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). Although the current outbreak of COVID-19 is still being investigated, the virus appears to be moderately infectious and can be passed from human to human, primarily by droplet spread just like other respiratory viruses. 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/

QUICK SUMMARY

<table>
<thead>
<tr>
<th>DOs</th>
<th>DON'Ts</th>
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<tbody>
<tr>
<td>• Ensure to share your emergency contact details including mobile numbers and addresses in Bangkok with your meeting organiser</td>
<td>• Sit on prohibited seats in public spaces and conference/meeting rooms</td>
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<tr>
<td>• Maintain 2-meter physical distance from other people</td>
<td>• Remove furniture in public spaces and conference/meeting rooms</td>
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<tr>
<td>• Wash or sanitize your hands frequently</td>
<td>• Take off a mask in public spaces and when you cannot keep 2-meter physical distance</td>
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PREVENTION AND GENERAL PRECAUTIONS

The same guidance for influenza or any of the respiratory viruses applies to COVID-19. The following are key prevention tips for you to pay attention to:

1. **Avoid being exposed to respiratory viruses**
   - Maintain your distance from others – at least 2 meters.
   - Wash or sanitize your hands frequently – this is one of the most effective measures available.
   - WHO advises that face masks should be worn in public where social distancing is not possible to help stop the spread of COVID-19. It is mandatory to wear masks in public spaces in the UNESCAP premises in Bangkok including the United Nations Conference Centre, Bangkok (UNCC). Anyone who does not wear a mask will not be permitted to enter the premises.

2. **Avoid spreading respiratory viruses if you are unwell**
   - Stay at home or in your accommodation if you become unwell, develop a fever and/or respiratory symptoms.
   - If you are unwell, inform the meeting organizer and arrange to get an assessment from a healthcare provider. It is best if you call the healthcare provider before visiting to inform them of your condition.
   - Cover your mouth and nose with a disposable tissue when coughing or sneezing and use the nearest waste receptacle with a cover to dispose of it after use. If you do not have a disposable tissue, cough or sneeze into your elbow.
   - 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.
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.
- As part of registration, share your emergency contact details including mobile numbers and addresses in Bangkok with the meeting organiser.
- Ensure that you have your health insurance card or information with you at all times.
- It is preferred that you get vaccinated for influenza.
- Bring additional routine medications, spare contact lenses or spectacles, etc.
- All personnel entering the United Nations premises in Bangkok are required to go through thermal screening as follows:

<table>
<thead>
<tr>
<th>Gate location</th>
<th>Who can access</th>
<th>Operation Hours</th>
<th>Thermal Scanning</th>
</tr>
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</table>
| Vehicle Entrance (vehicle)     | • UN grounds pass holders who have a parking decal  
|                                | • (Pre-)authorised visitors  
|                                | • Delegates                                                                 | Covid-19 restricted hours: Mon-Fri 07:00-18:00 | Scanning by nurses before entry |
| UN Main Entrance (pedestrian)  | • UN grounds pass ‘S’ and ‘D’ holders – separate channel which bypasses screening (excluding “Affiliate” pass holders, who must pass through screening).  
|                                | • All visitors (security screening).  
|                                | • All conference participants (security screening).                       | Mon-Fri 07:00-18:00                  | Self-scanning at UN Main Entrance |
| Flagpole Gate (pedestrian)     | • Meeting participants                                                      | Only as per pre-arrangements     | Subject to specific event arrangements   |
• If a person who undergoes for screening is noted to have a temperature of >37.3°C, s/he will not be allowed to enter the UN premises. A medical staff will evaluate the person as a possible Patient Under Investigation (PUI) at the screening location.

• This person will wait in the holding area and undergo evaluation. If, after the evaluation of the medical staff, the person is considered as a PUI, the medical staff will call the Department of Disease Control (DDC) Hotline (1422) to obtain further guidance on the next steps to manage the case.

• For those who have symptoms but do not fulfill the criteria for a PUI, depending on the severity of symptoms, they will be referred to a local hospital for further evaluation or advised to return to their accommodation to rest. They will also be not allowed to enter the 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.

• For large-sized meetings, based on pre-arrangements between CMU, Safety and Security Services and Medical Service, the Flagpole Gate (pedestrian) may be open for meeting participants. Please check with your meeting organiser on through which gate and what time you are to enter the UN premises.

• Enclosed are pictures of three Gates for your ease of reference.

DURING THE MEETING

• Watch the video message on COVID-19 for meeting participants at UNCC that is played at the beginning of the meeting and follow the instructions.

• Wear masks in public spaces and respect advice given by signages and safety ambassadors.

• Sit on designated areas and keep physical distancing of 2 meters from other participants in conference/meeting rooms. Where physical distancing is not possible, please wear face masks.

• Undertake regular preventive measures such as cough etiquette and regular handwashing as described in the brochures provided.

• Do not attend the meeting if you feel unwell, have a fever, cough or other respiratory symptoms, especially if you have also been to a location with widespread coronavirus outbreak in the last 14 days. Alert the meeting organiser and contact UN medical service staff at ext. 1352/1353/1761 for further guidance while in the UN premises.

HEALTH CARE IF YOU ARE UNWELL

When feeling unwell outside UN premises: If you are unwell with fever, cough or other respiratory symptoms, regardless of whether you have a history of exposure to COVID-19 (e.g., traveled from a high-risk location, cared for someone with COVID-19, etc.), you may be considered a suspect COVID-19 case. Seek medical care, but first, always inform the meeting organizer and arrange to get an assessment from a healthcare provider. Please ensure that you tell the organizers or any responding medical personnel of your travel history. Information on health care facilities available in Bangkok would have been provided by meeting organisers.

