Guidance for organizing in-person meetings at the Vienna International Centre (VIC)

When planning an event with in-person participation at the VIC (this also applies to the Agency laboratories in Seibersdorf), organizers must conform to the following safety measures and specific instructions:

General safety measures
- A distance of at least one metre among meeting participants should be ensured.
- All meeting participants must have assigned seats and wear FFP2 masks also while sitting. Masks can be exceptionally removed if the one metre distance is kept and the person is not speaking for more than 15 minutes.
- FFP2 masks are mandatory in all areas at the VIC where masks are required. These include meeting rooms, security entrance and exit gates and all other common spaces in the VIC, including corridors, elevators, rest rooms, the Rotunda, kitchens, the Commissary, banks, pharmacy and the post office. Masks are not required when seated in an office as long as a one metre distance can be maintained or when seated in the cafeteria.
- Coffee breaks can be organized in accordance with the hygiene protocol from EUREST. Receptions are discouraged.
- Organizers should facilitate contract tracing by recording participants’ contact details and seating arrangements.
- The COVID-19 quick guide precautions trifold should be shared with participants in advance (available HERE) and the video to inform meeting participants about general safety precautions (available HERE) should be shown at the beginning of meeting.

Additional measures for meetings with 100 or more participants:
- A COVID-19 contact person responsible for overseeing the COVID-19-related safety measures should be appointed.
- A COVID-19 prevention concept should be developed. This includes guidelines for training employees and, based on a risk analysis, measures to minimize the risk of infection, in particular:
  o Specific hygiene measures.
  o Procedures in case of COVID-19 infections or symptoms.
  o Measures to manage the flow of people, including for sanitary facilities, to ensure appropriate distance.
  o Procedures regarding the administration of food and beverages. Please note that no food and beverages are allowed to be served at the meeting except in designated areas such as the VIC cafeteria and coffee corners.

For further advice, contact VIC Medical Service at: medical-admin.contact-point@iaea.org. For emergency during a meeting, organizers should call the VIC Medical Service (ext. 22222) or the Security Emergency Operations Centre (ext. 99).