

# INSTRUCTIONS FOR REPORTING OF COVID-19 CASES AMONGST UN PERSONNEL & DEPENDENTS

March 2020

## COVID-19 REPORTING REQUIREMENTS

- Immediately report any suspect / confirmed cases to **local health authorities** and **local WHO office** within 24 hours (under IHR 2005 directive) when identified. Please follow the local guidance on this as appropriate including any case definitions.
- Report all **lab-confirmed cases** occurring amongst UN personnel and dependents, and any individual **under local health authorities/enforced quarantine** to the DHMOSH's Public Health unit at [dos-dhmosh-public-health@un.org](mailto:dos-dhmosh-public-health@un.org), copying DCO ([azevedoc@un.org](mailto:azevedoc@un.org) and [cisneros@un.org](mailto:cisneros@un.org)). Information should be anonymized.
- Coordination: if the personnel's UN entity representative in your country has not been informed already, please coordinate so that the information is shared with you, considering that the SM's UN entity has the responsibility of duty of care. If the UN entity has no country representative, please liaise with the regional UN entity representative and your Regional DCO Director.

## POLICY ON PUBLIC ANNOUNCEMENT OF CASES

- Regarding the external communications surrounding COVID-19, it is essential that United Nations country offices communicate with as much transparency and clarity as possible to their local audience.
- However, in any public announcement of cases involving UN personnel or their dependents, no information should be released until the staff members themselves are notified. In addition, do not release any personal details that would allow these personnel and their dependents to be identified.
- For coordination and support prior to public announcements, please contact Carolina Azevedo in DCO - [azevedoc@un.org](mailto:azevedoc@un.org) .

## FOR UN MEDICAL STAFF WHO USE EARTHMED (ELECTRONIC MEDICAL RECORDS SYSTEM)

- In order to ensure that all COVID-19 (Coronavirus) cases are correctly recorded in EarthMed, should you encounter a COVID-19 infected or suspected case, please ALWAYS use one (or more) of the following codes under the "Dx" field in EarthMed:

## FOR LAB-CONFIRMED CASES:

1. First Dx: B97.2, Other coronavirus as the cause of diseases classified elsewhere. This field is mandatory and must be the first Dx.
2. Secondary Dx: J12.8, Pneumonia associated with COVID-19 OR J20.8, Acute bronchitis associated with COVID-19, OR J22, Unspecified acute lower respiratory infection associated with COVID-19, OR J98.8, Respiratory infection, NOS, associated with COVID-19, OR J80, Acute respiratory distress syndrome (ARDS) in conjunction with COVID-19.

**FOR EXPOSURE CASES (to be applied only if COVID-19 disease is ruled out):**

1. Z03.8, Possible exposure to COVID-19 OR
2. Z20.8, Actual exposure to someone who is confirmed to have COVID-19

For any questions, contact [dos-dhmosh-public-health@un.org](mailto:dos-dhmosh-public-health@un.org)