When feeling unwell while in the UN premises: Any meeting participant at UNCC who feels unwell should contact any UN medical service staff at 02 288 1352/1353/1761 for further guidance and advice on whether they should come to
the ESCAP medical clinic for a consultation, or be directed to proceed to the Isolation Room (located on the 2nd level of the UNCC) for evaluation as a suspect case or Patient Under Investigation (PUI).

Medical personnel have the appropriate protective equipment, procedures and training to evaluate suspect cases of COVID-19. They will assess any suspect case and can facilitate referrals to the appropriate hospitals in Bangkok for evaluation and management where required.

**Outside of working hours:** Contact the UN Medical Services at 02 288 1353. For COVID-19 related emergencies call 1422 which is the Thai Department of Disease Control hotline. For other medical emergencies, call 1669.

## 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 who should have videoconference arrangements in place so that you can attend or deliver presentations remotely.

**Another participant is coughing and unwell. What should I do?** The first step is to keep your distance, at least 2 meters, from them. If appropriate, encourage the person to avoid others and to seek advice from the Medical Services Unit.

**Another participant is coughing and unwell AND I have confirmed information that they have recently been in a country with a widespread COVID-19 outbreak. What should I do?** If and only if you believe that there is a risk to other participants, speak with the meeting organizers who have been given advice from the medical service on what to do.

**In the event I need to be ‘quarantined’, what does this mean?** This may be required if you are unwell, and really means 3 key things in practice. You should:

- Avoid contacts by staying in your accommodation and keeping at least 2 meters away from others.
- Minimize the spread of virus particles by covering your cough, cleaning surfaces, and washing or sanitizing your hands regularly.
- Seek care or medical advice by phone first before seeing a healthcare provider in person.

**Will there be hand sanitizer available?** Yes, hand sanitizers stations are in place.

**Should I or other participants who are well wear face masks?** YES, in view of the current situation and following the guidance from the local health care authorities, everyone is asked to wear masks while in public places or areas where you cannot maintain 2 meters physical distancing.

**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.

[UN COVID-19 Staff Webpage](https://hr.un.org/page/coronavirus-disease-covid-19)
Stay at home or in your accommodation if you become unwell, develop a fever or other respiratory symptoms.

BEFORE attending a meeting @UNCC

Online registration

Only participants who have registered for the meeting/event will be allowed to enter the UNCC. It is mandatory to share emergency contact details in case of contact tracing.

WHEN you arrive @UNCC

Review this UNCC Guide for Meeting Participants and be familiar with the COVID-19 related preventive measures in place in the UNCC.

IN the meeting rooms @UNCC

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

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 (6:30am - 7:30pm, Mon-Fri, and 7am-7pm, Sat-Sun)

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

Thermal screening will be undertaken by medical staff via non-contact digital thermometers or self-scan with thermal scanners. Anyone who does not wear a mask will be denied access to the UN premises.

If a person who undergoes for screening is noted to have a temperature of ≥37.3 °C, s/he will not be allowed to enter the UN premises. A medical staff will evaluate the person as a possible Patient Under Investigation (PUI) at the screening location.

This person will wait in the holding area and undergo evaluation. If, after the evaluation of the medical staff, the person is considered as a PUI, the medical staff will call the Department of Disease Control (DDC) Hotline (1422) to obtain further guidance on the next steps to manage the case.

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

WHEN you arrive @UNCC

IN the meeting rooms @UNCC

• After going through the security screening (UN Main Entrance or Flagpole Gate), participants will collect their meeting badges at the Registration Counter.
• Bring your national ID or passport.
• Observe the signage on the COVID-19 related preventive measures within the UNCC.

3 SECURITY SCREENING AND BADGE ISSUANCE

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

Keep 2-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

**Safety is everyone’s responsibility.**

**Sit in the Designated Areas**
Seats have been reconfigured to keep 2-meter physical distancing.

**It is mandatory to wear masks**
whenever one cannot keep 2-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.
INFO ON HEALTH CARE IF YOU ARE UNWELL

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.

For COVID-19:
Any meeting participant at UNCC who feels unwell should contact any UN medical service staff at +66-(0)2-288-1352/1353/1761 for further guidance and advice on whether they should come to the ESCAP medical clinic for consultation or be directed to proceed to the Isolation Room for evaluation as a suspect case or PUI.

Medical personnel have the appropriate protective equipment, procedures and training to evaluate suspect cases of COVID-19. They will assess any suspect case and can facilitate referrals to the appropriate hospitals in Bangkok for evaluation and management where required.

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<thead>
<tr>
<th>No.</th>
<th>Hospital</th>
<th>Tel. no.</th>
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<tbody>
<tr>
<td>1</td>
<td>Faculty of Medicine Siriraj Hospital</td>
<td>02-419 7000</td>
</tr>
<tr>
<td>2</td>
<td>Ramathibodi Hospital</td>
<td>02-201 1000</td>
</tr>
<tr>
<td>3</td>
<td>Chulalongkorn University</td>
<td>02-649 4000</td>
</tr>
<tr>
<td>4</td>
<td>Rajavithi Hospital</td>
<td>02-354 8108</td>
</tr>
<tr>
<td>5</td>
<td>Bamrasnaradura Hospital</td>
<td>02-951 1171</td>
</tr>
<tr>
<td>6</td>
<td>Bumrungrad International Hospital</td>
<td>02-066 8888</td>
</tr>
<tr>
<td>7</td>
<td>Samitivej Sukhumvit</td>
<td>02-022 2222</td>
</tr>
<tr>
<td>8</td>
<td>Bangkok Hospital</td>
<td>02-310 3000</td>
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**WHO COVID-19 Webpage**
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

**Staff Webpage**