



# COVID-19 PREPAREDNESS AND RESPONSE: A CHECKLIST FOR UN DUTY STATIONS

## BACKGROUND

A global COVID-19 pandemic is ongoing. This preparedness checklist, developed by the Public Health team of DHMOSH, provides an outline to all UN duty stations of the essential minimum elements of preparedness and response to a COVID-19 outbreak in your duty station as part of the larger COVID-19 pandemic.

All duty stations globally should review and implement this COVID-19 preparedness checklist. While most duty stations have experienced COVID-19 cases already, for those who have not, it is critical to remain vigilant in order to prevent cases in the first place. Those who have had past outbreaks that are now finished, remain at risk for future outbreaks and therefore these principles can also be applied. Duty stations that already have their own disease specific preparedness and response plan in place may use the checklist to evaluate the completeness of their current plan. *(Please note that depending on whether you have a local UN medical services or not, some of the elements may or may not be applicable to your duty station.)*

All duty stations globally, regardless if such an outbreak is occurring locally or not, should review this checklist in accordance with plans and guidance from your local health authorities. Further reference documents from DHMOSH is available at <https://www.un.org/en/coronavirus/reference-documents-administrators-and-managers>

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

	ACTIONS	STATUS
Preparedness, Planning and Coordination	<input type="checkbox"/> Senior officials of the duty station should be briefed on the current COVID-19 pandemic situation globally as well as local outbreak status, its possible outcomes and related resource requirements for preparedness.	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion: _____
	<input type="checkbox"/> Ensure systems are in place for close coordination with relevant stakeholders and partners (e.g. WHO country office, national government, health authorities).	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion: _____
	<input type="checkbox"/> UN country office/mission should convene either a formal outbreak committee or an equivalent committee (e.g. SMT/CMT) for management of the outbreak, or if the need should arise later.	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion: _____



	<input type="checkbox"/> All offices should develop business continuity plans that will allow performance of critical functions with reduced number of personnel.	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion:
	<input type="checkbox"/> If applicable, UN health facility should have a business continuity plan that will allow performance of critical functions with reduced number of medical personnel.	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion: <input type="checkbox"/> Not applicable
<b>Personal Hygiene</b>	<input type="checkbox"/> All UN personnel should have awareness about COVID-19 strategies including hand hygiene, respiratory etiquette (covering cough and sneeze), physical distancing (minimum 1-2 meters), signs and symptoms, staying away from ill persons and staying home when ill. If applicable, UN medical staff should actively educate and raise awareness amongst UN personnel. For more information, see <a href="https://www.un.org/en/coronavirus/reference-documents-administrators-and-managers">https://www.un.org/en/coronavirus/reference-documents-administrators-and-managers</a>	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion:
<b>Infection Control</b>	<input type="checkbox"/> If applicable, UN medical staff should be aware of and follow appropriate infection prevention and control measures and should always routinely and consistently implement standard precautions regardless of the patient's diagnosis. For more information on specific COVID-19 infection control precautions, see <a href="https://www.who.int/publications/i/item/WHO-2019-nCoV-IPC-2020.4">https://www.who.int/publications/i/item/WHO-2019-nCoV-IPC-2020.4</a> <input type="checkbox"/> Recommendations for cleaning/disinfection of environment and equipment including linens and utensils should also be adhered to. See: <a href="https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-inthe-context-of-covid-19">https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-inthe-context-of-covid-19</a>	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion: <input type="checkbox"/> Not applicable
	<input type="checkbox"/> UN personnel returning from travel (regardless of reason) should be advised to, at the minimum, monitor their health twice daily for 14 days after travel and to seek medical attention should they develop any signs and symptoms. Ideally, they should call the clinic first before seeking assistance in person. <input type="checkbox"/> Such UN personnel must follow the advice of local health authorities and the local UN duty station policy including on any quarantine needed. <input type="checkbox"/> All individuals who are ill must be advised to stay at home and not come into the workplace if they develop symptoms. They should only return to work when free of symptoms and/or once cleared by a medical professional.	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion:
<b>Contacts</b>	<input type="checkbox"/> Process by which UN personnel identified as contacts of COVID-19 cases should be immediately quarantined for 14 days should be advised to monitor their health twice daily during this period should be clearly established and included in SOPs. If they develop signs and symptoms they should seek medical attention, ideally by calling the clinic first.	<input type="checkbox"/> Completed on _____ <input type="checkbox"/> In process <input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion: <input type="checkbox"/>



