

COVID-19: 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. Organisers should adapt this in accordance with local health authorities and WHO country office advice.

BEFORE THE MEETING

Organisers should:

- Distribute the 'Information for Meeting Participants'.
- 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 [COVID-19 Health Self-Certification Form](#) prior to entering the UNCC and certifying that:
 - The participant has not tested positive for COVID-19 in the last 7 days
 - The meeting participant has not had symptoms consistent with COVID-19 in the last 7 days
 - The participant accepts to comply with the COVID-19 infection prevention measures in place
- Inform participants that all personnel entering the UNCC, 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 UNCC. 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 degrees Celsius, s/he should not enter the UNCC.
- Personnel with vehicles will enter the UNCC through the Main Vehicle Entrance Gate, which the access is granted for personnel who have parking decals or are pre-authorized 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

Organisers should:

- 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.
- 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.

FAQ'S FOR MEETING ORGANISERS

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. Organisers 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.

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.

WHO COVID-19 Webpage - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

UN COVID-19 Staff Webpage - <https://hr.un.org/page/coronavirus-disease-covid-19>