

SAFELY BACK TO UNAIDS HEADQUARTERS

FRAMEWORK FOR PHASE 1

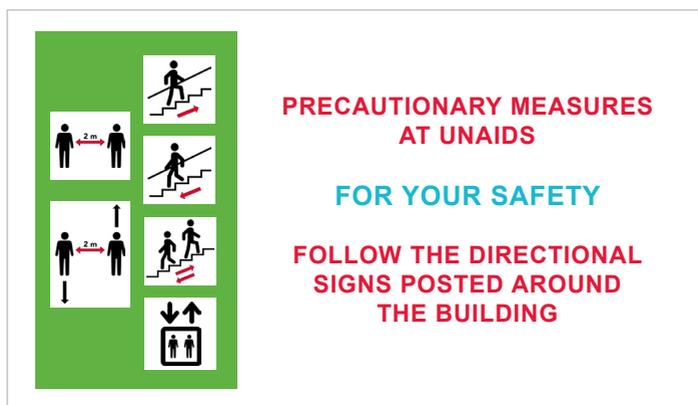


A NEW WAY OF WORKING

In light of the current reduction in local transmission of COVID-19 in Switzerland, as well as the easing of lockdown measures in Switzerland and France, UNAIDS Headquarters (HQ) is planning a progressive return of staff to the workplace to optimize delivery against our mandate while ensuring duty of care for all personnel, dependents, and contractors and reducing risk of broader community spread.

This document outlines the framework by which staff in UNAIDS Headquarters will be returning to the office in a first phase. These recommendations apply only to UNAIDS Headquarters. Colleagues in country and regional offices should follow local United Nations Country Team (UNCT) and SMT recommendations.

The safety of all colleagues and their families will require a new way of working at UNAIDS Headquarters as outlined in this document.



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GUIDING PRINCIPLES TO RETURN TO THE OFFICE

- UNAIDS' priority is to ensure the **safety and health** of staff and maintain a **secure and safe environment**. The reopening of UNAIDS Headquarters will take place in **phases**. All return to UNAIDS building is subject to strict control and to approval by the staff members manager and relevant Deputy Executive Director. Except for those staff members who **volunteer** to return to UNAIDS premises during one of the early return phases, all other staff members will continue teleworking. Some teams may propose a **rotation** of staff presence in the office as outlined below.



RETURN TO UNAIDS HQ PHASED APPROACH

- **Phase 1** is scheduled to begin on 21 May 2020. Every Thursday, by 12h00 until further notice, Directors will be requested to provide the list of staff members (including themselves, as the case may be) who volunteer to return to office for the following week to Timothy MARTINEAU, martineaut@unaids.org and Susan BOLVENKEL-PRIOR at bolvenkelpriors@unaids.org for clearance. The list of volunteers will be provided to building security. Staff who have been cleared to enter the building the following week will be informed by their respective directors that their request is approved by COB every Friday. There are strict limits on the number of staff which the building can safely accommodate in this first phase and not all requests may be approved.
- The dates of the remaining phases will be decided later, in coordination with other International Organizations, and considering WHO recommendations, as well as the evolution of the coronavirus outbreak and the measures in Switzerland and France. Depending on whether the situation in Switzerland or France improves or deteriorates, we may move to the next phases or return to previous ones. A first review will take place before the 8th of June.



WORK FROM HOME, DUTY OF CARE AND FLEXIBLE WORKING HOURS

- We know the majority of staff do not require a physical presence on-site. Staff are encouraged to continue with the current teleworking arrangements.
- Staff with pre-existing health conditions that put them at higher risk of COVID-19-related complications are fully supported to continue to telework.
- Staff members living with dependents requiring care including those with young children, whose day-care centres or schools are closed are encouraged to stay at home.
- Staff members who use public transport and face more risk of exposure to COVID-19 are encouraged to use flexible working hours to travel outside of rush hour periods. Staff are requested to inform managers, and managers are expected to be supportive of flexible working hours.
- Flexible working hours can be used by staff who need to cross the border to come to the office. Staff are requested to inform managers and managers are expected to be supportive of flexible working hours.
- Staff currently exceptionally teleworking at a duty station outside of UNAIDS HQ will continue to do so until the situation allows return.
- Newly recruited staff, and staff being reassigned to or from Geneva as a result of a mobility or a recruitment process, will work from their current location until the situation allows them to travel and conditions are suitable at the receiving duty station.
- Under Phase 1 of the return to office at UNAIDS HQ, staff are not required to complete teleworking forms.



