

COVID-19 Guidelines for in-person participants to the Thirtieth Session of the CCPCJ  
(VIC and virtual event, 14 and 17-21 May 2021)

Status: 11.05.2021

**IMPORTANT INFORMATION**

**Before entering the VIC, all in-person participants must have a negative COVID (PCR or rapid antigen) test. The test must not older than 72 hours (PCR test) or 48 hours (rapid antigen test).**

Participants may not attend the meeting if they show symptoms associated with COVID-19.

In line with the system used in the UN headquarters building in New York, **participants automatically declare, by swiping their badge on entry to the VIC, as a condition of their entry that they:**

- Have not been diagnosed with COVID-19 in the last 14 days;
- Have not had symptoms consistent with COVID-19 in the last 14 days; and
- Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days.
- Have proof of a negative COVID-19 test, not older than 72 hours for a PCR Test and 48 hours for a Rapid Antigen Test.
- Agree to assume any health risks related to their attendance.
- Are familiar with and will adhere to the provisions set out in the present “Guidance for in-person participants.

Information on testing options in Vienna can be found here: <https://coronavirus.wien.gv.at/faq-english/#Testangebote>. Participants who join the 30th session in person can take a COVID-19 rapid test at Austria Center (U1 Kaisermuehlen and Drive-In) before entering the VIC. Tests are free of charge and available for everybody, also persons without health insurance in Austria. Please register and make an appointment online <https://www.acv.at/en/rapid-testing/> and bring a photo ID.

## BACKGROUND

In view of the restrictions adopted by the Federal Government of Austria, the thirtieth session of the Commission on Crime Prevention and Criminal Justice (CCPCJ) (“the session”) will be organized in a hybrid format from 17-21 May 2021, with pre-session consultations on 14 May. The proposed organizational arrangements have been approved by the Commission in a silence procedure on 23 April 2021.

The present guidelines were prepared pursuant to the organizational arrangements approved by the Commission, the requirements of the Vienna International Centre Crisis Management Team and the measures in place in the host country. They aim at providing guidance to in-person participants on COVID-19 preventive measures and contain the following information:

1. COVID-19 preventive measures – specific arrangements for the session
2. Overview of COVID-19 general preventive measures at the VIC
3. Sources for local measures to contain the COVID-19 pandemic.

## 1. COVID-19 PREVENTIVE MEASURES – SPECIFIC ARRANGEMENTS FOR THE SESSION

The hybrid format enables limited in-person participation (physical presence) as well as remote participation through an online simultaneous interpretation platform.

The Vienna International Centre Joint Medical Service (VIC JMS) has prepared specific guidance for participants attending any type of meeting at the VIC, included in the [VIC JMS Meeting Guidelines: COVID-19, Guidance for Participants \(State: 25 November 2020\) \(incl. COVID-19 Quick Guide\)](#). Participants are required to review that separate document which has been made available on the Commissions website.

In addition, a set of health and safety measures – outlined below in more detail – has been put in place as COVID-19 risk mitigation measures during the session, in particular: measures to manage the flow of participants, measures to record in-person attendance, specific hygienic measures, and procedures in case of COVID-19 infections or symptoms.

### **Measures to manage the flow of participants at the VIC premises**

The session will be organized in a hybrid format from 17-21 May 2021 (pre-session consultations on 14 May). In-person audience is limited.

- In the Plenary/COW room, **one seat will be reserved for in-person participation for each United Nations Member State**. In addition, there will be **eight seats for UN Entities, eight seats for IGOs and eight seats for NGOs** in consultative status with ECOSOC reserved in the Plenary/COW hall, which will be assigned on a “first come first served”-basis. Journalists will be requested to follow the session online.
- Informal consultations will be held in a hybrid format in Board-Room A and in the Press Room. The maximum seating capacity in the rooms will be very limited and **it is expected that many delegations will participate online in the informal consultations. In-person participation will be limited to those delegations who have been granted in-person access to the informal consultations on a first-come, first-serve basis before the session.**
- **All side meetings will be held fully online.**

Access to the Plenary/COW room, Board-Room A and the Press Room is limited to **one delegate per Member State, entity or organization at any given time**.

The Secretariat will issue **two types of badges** to delegates who have been registered as in-person participant to the Conference:

- 1) Individual badges for in-person registered participants
- 2) 1 floating badge per delegation without individual participants names for the Plenary/COW Hall, and 1 floating badge per room for each delegation with in-person access to informal consultations.

