COVID-19 Guidelines for in-person participants
to the CND Reconvened 63rd Session and the CCPCJ Regular and Reconvened 29th Sessions
(VIC and virtual event, 2-4 December 2020)

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BACKGROUND

In view of the restrictions adopted by the Federal Government of Austria on 15 November 2020 regarding, inter alia, gatherings and events (“lockdown”), the Reconvened 63rd Session of the Commission on Narcotic Drugs (CND) and the Regular and Reconvened 29th Session of the Commission on Crime Prevention and Criminal Justice (CCPCJ) (reconvened sessions) will be organized in a hybrid format from 2 to 4 December 2020 with COVID-19 preventive measures. The proposed organizational arrangements have been approved by the Commissions in a silence procedure on Friday, 13 November 2020.

The present guidelines were prepared pursuant to the organizational arrangements approved by the Commissions, 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 to the reconvened sessions on COVID-19 preventive measures and contain the following information:

1. COVID-19 preventive measures – specific arrangements for the reconvened sessions
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 RECONVENED SESSIONS

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 some 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. By entering the meeting rooms participants confirm their knowledge of and adherence to the provisions set out therein.

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

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

At any given time, only one delegate per Member State of the Commissions can be physically present in the meeting room. For those States which are Member States of both Commissions, the restriction to one delegate also applies to the joint meetings of both Commissions.
To control the number of participants physically attending the reconvened sessions, **floating delegation badges** will be issued without individual participants names. **Only participants with both the individual main badge and the floating badge are allowed into the conference room.**

**Floating badges** will be available for collection at the entrance of the M building, ground floor, on 2nd and 3rd December from 10AM to 11AM.

Each day there will be two meetings, the first from 11 am to 1 pm and the second from 3 to 5 pm. Given the need to avoid large simultaneous physical presence on the VIC premises and the requirement to record individual attendance to larger meetings, **delegations are strongly encouraged to abstain from exchanging floating badges DURING the individual meetings, but to rather make changes, if required, per meeting.**

There will be no other rooms available to meeting participants except for the conference room.

**Additional measures for in-person participation**

- **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 **face masks or other fitted nose-mouth covering** at all times while in the VIC as well as in the conference room. Face shields are not allowed as they do not provide sufficient protection. 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 1 meter** to others at all times. They must not shake hands or engage in any other physical contact;

- Delegates must enter the conference room through one door only (marked as “entry”). They may leave the conference room through any of the doors on the right side of the conference room (seen from the audience);

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

- For access to the cafeteria during the reconvened sessions, 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.
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 reconvened sessions. 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.

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).

For the reconvened sessions, additional specific hygienic measures have been taken as outlined below:

- Fixed seating arrangements in the conference room in line with the minimum distance of 2 meter 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 (“pigeon hole”) will be assigned to each State member of the Commission. In-session documents of the reconvened sessions will also be issued electronically, in all six official languages, on the official documentation system (ODS) and on the website of the reconvened sessions;
- 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, Heiligenstädtar 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) 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 and keep a distance of a minimum of one meter 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 face masks when accessing/exiting security checkpoints (pedestrian and vehicular). These occupational safety measures also apply during any interaction with security staff inside the VIC. Access to the VIC will be possible only through the following gates:
- Gate 1: for all pedestrians and those arriving on bicycles. There is no access to the VIC for bicycles, which must be parked in front of Gate 1.
- Gate 4: vehicular access only.

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
Stairwells in the VIC are wide enough to maintain a distance of one meter while passing another individual. In the case of narrower stairwells, staff and delegates must make the necessary room to maintain physical distance and must pass as quickly as possible.

g) Services
Physical distancing and wearing of face 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) Face Masks
In keeping with the most recent regulations and advice from the Austrian authorities, face masks must be worn in ALL common spaces in the VIC. Masks will not be provided. While delegates will be required
to wear a mask when entering the VIC, masks may also be procured in the pharmacy (please note reduced opening hours from 13:00 to 17:00 Monday to Friday).

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 VIC Commissary remains open while the boutique and the perfume section will be closed. Online registration is required: 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. In addition, regular COVID-19 updates are issued by the Vienna-based organisations, informing of latest measures and data – accessible online here.