

Guidance for **participants** of meetings during the COVID-19 pandemic.

Last updated 24 July 2020

Recent information at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

BACKGROUND

Coronaviruses are a large family of respiratory viruses. Some cause less severe disease, such as the common cold, and others more severe disease, such as severe acute respiratory syndrome (SARS). The current coronavirus pandemic is still ongoing; it is passed from human to human primarily by asymptomatic and symptomatic (micro) droplet spread. Whilst many cases will result in a mild illness, a small percentage progress to more severe illness and pneumonia. The current COVID-19 risk assessment for the IAEA Headquarters in Vienna is **LOW**. This is because the host country has implemented a range of screening, contact tracing and isolation measures that are likely to be very effective in limiting the spread.

PREVENTION AND GENERAL PRECAUTIONS

1. Avoid being exposed to respiratory viruses

- Avoid close contact with people who are ill with fever, cough or respiratory symptoms.
- Wash or sanitize your hands frequently — this is one of the most effective measures.

2. Avoid spreading respiratory viruses if you are unwell

- Stay at home or in your accommodation if you become unwell, develop a fever or have other respiratory symptoms. Seek medical care but first call ahead.
- Maintain your distance from others — at least 1m.
- Cover your mouth and nose with a disposable tissue when coughing or sneezing and use the nearest waste receptacle to dispose of the tissue after use. If you do not have a disposable tissue, cough or sneeze into your elbow.
- Wear a mask when required.
- Wash or sanitize your hands frequently — especially after coughing, before preparing food or eating, after toilet use, after contact with ill persons, or during exposure to high traffic public areas.

HEALTHCARE FOR MEETING PARTICIPANTS

For respiratory illness: If you are unwell with fever, cough or other respiratory symptoms it is most likely that you have a more common illness (the common cold or even influenza) not COVID-19. You should seek care from a healthcare provider, of which there are many in the city — contact numbers/names are below. If you have fever, cough, respiratory symptoms or loss of taste and smell and had close contact to a confirmed case or cared for someone with COVID-19, you may be considered a suspected COVID-19 case. Seek advice by phone from the Vienna Health telephone on 144 or 1450 (German and English), report to the meeting organizer (who will contact the VIC Medical Service) and ensure that you inform any responding medical personnel of your symptoms.

If you or other participants have acute or severe symptoms suggestive of COVID-19 such as fever, weakness or respiratory symptoms, during a conference or in the meeting room: You should report

this to the meeting organizers, who will call the VIC Medical Service or the Security Emergency Operations Centre. A specific response protocol will be activated.

For medical emergencies: You should report this to the meeting organizers, who will call the VIC Medical Service or the Security Emergency Operations Centre. The Security Emergency Operations Centre will then mobilize a VIC medical emergency team.

For all other medical issues: You can either go to a local urgent care clinic or, for an emergency, call the Vienna emergency number on 144. The VIC Medical Service is located in the F tower, 7th floor, and is open on weekdays for consultations/appointments by telephone from 8 a.m. to 4.30 p.m. It provides first aid, urgent care and advice on seeking care from Vienna City healthcare providers, but does not provide prescriptions or replacements for prescriptions.

Contact: medical-admin.contact-point@iaea.org; Clinic reception — ext. 22224.

For assistance after hours: For respiratory 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.

SPECIFIC MEASURES FOR MEETINGS AT HEADQUARTERS IN VIENNA

Fundamental rules for meetings:

A distance of at least one meter from other people **must be maintained** at meetings and assigned and marked seats shall be arranged for this purpose.

When entering the VIC as well as whenever a minimum of one metre distance cannot be maintained when in the building (for example in the elevators) a mechanical protective device covering the mouth and nose area (either a face mask or a face shield) must be worn. Masks do not have to be worn by participants once they are sitting in their assigned seat, or by speakers. If the distance to the next occupied seat is less than one meter, a mechanical protective device covering the mouth and nose area/mask must also be worn on the assigned seats.

BEFORE THE MEETING

You should:

- Review this document and the flyer *COVID-19 QUICK GUIDE: How do I avoid getting sick?*.
- Be aware of the signs and symptoms of respiratory illness and how to manage it.
- Ensure you have health insurance for Austria (and preferably, have the influenza vaccine) and bring additional routine medications, spare contact lenses or spectacles, etc.
- Update your knowledge about existing local Austrian public health authorities COVID-19 prevention measures.
- Ensure you have a face mask or shield that covers your mouth and nose. Face masks will not be provided. A face mask or nose-mouth cover will be required when accessing the premises and whenever physical distance of at least one metre cannot be maintained.

DURING THE MEETING

You should:

- NOT attend the meeting if you feel unwell. If symptoms and circumstances, as described above, indicate that you may be considered a suspected COVID-19 case you must also inform the meeting organizer who will contact the VIC Medical Service or the Security Emergency Operations Centre.
- Follow the implemented preventive measures for the meeting (including wearing masks/nose-mouth cover as required, handwashing and cough etiquette).
- Avoid meeting in groups between sessions (e.g. coffee breaks, close contact risk scenarios)

AFTER THE MEETING

You should:

- Inform the meeting organizer immediately if you are confirmed by health authorities to have COVID-19 or if you are placed in quarantine within 14 days of the meeting, so that necessary contact tracing in association with a COVID-19 case may be carried out.

FAQs FOR MEETING PARTICIPANTS

I have an important role or presentation to make but am feeling unwell. What should I do?

You should not attend the meeting. Contact the organizers to inform them about your situation as soon as possible.

Another participant is coughing and feeling unwell. What should I do?

The first step is to keep your distance — at least 1m. If appropriate, encourage the person to wear a mask and to seek advice from a healthcare provider.

Another participant is coughing and feeling unwell AND I am aware that they have recently been in contact with a confirmed positive COVID-19 case or have a loss of taste and smell. What should I do?

The person should NOT be on the premises. If you believe there is a risk to participants, then contact the meeting organizers who will request further advice from the VIC Medical Service. Encourage the person to wear a nose-mouth cover.

In the event I need to be 'quarantined', what does this mean?

This means you should:

- Avoid any contacts (stay in your accommodation and at least 1m away from others).
- Minimize the spread of the virus by covering coughs, cleaning surfaces, and washing or sanitizing your hands regularly and wearing a mask if required.
- Seek health advice by phone first before seeing a healthcare provider in person.

Will hand sanitizers be available?

Generally, yes. Organizers will cooperate with Facilities Management Services to ensure that hand sanitizers are available.

Should I bring and wear my own face masks?

Yes. Face masks will not be provided. All visitors to the Vienna International Centre will be asked to wear a face mask or nose-mouth cover when accessing the premises and whenever physical distance of at least one metre cannot be maintained at the meeting/conference venue and when entering

meeting rooms, walking around in meeting rooms and to assigned seats, or when changing seats. While sitting in your assigned seat, you are not required to wear the nose-mouth cover/mask.

Is there any other information available?

For further information we suggest only reliable and up to date sources. We suggest reviewing the 'Travel Advice' and 'Protect Yourself' sections on the World Health Organization website, which is constantly updated to reflect the most recent guidance.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

For local information, see the website of the Austrian Ministry of Social Affairs, Health, Care and Consumer Protection.

[https://www.sozialministerium.at/en/Coronavirus/New-coronavirus-\(COVID-19\).html](https://www.sozialministerium.at/en/Coronavirus/New-coronavirus-(COVID-19).html).