their presence at the premises should be limited in order to accommodate their situation.
- UN Personnel who were authorized to leave the duty station and have been identified to perform on-site functions should be provided a reasonable advance notice (at least 21 days) so that they can make the necessary arrangements to physically report to work on the requested date taking into consideration travel restrictions and quarantine requirements as applicable. This requirement does not apply to duty stations where scenario 1 b) of the [Human Resources Network's Standing Committee on Field Duty Stations guidance note for R and R duty stations with COVID-19 travel restrictions](#) dated 1 June 2020 is implemented since rotation is carried out on a pre-established schedule including departure and return dates to and from the duty station.

4.3.4 Managers should carefully evaluate whether the presence of non-staff personnel is required on the UN premises, such as interns, volunteers and consultants. If it is determined that remote working is still feasible, managers should evaluate on a case-by-case basis whether return to the duty station is required.

4.3.5 Personnel may request managers to delay their physical return to the premises, including when they reside in a UN compound, due to:

- Medical reasons:

When UN personnel considered most vulnerable if exposed to COVID-19 cannot reach an agreement with their managers regarding their on-site attendance, the following process is to be followed:

- The discussion and outcome should be clearly documented.
- The UN personnel should request in writing a 'reasonable accommodation' from their manager and outline what the accommodation is – in this case, to continue to work remotely full time and state the reason - in this case 'medical reasons' or 'medical

reasons relating to a household member'. No confidential information needs to be provided.

- The UN personnel should then send their request to their supporting medical service:  
Heading: "Request for reasonable accommodation – (Name), (Index number), (Entity)

Body: A brief description of the situation, the actual diagnosis that prevents return to the premises, whether it is for themselves or a household dependent, recent medical report from a Doctor for the diagnosis, and what accommodation is being requested (for instance to continue telecommuting full time or work from a specific location).

A full signature block is always required with their contact details and the email address of their manager.

The supporting medical service will assess the case using the 'Reasonable Accommodation' questionnaire in EarthMed and advise the manager accordingly, without releasing confidential medical information. Based on the information, the manager will decide if the accommodation can be granted. Where the accommodation is not granted the manager is required to document for the staff member why the request represents an undue burden on the operational needs.

- Personal concerns / family obligations:

Managers may seek advice from the local HR service on possible ways to facilitate the transition of personnel whose on-site presence is required taking into account their personal concerns and /or family obligations (e.g. rotation of personnel; allowing a reasonable amount of time to make childcare/elderly care arrangements before resuming on-site presence; granting of annual leave or special leave). Where the accommodation is not granted the manager is required to document for the staff member why the request represents an undue burden on the operational needs.

4.3.6 Local HR services may send questions to DOS-HR ADVICE at [dos-hr-advice@un.org](mailto:dos-hr-advice@un.org).

4.3.7 After discussions about on-site requirements with personnel and consultations with the relevant services, taking into consideration the Organization's operational needs and exigencies of service as well as the personal circumstances and risk factors for the individuals, the expected return to work on the premises date and other relevant details (number of days per week, work schedule) shall be communicated in writing to those whose on-site presence is required/authorized. Failure to report to the premises by the specified date may result in their absence being treated as unauthorized.



4.3.8 To assist managers in identifying the personnel who may continue to work remotely during initial return phases, two tools have been developed:

- 1. A self-assessment questionnaire to be completed by personnel (Annex 1)**
- 2. A 'traffic-light' matrix to be completed by managers (Annex 2)**

4.3.9 Each head of entity may decide whether to use these tools, based on the local return to the workplace plan for their respective duty station. This is optional and may not be suited for all duty stations and/or category of personnel (i.e. internationally recruited staff members serving in non-family duty stations, or duty station where the R and R framework was suspended and scenario 1.b) of the [Human Resources Network's Standing Committee on Field Duty Stations guidance note for R and R duty stations with COVID-19 travel restrictions](#) dated 1 June 2020 was implemented.

#### 4.4 Continuation of AWA at the duty station

4.4.1 In duty stations that are implementing a progressive return to the workplace, AWA are to remain in effect within the duty stations until the daily occupancy limits at the workplace are lifted.

4.4.2 As part of AWA, rotation and shifts may be introduced to limit the number of UN personnel on-site at any given time and allow physical distancing. No additional compensation should apply.

4.4.3 UN personnel who are required to return to the workplace one or more days per week during the phased return, should also continue to work on AWA on the days on which their presence on-site is not required. AWA days should be recorded in Umoja as "Telecommuting COVID-19" at the end of each week.

4.4.4 Other UN personnel whose physical on-site presence is not required may continue to work remotely, normally from their residence at the duty station, on a full-time basis under AWA and will be informed in due course when it is appropriate for them to return (the timeline will depend on how the situation evolves).

4.4.5 Personnel whose functions cannot be performed outside the premises and who are required to continue to work remotely due to occupancy limits, should continue to perform alternative assignments as instructed by their managers under AWA.