**Only participants with both the individual main badge and the respective floating badge are allowed into the conference rooms.**

Floating badges will be handed out together with the individual badges at the registration desk at Gate 1 on Friday, 14 May, prior to the pre-session consultations, from 10am to 12 noon and on Monday, 17 May, from 8am to 9am. **A note verbal with the name of the person who will pick up the badges (individual badges and floating badges) needs to be sent to the Secretariat (unodc-sgb@un.org) in advance.**

Floating badges must be passed on within the delegation. **Delegations are requested to exchange floating badges outside of the VIC premises and to abstain from exchanging floating badges DURING the individual meetings.**

There will be no additional room or seating facilities in the VIC for delegates not having access to the conference rooms, as described below. Delegates are requested to only come to the VIC for the time

that they are representing their delegation in one of the designated conference rooms. Meetings in groups between sessions (e.g. lunch breaks) must be avoided.

### **Additional measures for in-person participation**

**Before entering the VIC, all in-person participants must have a negative COVID (PCR or rapid antigen) test. The test must not be older than 72 hours (PCR test) or 48 hours (rapid antigen test).<sup>1</sup>**

In particular participants may not attend the meeting if they show symptoms associated with COVID-19. In line with the system used in the UN headquarters building in New York, **participants automatically declare, by swiping their badge on entry to the VIC, as a condition of their entry that they:**

- Have not been diagnosed with COVID-19 in the last 14 days;
- Have not had symptoms consistent with COVID-19 in the last 14 days;
- Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days.
- Have proof of a negative COVID-19 test, not older than 72 hours for a PCR Test and 48 hours for a Rapid Antigen Test.
- Agree to assume any health risks related to their attendance.
- Are familiar with and will adhere to the provisions set out in the “Guidance for in-person participants.

**Delegates are requested to not attend the meeting if they feel unwell.** If symptoms and circumstances such as fever, cough, loss of sense of smell or taste indicate that they may be considered a suspected COVID-19 case, they are requested to contact the VIC Medical Services (ext. 22224) or call Security Emergency Operations Centre (ext. 99);

Delegates must wear **FFP2 masks** at all times while in the VIC as well as in the conference room. FFP2 masks will not be provided by the Conference organisers. Delegates may decide to take off their face masks while making an intervention from the floor;

Delegates must keep a **minimum distance of 2 meters** to others at all times. They must not shake hands or engage in any other physical contact;

Delegates must follow the signs marking entry to and exit of the conference rooms, to allow for a one-way stream;

Delegates must **avoid meeting in groups** between sessions (e.g. lunch breaks);

For access to the cafeteria during the session, please see the specific [Guidelines for the use of the VIC catering facilities](#);

**Floor stickers** will mark minimum distances to be kept by participants in various areas and corridors of the VIC (e.g. cafeteria);

**Delegates are encouraged to bring their own earphones** to follow interpretation.

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<sup>1</sup> Information on testing options in Vienna can be found here: <https://coronavirus.wien.gv.at/faq-english/#Testangebote>. Participants who join the 30th session in person can take a COVID-19 rapid test at Austria Center (U1 Kaisermuehlen and Drive-In) before entering the VIC. Tests are free of charge and available for everybody, also persons without health insurance in Austria. Please register and make an appointment online <https://www.acv.at/en/rapid-testing/> and bring a photo ID.

### **Measures to record in-person attendance**

In line with the requirements set by Austrian authorities, the meeting organisers are required to keep a record of attendance. Designated UNODC staff will keep attendance records including seating arrangements for all meetings of the session. These details will be treated as confidential and will be kept for 28 days. They will only be shared with national health authorities should there be a need for contact tracing in association with a COVID-19 case. Staff may take pictures of the seating order during the meetings.

Delegates are kindly **requested to fill-in at the beginning of each meeting the contact tracing sheet** available at their seat, and to record any subsequent changes (if any) while being reminded to abstain as much as possible from changing physical attendance within the delegation during meetings.

### **Specific Hygiene Measures**

All participants must adhere to physical distancing and general COVID-19 preventive measures, such as, washing hands and wearing a mask. Delegates are also encouraged to carefully read the separate [VIC JMS Meeting Guidelines: COVID-19, Guidance for Participants \(State: 25 November 2020\) \(incl. COVID-19 Quick Guide\)](#).

