

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

Last update: 25 November 2020

For further advice, contact VIC Medical Service at: medical-admin.contact-point@iaea.org

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 host country has implemented a range of screening, contact tracing and isolation measures to limit the spread of COVID-19. The VIC remains in compliance with all measures required by the Austrian health authorities.

PREVENTION AND GENERAL PRECAUTIONS

Influenza might be an additional risk factor for meeting attendees in the autumn/winter season. General tips on how to reduce risks of contracting COVID-19, influenza or any of the respiratory viruses are listed below:

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 1 metre.
- 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.

3. Be prepared to provide your contact details as part of the contact tracing

- The meeting organizer is required to keep a record of the seating arrangements for any meeting.
- For this purpose, participants will need to provide their contact details.
- Contact tracing information is confidential, and the Secretariat will not use it for any other purpose. The information is kept 28 days and will be destroyed thereafter.

HEALTHCARE FOR MEETING PARTICIPANTS

If you have respiratory illness, acute or severe symptoms suggestive of COVID-19, such as fever, cough or respiratory symptoms: If you are unwell with fever, cough or other respiratory symptoms alone is most likely that you have a more common illness (the common cold or even influenza) rather than COVID-19. You are advised to seek care from a healthcare provider, of which there are many in the city. In the event of a close contact with 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 experience 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 go either 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 you should seek out a local urgent care clinic (example of a hospital with staff speaking English: 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. For house visits it is possible to call Dr Sabanas: +43 660 686 2276 or DocAround The Clock: +43 664 144 9 144.

SPECIFIC MEASURES FOR MEETINGS AT HEADQUARTERS IN VIENNA

Fundamental rules for meetings:

A distance of at least one metre from other people **must be maintained** at meetings with assigned and marked seats. If this distance cannot be maintained due to seating arrangements, every second seat must remain vacant, unless the risk of infection can be minimized by other suitable protective measures.

Masks must be worn in all common spaces in the VIC, such as corridors, elevators, the Rotunda and kitchens. This is in addition to those spaces where masks were already required, such as the Commissary, banks and post office.

Fitted nose-mouth coverings/masks rather than face shields/visors must be worn. This is because new scientific evidence shows better reduction of droplets and aerosols when wearing a mask or a nose-mouth covering made from fabric compared to face shields/visors.

A mask or a nose-mouth covering has to be worn by all participants even when they are sitting in their assigned seat. A distance of at least one metre from other people must be maintained at all times during meetings. If possible, maintaining a distance of at least two metres is beneficial as this is considered "a low risk". Masks could be exceptionally removed if 2 meters distance is kept and the person is not speaking for more than 15 minutes.

BEFORE THE MEETING

You should:

- Review this document and the flyer [COVID-19 QUICK GUIDE: Precautions](#).
- 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 nose-mouth coverings. These must be worn in all common areas at the VIC, including when passing through security checkpoints (e.g. Gate 1) and approaching a security officer, and when collecting badges. A face mask or other nose-mouth covering must also be worn when entering, leaving or moving inside a meeting room; you have to wear it also when seated.

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). Fill in a sign-in sheet provided at your seat and record your full name, contact information and the date and time period you occupied that seat.
- Please note that no food and beverages are allowed to be served at the meeting except of designated areas such as the VIC cafeteria and coffee corners.

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 I 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 the appropriate distance. Encourage the person to wear a nose-mouth covering or medical mask and to seek advice from a healthcare provider.

Another participant is coughing and feeling unwell AND I am aware that they have 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. Contact the meeting organizers who will request further advice from the VIC Medical Service. They will conduct a risk assessment over the phone to determine the next steps. Encourage the person to wear a nose-mouth covering or medical mask.

In the event you should be 'quarantined', what does this mean?

This means, you should:

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

The quarantine period for identified close contacts is normally for ten days (period may change subject to Austrian health authorities' guidance).

Will hand sanitizers be available?

Organizers should contact 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 VIC will be asked to wear face masks or other nose-mouth covering in all common areas, including when passing through security checkpoints (e.g. Gate 1) and approaching a security officer, and when collecting badges. A face mask or other nose-mouth covering must also be worn when entering, leaving moving inside, or being seated in a meeting room.

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).