General Guidelines for the Return to the Vienna International Centre

Addendum 1

A. Introduction

1. This document serves as an addendum to the VIC Crisis Management Team General Guidelines for a Phased Return to the Vienna International Centre (VIC) issued in May 2020. It outlines procedures for phase three of the return to office plan which will be implemented from 15 – 30 June 2020. During this time period, access to the VIC should be limited to a maximum of 80% of an Organization’s staff and other personnel. This addendum provides updated guidance concerning the use of face masks, the configuration of office space, and the planning of meetings and events. These guidelines are in consonance with the advice of the VIC Medical Service and the latest measures adopted by the Host Government.

B. Use of Face masks

2. In keeping with the most recent regulations and advice from the Austrian authorities, face masks will be required at the VIC in the following settings:
   a. When entering and exiting all perimeter gates as well as any contact with UNDSS Security Officers;
   b. At the Pharmacy and VIC Medical Service premises;
   c. Where one-metre physical distancing cannot be maintained;
3. While no longer a requirement in most settings, anyone may continue to wear a face mask in the VIC, if they wish to do so.

C. Configuration of Office Space

4. Based on the latest Host Government advice on office space, the following measures will be implemented:
   a. For shared offices, a one-metre physical distance must be maintained between personnel.
   b. Workspaces in shared offices should be arranged so that personnel do not sit directly across from each other without a protective barrier.

D. Conducting Meetings in the VIC

5. In-person meetings may be organized for a maximum of 100 participants. When organizing meetings, the following mitigation measures must be utilized:
   a. Participants must be provided information about COVID-19 risks and preventive measures.
   b. Ill participants should not come to the VIC.

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1 The term “staff and other personnel” is used as a generic description of all individuals using the VIC. It includes but is not limited to regular staff of VBOs, consultants, interns, employees of commercial service providers, UNFCU staff and related persons, but does not include family members, retirees and unofficial guests. The term “VIC user” includes all individuals using the VIC.

c. Physical distancing measures must be followed.
d. Participants should not shake hands.
e. Thorough handwashing should be emphasized, and the location of hand sanitizers highlighted.
f. There must be an assigned seating plan. This plan should be archived for 28 days.
g. If assigned seating is implemented with one metre separation distance between participants, face masks are not required.
h. Group gatherings during coffee breaks should be discouraged.

6. Any questions regarding the above mitigating measures for meetings should be addressed to the VIC Medical Service.

E. Events
7. Events that involve gatherings of people – for example, cultural or other events in the Rotunda - will not be permitted until further notice.