## 4.5 Duties and obligations of UN personnel upon returning to the premises

4.5.1 UN personnel are expected to continue to show respect, care and understanding for each other at all times.

4.5.2 On return to the workplace, staff should expect a different work environment due to the implementation of COVID-19 related protective measures. For instance, staff may be directed to wear masks on entry into the building and in common areas, exercise appropriate physical distancing and the sitting arrangement might be reconfigured. At some duty stations, there may be temperature checks or disinfection procedures on entry. There may be specific instructions on the use of elevators, escalators, door handles, toilets etc. Selected personnel dealing with visitors or in uncontrolled environments (such as loading docks, deliveries or maintenance tasks) should be provided with appropriate personal protective equipment (PPE) based on a risk assessment. Further details on how the plan is implemented and helpful practical tips to staff as they gradually return to the workplace in greater numbers should be provided by the Head of entity and the local Occupational Safety and Health Committee in accordance with each entity's plan for a gradual return to the workplace.

4.5.3 UN personnel must at all times follow the required measures to prevent the spread of the disease and adhere to established sanitary protocols, as well as those concerning presence at, use of, and circulation through, the premises.

4.5.4 UN Personnel must follow the guidance received from their managers and/or local security so that daily occupancy limits are not exceeded.

4.5.5 UN personnel with symptoms, who are unwell or are in contact with individuals who have shown symptoms must stay home. Staff members may avail of up to 14 days of uncertified sick leave for COVID-19 related absence, including for quarantine. Certified sick leave is not available for quarantine. (Please refer to DMSPC announcement of 3 April 2020 on [uncertified sick leave](#)).

4.5.6 Personnel with COVID-19 symptoms or PCR<sup>8</sup> test (nasal swab diagnostic test) results in either themselves or their household dependents are urged to report illness or test results using the confidential Self-Reporting EarthMed Portal ([medical.un.org](http://medical.un.org)). If required, a clinical staff member will reach out to obtain further information. For those personnel who cannot log into the EarthMed Portal, contact your supporting medical service by email using their contact address, or if unknown, via [osh@un.org](mailto:osh@un.org), ensuring it includes a contact telephone number with country code. For general questions on COVID-19 see the UN's coronavirus website [un.org/coronavirus](http://un.org/coronavirus) or contact your supporting medical service.

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<sup>8</sup> PCR stands for: "polymerase chain reaction"

## Annex 1 - Self-assessment questionnaire

This questionnaire is to be filled out by UN personnel and send to their managers if requested. It is meant to be used exclusively for the purposes of filling the 'traffic light matrix' mentioned below and may not be shared further without the consent of the personnel.

### I) PERSONAL information

1. Are you over the age of 60?

Yes  No

2. Were you advised by a doctor or a health care provider of any health conditions that would place you at increased risk (e.g. chronic illness, immune suppression, heart/lung disease) should you contract COVID-19? Please answer only in yes or no

Yes  No

### II) SOCIODEMOGRAPHIC variables:

3. Is your residence at your duty station in an area that is still in lockdown/containment?

Yes  No

4. Do you reside with someone (e.g. child or elderly parent) that require support and cannot stay with other people while you go to the office/return to your duty station?

Yes  No

5. Do you reside with people considered more vulnerable<sup>9</sup> in front of COVID-19?

Yes  No

6. Do you commute to/from work using public transportation?

Yes  No

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<sup>9</sup> Any one older than 60, and/or with an underlying chronic illness, immune suppression, heart/lung disease

## Annex 2 - “Traffic light” Matrix

The objective of this matrix is to provide a tool that allows managers to consistently identify all personnel of the duty station, using a number of objective criteria, to determine if and when personnel should return to the workplace in the initial phases of the return to the workplace plan. These criteria include health and sociodemographic factors as well as work-related aspects. The personal and sociodemographic information should be collected through the self-assessment questionnaire to be completed by the personnel.

Each variable is evaluated using a traffic light colour code, which allows to quickly visualize to which group each staff will be assigned.

green zone: personnel must return to the workplace

yellow zone: there are restrictions/impediments to the return to the workplace

red zone: personnel can continue to work remotely under alternate working arrangements

### 1) **PERSONAL** information:

A. Is the individual over the **age of 60**?

● = if the answer is **NO**, the individual is placed in the **green zone**

● = if the answer is **YES**; the individual is placed in the **yellow zone**

B. Has the individual been advised by a doctor or a health care provider of any health conditions that would place them at increased risk should they contract COVID-19?

● = If the answer is **NO**, the individual is placed in the **green zone**

● = If the answer is **YES** to at least one of the categories indicated above, the individual is placed in the **yellow zone**

### 2) **SOCIODEMOGRAPHIC** variables (residency at the duty station):

A. Is the individual’s residence at the duty station in an area that is still in **lockdown/containment**?

- B. Does the individual reside with someone that require support and cannot stay with other people while individual goes to the office?
- C. Does the individual reside with people considered more vulnerable<sup>10</sup> in front of COVID-19?
- D. Does the individual commute to/from work using **public transportation**?