ACCESS TO UNAIDS PREMISES

- Temperature screening (thermoscanners) are installed at the entrance of the UNAIDS building and the WHO main building entrance. All **staff must** use these entrances.
- Only those staff members with a body temperature below 38 degrees Celsius based on the thermoscanner will be allowed to enter UNAIDS premises.
- When entering the building, staff members are requested to use the disinfecting hand sanitizer stands to sanitize their hands. Staff members are also requested to wash their hands thoroughly and frequently while at UNAIDS premises, particularly after touching high-touch surfaces, including door handles, stair handrails, elevator buttons, water fountains, coffee machines, microwaves, vending machines, ATMs, and printers.
- All receptions, visits, tours and events at UNAIDS are suspended until further notice.
- D-Building underground parking remains closed. If you need to come to the office by car, please park in the outside parking areas. WHO will further communicate parking arrangements and availability for those who currently have underground parking.
- To enable thorough cleaning of the facilities please access UNAIDS premises within normal working hours of 8:00 am to 6:00 pm. If a cleaner comes to your area while you are in the office, please vacate the space to enable them to work.



INFECTION PREVENTION AND CONTROL MEASURES

- The below infection prevention control measures will be in place in common areas:
 - Conference/meeting rooms will be sanitized after every meeting (please refer to the section on use of conference/meeting rooms on page 9).
 - Additional hand sanitizers will be installed in common areas.
 - Additional cleaners are expected to be deployed on every floor during the working day.
 - High-touch surfaces will be sanitized several times a day.
 - Hand sanitizer will be available next to print stations. Staff are requested to sanitize their hands before and after using a printer.



- The number of staff in toilets at same time will be limited. It is also recommended to flush toilet with the seat and lid down.
 - Paper bins will be located outside toilet doors.
 - All external visitors, i.e., non-staff are not permitted until further notice.
- Staff are requested to keep their desks completely clean and free of all objects including personal items, papers, books or files to help ensure thorough cleaning.

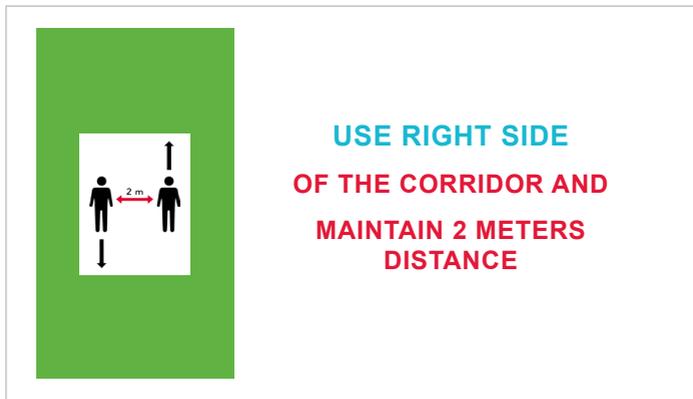
- Staff are encouraged to self-monitor and report on abnormal temperature and symptoms. They are requested **not** to come to UNAIDS premises while they or any of their household members have any symptom of a common cold or flu, or any symptoms associated with COVID-19. Staff members with symptoms should inform Staff Health and Wellbeing (SHW) (shws@who.int) and seek medical care immediately.
- Staff who tested positive for COVID-19 can come back to the office only after 14 days without symptoms according to the WHO guidelines and in consultation with SHW. In these cases, relevant office areas will be disinfected, contact tracing will be initiated and close contacts must self-isolate for 2 weeks. Any information received by the organization or by SHW in this respect will be kept confidential and will not be communicated to other persons without the express consent of the staff member concerned.
- If staff start to feel unwell with suspected COVID-19 symptoms e.g. fever, they should stay in their office and immediately call Security emergency at ext. 1114.



PHYSICAL DISTANCING

- To ensure physical distancing of 2 meters in the UNAIDS building:
 - Sitting in public areas will be discouraged and some areas closed off.
 - Use of elevators will be limited to max 2 persons, with posters indicating capacity. Staff are encouraged to use the stairs.
 - Floor line markers will be placed for circulation and queuing.
 - Layout at entrances will be modified to promote social distancing.
 - One-way circulation will be deployed in corridors where possible to minimize two-way face-to-face traffic.

- Stairwells will also be one directional.
 - At this stage it is not anticipated that UNAIDS Red Ribbon Café will reopen as the number of staff in the building will be too limited.
 - Staff are encouraged either to bring their own lunch or use the WHO cafeteria, that will remain open, with physical distancing and access control measures in place.
 - The gym will remain closed until further notice.
 - Showers will remain closed until further notice.
- Staff are requested to sit at their own desk. Only single occupancy of offices is allowed. Requests from staff who currently share an office will be reviewed by their manager and rotation arrangements discussed with concerned staff. If rotation is not possible, other arrangements will be made in discussion with the manager and building services. For hygiene reasons, staff must not self-allocate office space or use desks/offices which may appear unoccupied.
 - Where applicable, staff rotation will be on a weekly or daily basis and should be organized within teams. Directors should communicate the full list of staff authorized to be in the office following agreed procedures detailed above.





