COVID-19 OUTBREAK: INFORMATION FOR MEETING PARTICIPANTS AT UNITED NATIONS CONFERENCE CENTRE (UNCC), BANGKOK

BACKGROUND
Coronaviruses are a large family of respiratory viruses that cause diseases ranging from the common cold to the more severe diseases such as Severe Acute Respiratory Syndrome (SARS). The virus appears to be moderately to highly infectious and is passed from human to human, primarily by droplets from an infected person or through contaminated surfaces/objects. It can also be transmitted by an asymptomatic person who has the virus and does not have symptoms. While many cases will manifest as a mild illness, a small percentage progress to a more severe illness and pneumonia. For the latest situation update on the outbreak, see https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/

SPECIFIC MEASURES BEFORE & DURING THE MEETING

BEFORE THE MEETING
- Review this “Information for Meeting Participants’ package (including the accompanying brochures) and be aware of the signs and symptoms of respiratory illness and how to manage it.
- Complete the online self-declaration form prior to entering the UN ESCAP premises, sharing emergency contact details and certifying that:
  - you have not tested COVID-19 symptoms in the last 10 days
  - you have not had symptoms consistent with COVID-19 in the last 10 days
  - you have not had any close contact with a confirmed or probable case of COVID-19 in the last 14 days
  - you accept to comply with the COVID-19 infection prevention measures in place
- Upon submission of the above-mentioned online self-declaration form, you will receive a clearance email from ESCAP team. You will be asked to show this email when picking up your meeting badge at the (UNCC) Registration Desk.
- Ensure that you have your health insurance card or information with you at all times.
- Stay at home or in your accommodation if you or your household feels unwell, develop a fever and/or respiratory symptoms.
- All personnel entering the United Nations ESCAP premises in Bangkok, 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. If a person has a temperature of ≥37.3°C, s/he should not enter the UN ESCAP premises.

DURING THE MEETING
- Follow instructions as provided by the Organizer and the support staff on the ground, especially through the video on COVID-19 for meeting participants at UNCC and signages.
- 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 1.5-meter.
- Wash or sanitize your hands frequently – after coughing, before preparing food or eating, after toilet use, after contact with ill persons, and during exposure to high traffic public areas.
- Avoid sharing personal items.
- If you feel unwell while in the meeting, do not ignore – report immediately to the meeting organizer.
HEALTH CARE IF YOU ARE UNWELL

When feeling unwell while in the UN ESCAP premises: Anyone who develops a fever and/or respiratory symptoms while already within the UN premises is advised to call any medical service staff at ext. 1352/1353/1761 during business hours, for further guidance. After business hours, they are advised to call the UN Medical Officer at 02 288 1353 for further guidance. In case of a medical emergency within the ESCAP premises, they are advised to call UN Security at 02 288 1102/1120 for assistance in calling an ambulance.

FAQ’S FOR MEETING PARTICIPANTS

I have an important role or presentation to make, and I am unwell. What should I do? You should not attend the meeting. Speak with the organizers to have a back-up plan activated such as a videorecorded message, videoconference arrangements etc.

Another participant is coughing and unwell. What should I do? The first step is to keep your distance, at least 1.5 meters, from them. If appropriate, encourage the person to avoid others and to seek advice from the Medical Services Unit.

Should I or other participants who are well wear face masks? YES, it is mandatory to wear face masks all the time except when you are taking a floor to speak in a conference/meeting room or when you are consuming food/drinks in catering venues. On these occasions, you need to keep a good physical distance from others.

Is there other information available? Yes. The information provided in this brief is enough to manage most concerns. However, for further information, we advise that you refer only to reputable and up to date sources. 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.

Your safety is our first priority

UNCC BANGKOK
UNITED NATIONS CONFERENCE CENTRE

Updated: 1 December 2021
Stay at home or in your accommodation if you become unwell, develop a fever or other respiratory symptoms.

Safety is everyone’s responsibility.

BEFORE attending a meeting @UNCC

1. Share your emergency contact details with your meeting organiser

WHEN you arrive @UNCC

2. Complete the online self-declaration form prior to entering the UN premises for sharing contact details and certifying your health condition.

IN the meeting rooms @UNCC

3. Stay at home or in your accommodation if you become unwell, develop a fever or other respiratory symptoms.
BEFORE attending a meeting @UNCC

WHEN you arrive @UNCC

IN the meeting rooms @UNCC

1 AT THE GATES

Vehicle Entrance for personnel who have parking decals or pre-authorised to use the parking (7am - 6pm, Mon-Fri)

UN Main Entrance all UN personnel, all visitors, and all conference participants will enter the UN premises (7am-6pm, Mon-Fri)

Flagpole Gate for pre-arranged meetings only (during designated hours)

2 THERMAL SCREENING

Self-scan with thermal scanners. All the personnel should wear face masks in order to enter the UN premises.

If your temperature is higher than 37.3 °C, please do not enter the UN premises.

Safety is everyone’s responsibility.
BEFORE attending a meeting @UNCC

WHEN you arrive @UNCC

IN the meeting rooms @UNCC

3. SECURITY SCREENING AND BADGE ISSUANCE

- After going through the security screening (UN Main Entrance or Flagpole Gate), participants will collect their meeting badges at the Registration Counter.
- Show your national ID or passport at Registration Counter.
- Approved COVID-19 Self-Declaration e-mail is required at UNCC Registration Desk. Please complete the online self-declaration form prior to entering the UN premises.

4. BEFORE ENTERING THE MEETING ROOM

It is mandatory to wear masks in public spaces, which include delegates' lounge and cafeteria.

Keep 1.5-meter physical distancing

WASH OR SANITIZE YOUR HANDS FREQUENTLY

PLEASE FOLLOW THE SIGNAGES

Safety is everyone’s responsibility.
BEFORE attending a meeting @UNCC

WHEN you arrive @UNCC

IN the meeting room @UNCC

Sit in the Designated Areas
Seats have been reconfigured to keep 1.5-meter physical distancing.

It is mandatory to wear masks whenever one cannot keep 1.5-meter physical distancing.

Watch the video message on COVID-19 and be familiarised with its contents.

Use Microphone Cover if you take the floor using microphones.

Safety is everyone’s responsibility.
For respiratory illness:
If you are unwell with fever, cough or other respiratory symptoms, regardless of whether this person has a history of exposure to COVID-19, you may be considered a suspect COVID-19 case. Ensure that you tell the organizers or any responding medical personnel of your travel history.

In ESCAP Premises:
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After business hours, they are advised to call the UN Medical Officer at 02 288 1353 for further guidance. In case of a medical emergency within the ESCAP premises, they are advised to call UN Security at 02 288 1102/1120 for assistance in calling an ambulance.

Outside of working hours and not in ESCAP Premises:
For COVID-19 related emergencies call 1422 which is the Thai Department of Disease Control hotline.

Safety is everyone’s responsibility.
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