● = If the answer is **NO** to questions A-D, the individual is placed the **green zone**

● = if the answer is **YES** to at least one of the questions A-D, the individual is placed in the **yellow zone**

3) The **EVALUATION OF THE PERSONNEL** is based on two variables:

- A. From the point of view of the **Organization**, how important is that this individual returns to the office?

● = If it is essential that this individual returns to the office, he is placed in the **green zone**;

● = If it is convenient that this individual returns to the office, he is placed in the **yellow zone**

● = If it is unnecessary that this individual returns to the office, he is placed in the **red zone**

- B. What is the level of efficiency and effectiveness while working remotely?

● = If the individual is less efficient or effective, he/she is placed in the **green zone**

● = If the individual has a comparable efficiency and effectiveness, he/she is placed in the **yellow zone**;

● = If the individual is more efficient or effective, he/she is placed in the **red zone**

- 4) Can the functions be performed by another individual in case the first person couldn't return to the office?

● = the work cannot be performed by another person, the individual is placed in the **green zone**

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<sup>10</sup> Including but not limited to, family members with any single feature of age greater than 60, chronic illness, immune suppression, heart/lung disease

● = the functions can be performed by another person, the individual is placed in the **yellow zone**

Based on the answers provided in the above questions, and using the attached excel spreadsheet, please rate each individual in the following categories:

- If there is at least one placement in a **red zone**, that individual will continue working under the alternate work arrangements until further determined;
- If there is at least one placement in a **yellow zone**, the situation of the individual should be discussed with the individual's manager, local HR, entity's focal point and his/her local UN Medical Service/DHMOSH, as applicable.
- If all the placements were in the **green zone**, this staff can return to work in the office.

Managers and personnel should strive to find a mutually acceptable phased return solution for each individual in the team.

## Annex 3

### United Nations Headquarters – Crisis Operations Group

#### Occupational Safety and Health Committee on Reintegration

##### Terms of Reference

1. The staff of the United Nations (UN) are its greatest asset, and the UN has a duty to undertake all reasonably practicable actions to prevent workplace exposure to COVID-19 and protect the health and wellbeing of its staff. The UN's ability to return to its 'new normal' and deliver its mandate is inextricably linked to the occupational safety and health of its workforce, their trust in the safety of the process of reintegration, and of the UN's ability to meet its duty of care as an employer.
2. The development of the COG's Reintegration Plan is dependent on the process of consultation and communication by COG members, transparent risk management processes and the full and effective involvement of management and staff.

##### Role

3. The COG's OSH Committee (OSH Committee) is a multidisciplinary, technical review body with expertise in workplace risk assessments. Its work is to be conducted in a co-operative, non-adversarial atmosphere. The OSH committee is not a policy-making body and provides recommendations to the COG that are in accordance with the provisions and general principles of UN OSH Policy.

##### Mandate

4. The OSH Committee is to provide advice to the COG on a risk-based approach to reintegration of the UN's NYC based staff in a way that optimizes health and affords reasonable safety.

##### Objectives

5. The tasks of the OSH Committee are to:
  - a. Review the potential exposure to COVID-19 in the workplace (including where practical during commuting) in the context of the COVID-19 outbreak in the HQ NY area.
  - b. Review the potential exposures for specific jobs and tasks.
  - c. Develop prevention and mitigation measures for these exposures and any associated hazards.
  - d. Develop options for a phased reintegration of staff back into the workplace, with triggers for moving between phases.

- e. Contribute to developing concrete options for a safe and phased re-introduction of conferences and meetings including those with delegates and other participants. Propose criteria to be met for opening UN HQ premises to the public.
- f. Contribute to a communications strategy that explains the risk-based approach to the development of the plan.
- g. Liaise with member state groups on travel of delegates

### **Composition**

- 6. The OSH Committee shall be drawn from the COG's membership with a focus on representation from key technical areas common to all members.
  - a. Occupational Safety and Health;
  - b. Security services;
  - c. Staff;
  - d. NY based Agencies, Funds and Programmes
  - e. Human resources;
  - f. Medical/psychosocial services;
  - g. Safety services;<sup>i</sup>
  - h. Facilities management;
  - i. Environmental management;
  - j. Travel services;
  - k. Procurement services;
  - l. *When required*, representatives from work groups or entities with a role in managing specific complex or high-risk work activities (such as staff of the operations center, simultaneous meeting translation, etc.); and
  - m. Administrative support and secretarial services.

### **Meetings**

- 7. The OSH committee shall set its own meeting frequency and determine its own rules regarding quorum.

### **Report**

- 8. The OSH Committee will provide a draft proposal for review as determined by the COG.