Additional hygienic measures have been taken as outlined below:

- Fixed seating arrangements in the Conference/Plenary room in line with the minimum distance of two meters between seats. **Designated seats cannot be changed;**
- The conference room will be thoroughly and regularly cleaned and sanitized during breaks in between sessions and meetings;
- Hand sanitizers have been installed in restrooms and corridors of the VIC, including right outside of the conference room;
- Printed documents and other materials will be avoided, and information will be shared electronically, via the [Commissions website](#). A distribution box for in-session documents (“pigeonhole”) will be assigned to each delegation as per usual practice. In-session documents will also be issued electronically, in all six official languages, on the official documentation system (ODS) and on the Commissions website;
- There will be no registration of speakers by conference services. Requests for the floor are to be made by raising the name plate in the room or clicking on the “raise hand” button in the remote interpretation platform interprefy.

### **Procedures in case of COVID-19 symptoms or infections**

**If a participant has acute symptoms suggestive of COVID-19 such as fever, cough, loss of sense of smell or taste, during a conference or in the meeting room:** participants are required to contact the VIC Medical Services (ext. 22224) or call Security Emergency Operations Centre (ext. 99). A specific response protocol will be activated.

**For assistance after meeting hours:**

- For symptoms related to COVID-19, call the Vienna Health telephone on **1450** (German and English);
- For emergencies, call the Vienna emergency number 144;
- For all other medical issues, seek out an urgent care clinic (example: Akutversorgung Privatklinik Döbling, Heiligenstädter Straße 55–63, 1190 Vienna: +43 1 360 66-5599) or go to an emergency department of any general Vienna hospital.

Should any of the participants be **confirmed by health authorities to have COVID-19** or to have been placed in quarantine within 14 days of the meeting, the participant is requested to immediately inform the VIC Medical Service ([medical-admin.contact-point@iaea.org](mailto:medical-admin.contact-point@iaea.org)) so that necessary contact tracing in association with a COVID-19 case may be carried out.

## 2. OVERVIEW OF COVID-19 GENERAL PREVENTIVE MEASURES WITHIN THE VIC

### a) Physical distancing in the VIC

Physical distancing measures must be followed in the VIC. Individuals must keep a distance of a minimum of two meters from other individuals at all times and avoid shaking hands or engaging in any other physical contact.

### b) Entering and Exiting the VIC

All persons entering/exiting the VIC must adhere to physical distancing measures and are required to wear FFP2 masks when accessing/exiting security checkpoints (pedestrian and vehicular).

Access to the VIC will be possible only through the following gates:

- Gate 1: for pedestrians and those arriving on bicycles. Bikes must be parked in front of Gate 1.
- Gate 4: vehicular access.

### c) Doors

Delegates are advised to limit the touching of doorknobs, e.g. using elbows, etc.

### d) Elevators

Use of elevators is subject to physical distancing guidelines and is limited to a maximum of 4 passengers at any one time.

### e) Hallways

Most hallways in the VIC are wide enough to maintain a distance of one meter for two directional flow. Narrower hallways, for example around elevator bays, will be marked for flow in one direction only.

### f) Stairwells

Staff and delegates must make the necessary room to maintain physical distance of 2 meters and must pass as quickly as possible.

### g) Services

Physical distancing and wearing of FFP2 masks must be followed when queuing for and availing of service such as the Cafeteria, Pharmacy, Commissary and other VIC commercial services.

### h) Distance Markings and Signage

Distance markings of floors in all common areas (i.e. all ground floors in buildings A, B, C, D, E, F, G, M, as well as 2nd and 4th floors of building C) have been prepared. Delegates should pay attention to markings to maintain physical distancing. Markings throughout the VIC may be displayed on the floor, walls, or signage pillars according to the location and surface materials (e.g. floor markings cannot be easily placed on carpeting).

### i) FFP2 Masks

In keeping with the most recent regulations and recommendations of the host country, FFP2 masks must be worn in all common spaces in the VIC. Masks will not be provided. Masks may be removed only while making an intervention from the assigned seat in the conference room, or while eating or drinking seated in the cafeteria and the coffee corner.

### j) VIC Commissary

The Commissary is open from 11:00 to 18:00, commissary cardholders are able to sign up for a half-hour time slot: <https://www.signupgenius.com/go/vic-commissary>

### 3. SOURCES FOR LOCAL MEASURES TO CONTAIN THE COVID-19 PANDEMIC

All delegates are kindly requested to closely monitor and check the alerts on the COVID-19 situation in the Republic of Austria, and specifically in the city of Vienna. All relevant information in English is available [here](#).

The [official dashboard](#) reflecting the latest data on COVID-19 is available both in English and German. This page is frequently updated by the host country authorities.

Regular COVID-19 updates are issued by the Vienna-based organisations, informing of latest measures and data – accessible online [here](#).