<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> UN medical staff should review, familiarize and be trained to don and doff the PPE needed for management of COVID-19. For more information, see <a href="https://www.who.int/publications/i/item/WHO-2019-nCoV-IPC-2020.4">https://www.who.int/publications/i/item/WHO-2019-nCoV-IPC-2020.4</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed on _____</li> <li><input type="checkbox"/> In process</li> <li><input type="checkbox"/> Not Started</li> <li><input type="checkbox"/> Expected Date of Completion:</li> <li><input type="checkbox"/> Not applicable</li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure UN personnel identified as high-risk populations are trained on the proper use and disposal of masks and other PPE used. Ensure access and availability of necessary PPE for such personnel.</li> <li><input type="checkbox"/> Please note that for individuals without respiratory symptoms, a cloth or medical mask may be considered. If masks are used, ensure best practices should be followed on how to wear, remove, and dispose of them and on hand hygiene action after removal. See <a href="https://www.un.org/sites/un2.un.org/files/ddcoronavirus_ppeforwardfacingstaff.pdf">https://www.un.org/sites/un2.un.org/files/ddcoronavirus_ppeforwardfacingstaff.pdf</a> and <a href="https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak">https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed on _____</li> <li><input type="checkbox"/> In process</li> <li><input type="checkbox"/> Not Started</li> <li><input type="checkbox"/> Expected Date of Completion:</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Defer all non-essential travel to and meetings during the COVID-19 pandemic areas in accordance with WHO and DHMOSH travel advisories. Travelers should be provided contents of travel advisories issued from WHO at <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed on _____</li> <li><input type="checkbox"/> In process</li> <li><input type="checkbox"/> Not Started</li> <li><input type="checkbox"/> Expected Date of Completion:</li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> All UN personnel should be advised to check with the destination country's embassy, consulate or Ministry of Health and keep up to date with local health advice before and during their travel. They should also be advised to comply with any screening measures put in place by local authorities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed on _____</li> <li><input type="checkbox"/> In process</li> <li><input type="checkbox"/> Not Started</li> <li><input type="checkbox"/> Expected Date of Completion:</li> </ul>
<b>Medical Consultation and Advice</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess capability of both in-house, if applicable, and external medical systems to meet expected needs during a COVID-19 pandemic or local outbreak and identify actions needed to fill gaps. For pre-identified facilities or providers supporting outpatient and hospital-based healthcare, prepare contractual agreements if necessary, and develop specific protocols to allow UN personnel to use these facilities, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed on _____</li> <li><input type="checkbox"/> In process</li> <li><input type="checkbox"/> Not Started</li> <li><input type="checkbox"/> Expected Date of Completion:</li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> If applicable, UN medical personnel at duty station should familiarise themselves with WHO's COVID-19 technical guidance including on diagnosis of cases, clinical management and stay up to date on new developments on vaccination and therapeutics. For more information, see <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance-publications">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance-publications</a>.</li> <li><input type="checkbox"/> If applicable, UN health facility in the duty station should develop specific SOPs to identify, triage, and manage cases of suspect COVID-19, in</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed on _____</li> <li><input type="checkbox"/> In process</li> <li><input type="checkbox"/> Not Started</li> <li><input type="checkbox"/> Expected Date of Completion:</li> <li><input type="checkbox"/> Not applicable</li> </ul>



	<p>coordination with local health authorities and local referral hospitals. Such plans should be exercised periodically.</p>	
	<p><input type="checkbox"/> If applicable, All UN medical staff should know how to administer supportive care to suspect/confirmed COVID-19 cases if encountered, especially for cases with complications.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p> <p><input type="checkbox"/> Not applicable</p>
	<p><input type="checkbox"/> In coordination with local health authorities, ensure there is a surveillance mechanism in place to identify, manage and report cases. See <a href="https://www.who.int/publications/i/item/global-surveillance-for-covid-19-caused-by-human-infection-with-covid-19-virus-interim-guidance">https://www.who.int/publications/i/item/global-surveillance-for-covid-19-caused-by-human-infection-with-covid-19-virus-interim-guidance</a> for WHO case definitions. Any cases identified should be reported to <a href="mailto:dos-dhmosh-public-health@un.org">dos-dhmosh-public-health@un.org</a> and local health authorities.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
	<p><input type="checkbox"/> In coordination with local health authorities, ensure there is protocol for how to manage potential COVID-19 cases and contacts that occur at the workplace. Keep staff informed of these protocols.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
<b>Seasonal Flu</b>	<p><input type="checkbox"/> Continue to promote and facilitate an annual seasonal influenza vaccination programme for UN personnel and their dependants.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
<b>Personal Supplies</b>	<p><input type="checkbox"/> UN personnel should be encouraged to procure their own supplies of antipyretics, hand sanitisers, masks, thermometers as needed.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
<b>Communication and Training</b>	<p><input type="checkbox"/> All UN personnel in duty station should be updated about the current outbreak situation and the UN country/mission's preparedness activities as necessary, including local healthcare arrangements if staff are ill and general prevention Information for all staff. See <a href="https://www.un.org/en/coronavirus/reference-documents-administrators-and-managers">https://www.un.org/en/coronavirus/reference-documents-administrators-and-managers</a></p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
	<p><input type="checkbox"/> Develop in advance presentation materials that can be used in briefings or during other communication initiatives.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
	<p><input type="checkbox"/> If needed, provide specialised training to specific categories of UN personnel (e.g. medical staff, cleaners of health facility, security officers etc).</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p> <p><input type="checkbox"/> Not Started</p> <p><input type="checkbox"/> Expected Date of Completion:</p>
	<p><input type="checkbox"/> Develop a psychosocial support plan for UN personnel.</p>	<p><input type="checkbox"/> Completed on _____</p> <p><input type="checkbox"/> In process</p>



		<input type="checkbox"/> Not Started <input type="checkbox"/> Expected Date of Completion:
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This checklist should be completed as a self-evaluation of your preparedness status.

Date of Submission: \_\_\_\_\_

Name and Email Address of Submitter: \_\_\_\_\_

Duty station: \_\_\_\_\_

Organisation: \_\_\_\_\_