BEHAVIOURAL PROTOCOL

- Colleagues should continue to be sensitive to the need to keep each other and their families safe. Colleagues must respect the guidance on social distancing and maintain a 2 meters distance at all times.
- As per WHO guidance, the best way to prevent COVID-19 is to wash your hands regularly and strictly practice social distancing. Face masks will not be made available routinely however they will be made available should they exceptionally be needed. Staff are welcome to wear masks in the office should they wish to do so. We will monitor guidance on masks closely, but in this first phase, there is no requirement for all staff to wear masks in the office.
- Masks will be provided for colleagues whose functions bring them in close proximity with other colleagues (e.g. building services). This will be managed directly by UNAIDS HRO Facilities in close discussion with relevant managers.
- External service providers are required to follow the same safety protocols as above.



CONSULTANTS AND INTERNS

- Consultants will continue to work remotely.
- Current interns and fellows will continue teleworking within the duty station until the end of their contract. Internship programme for new interns is paused until further notice.



MEETINGS AND CONFERENCE ROOMS

- All should continue meeting with their colleagues virtually, even when some colleagues are already at UNAIDS premises. Enclosed offices will not be used for meetings.
- Use of meeting rooms should be guided by the principle of 1 person per meeting table.
- Reservations for all HQ conference rooms will be managed by HRO Facilities. Unplanned use of conference rooms is prohibited as this will not allow for planned disinfection of rooms. Occupancy limits will be indicated on conference room doors.
 - Conference rooms 1 to 5: max 5.
 - Video conference room: max 5.
 - Kofi A. Annan Conference room: max 26.
 - Jonathan Mann Room: max 5.
 - HRM conference room: max 5.
- External participants in meetings are not permitted access to the site until further notice. Virtual meeting alternatives should be used instead.



MAIL AND DELIVERIES

- All mail will be distributed and collected by the HRO Facilities team to departmental mailing baskets.
- The use of DocuSign will be continued and is strongly encouraged.
- Staff members are instructed to ensure that all professional mail (including invoices) sent electronically to UNAIDS. Staff members are reminded that personal mail should not be sent to the office, and are requested to divert personal mail to their own addresses, and not to place orders for personal items with delivery at UNAIDS. Items will be refused and returned to sender.
- Stationery and office equipment orders should be made to HRO Facilities using the email: BLGServiceRequest@unaid.org. Orders will be delivered direct to staff offices. Staff are requested not to go to the 1st basement Economat for any stationery orders.



IT SYSTEMS

- Staff members should follow the **IT Quick Guide to telework** on the most efficient way to connect remotely to UNAIDS system. If you are in doubt, please contact UNAIDS Global Service Desk on +41 22 791 48 00 (14800) or email gsd@unaids.org.
- Given that teleworking may continue to apply for some time, staff who wish to take their IT equipment home, are kindly requested to contact IT to avoid as much as possible face-to-face interactions. A form to request IT equipment for home use will soon be available. All entry into the building for collection of IT equipment, will be subject to approval by the relevant DXD and WHO needs to be informed 24 hours in advance.



ANNUAL LEAVE

- Taking annual leave is important so that we can rest and stay healthy. Under the WHO Staff Rules and Regulations, we are expected to take at least 15 of the 30 accrued days each year. Staff members are encouraged to take the necessary annual leave days to allow time off and improve work life balance given the current circumstances and managers are expected to be flexible.



TRAVEL

- All duty travels not related to the emergency response remain cancelled until further notice and depending on border and airport restrictions.
- A max. of 1 passenger plus the driver will be allowed in the official vehicle.



CONTINUOUS MONITORING OF EFFECTIVENESS OF THE MEASURES PUT IN PLACE

- UNAIDS will continue to monitor developments in Geneva and adjust this plan in accordance with Swiss rules and regulations. We may need to revert to previous phases or full teleworking again if measures are not effective, or if host government increases restrictions again. A review of Phase 1 is expected to take place leading up to 8th of June when Swiss authorities are expected to be expanding to the next phase.

COVID-19

PREVENT THE SPREAD OF VIRUSES

- **Clean hands frequently** with soap and water (40–60 seconds) or an alcohol-based hand sanitizer (20–30 seconds).
- **Cover your mouth and nose** with a flexed elbow or tissue when coughing or sneezing. Throw away the tissue after use.
- **Avoid close contact** with anyone who has a fever or cough.
- **Stay home** when you are sick.
- If you are experiencing fever, cough and difficulty breathing and have recently travelled to or are a resident in an area where COVID-19 is reported you should:
 - Seek medical care immediately with your doctor or local hospital.
 - Before you go to a doctor's office or emergency room, **call ahead**.
 - Tell them about your symptoms and recent travel.
- If you are sick, **wear a medical mask** and **stay away from others**.





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