COVID-19 OUTBREAK: BRIEF GUIDE FOR MEETING ORGANISERS AT UNITED NATIONS CONFERENCE CENTRE (UNCC), BANGKOK

AIM

This document aims to provide meeting organisers with key information for organising and managing meetings in light of the current outbreak of coronavirus disease (COVID-19) spreading globally. The guide has been reviewed and adapted in conjunction with relevant guidelines of the World Health Organization (WHO) and the Division of Healthcare Management and Occupational Safety and Health (DHMOSH), United Nations Secretariat.

LOGISTICS CONSIDERATIONS FOR MEETING ORGANISERS

The following provide some suggestions of key elements to implement before and during a meeting. Organizers should adapt this in accordance with local health authorities and WHO country office advice.

BEFORE THE MEETING

Organizers should:

• Distribute the ‘Guide for Meeting participants’ package (including the accompanying brochures).
• Seek the most current guidance from local health authorities and WHO country office.
• Remind participants to have medical insurance coverage and contingency plan in case of sickness.
• Ensure all the on-site participants complete the online self-declaration form prior to entering the UN ESCAP premises, sharing emergency contact details and certifying that:
  o The participant has not tested COVID-19 symptoms in the last 10 days
  o The meeting participant has not had symptoms consistent with COVID-19 in the last 10 days
  o The participant has not had any close contact with a confirmed or probable case of COVID-19 in the last 14 days
  o The participant accepts to comply with the COVID-19 infection prevention measures in place
• Inform participants that all personnel entering the United Nations ESCAP premises, whether on foot or using their own transport, are subject to thermal screening at all entrances. This is done through self-screening using stationary thermal scanners situated in various access points.
• It is strongly recommended that all personnel should check their health condition and temperature before leaving their homes/accommodation to go to the UN ESCAP premises. Anyone with a fever or feels unwell, or if anyone in their household is unwell, this person should stay at home.
• If a person who undergoes for thermal screening at the various entrances is noted to have a temperature of ≥37.3°C, s/he should not enter the UN ESCAP premises.
• Personnel with vehicles will enter the UN premises through the Main Vehicle Entrance Gate, which the access is granted for personnel who have parking decals or are pre-authorised to use the parking. Please refer to the separate UNCC Parking guidelines for further details.
• For large-meetings, based on advance requests from the event organisers and pre-arrangements between CMU and Safety and Security Services, the Flag Pole Gate (pedestrian) may be open for meeting participants. To avoid any congestion while practicing physical distancing, you may be requested to arrange different time slots for meeting participants with some time intervals. Please consult your respective event manager (CMU focal point) for details and cost implications.
**DURING THE MEETING**

Organizers should:
- Provide an introductory brief (see example below) prior to playing the video on the COVID-19.
- Ensure that participants wear face masks all the time except when they take the floor to speak in the respective conference/meeting room and sit on designated areas and keep physical distancing of 2-meter.
- Request participants to respect COVID-19 guidelines as demonstrated in signages and reminded by Safety Ambassadors in case of non-compliance.
- Remind participants to avoid sharing personal items.
- Keep the actual list of attendees per meeting room and share it with CMU event manager as soon as the meeting is over.
- Make sure that there is a clear plan of what to do in case participants become unwell – either in the meeting or outside of meeting hours.

**EXAMPLE: INTRODUCTORY BRIEF FOR THE CHAIR/SECRETARY OF THE MEETING**

The Master of Ceremony or the Meeting Facilitator may include the following paras in the introductory remarks:

> “On behalf of the Organizer, we would like to share with you the COVID-19 related precautionary measures while attending meetings at the UNCC.

  - Please observe 2-meter physical distancing while sitting in this **conference (or meeting)** room. Seats that should not be used are marked with signages and please do not move these signages, chairs or furniture in the room.
  - It is mandatory to wear face masks all the time, except when you take the floor. Disposable microphone covers are available for you to utilize as a precautionary measure.

  *These measures are for your safety, and to safeguard the wellbeing of us all. Now we will play the video on COVID-19 for Meeting Participants at the UNCC. Thank you for your kind attention and cooperation in advance. (Video plays)”*

**FAQ’S FOR MEETING ORGANIZERS**

A person with an important role or presentation to make is unwell. What should we do?

The presenter should not attend the meeting in person. Organizers should have a back-up plan – such as having his/her presentation in a video file (.MP4) or arranging the meeting in a hybrid manner to allow both onsite and online participants to join the meeting a.

A participant is coughing and unwell. What should we do?

Call the Medical Service Unit at ext. 1352/1353/1761 for further advice.

Is there other information available?

Yes, we encourage you to review the ‘Travel Advice’ and ‘Protect Yourself’ sections in the World Health Organization website which is constantly updated to reflect the most recent information.
