

## COVID-19 Guidelines for in-person participants

to the Seventh session of the Open-ended intergovernmental expert group to conduct a comprehensive study of the problem of cybercrime

(Hybrid with in-person and online participation, 6-8 April 2021)

**Status: 1 April 2021**

### BACKGROUND

The present guidelines were prepared pursuant to the organizational arrangements approved by the Extended Bureau, 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 in the seventh session of the Open-ended intergovernmental expert group to conduct a comprehensive study of the problem of cybercrime on COVID-19 preventive measures and contain the following information:

1. COVID-19 preventive measures – specific arrangements for the seventh session of the Open-ended intergovernmental expert group to conduct a comprehensive study of the problem of cybercrime,
2. Overview of COVID-19 general preventive measures at the VIC, and
3. Sources for local measures to contain the COVID-19 pandemic.

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

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 and [COVID-19 FAQs Wearing masks at the VIC \(Update 25 January\)](#))

By swiping their United Nations issued ID card on entry to the VIC, all delegates and support staff will declare as a condition of their entry that they: a. Have not been diagnosed with COVID-19 in the last 14 days; b. Have not had symptoms consistent with COVID-19 in the last 14 days; and c. Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days; d. Have completed quarantine [if travelling from a country which requires this according to Austrian regulations].

Delegations will be requested to strictly adhere to the safety and health mitigating measures set up in this document. Delegations will be informed that any nonadherence may lead to a reassessment of the risks associated with the meeting, which would have an impact on the continuation of the proceedings and on their resumption. Consequently, the Chairs of any meeting will oversee their

implementation in the course of the proceedings. The Chairs may, if at any moment it appears that the guidelines are not being strictly observed, be requested to draw the attention of delegates to these guidelines and suspend the meeting as needed.

Participants are required to review documents, which have been made available on the website of the meeting/session. 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, 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**

At any given time, **only one delegate per Member State (or observer, if applicable) can be physically present in the meeting room.**

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

- With the view of minimising the in-person component of the meeting to the strictly necessary and given the easily widely accessible free testing available in Vienna, delegates are strongly encouraged to take a COVID (PCR or antigen) test before entering the VIC. **While there is no requirement to present a negative PRC or antigen test results in order to enter the VIC, delegations attending the IEG on Cybercrime are strongly encouraged to present a negative 72h PCR and/or 48h antigen test result**, as a precautionary measure to contain the spread of the virus. (More information on how and where you can test yourself [here](#)).
- **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 Service (ext. 22224) or call the 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 (for further guidance please consult [COVID-19 FAQs Wearing masks at the VIC \(Update 25 January\)](#)). Face shields are not allowed as they do not provide sufficient protection. Masks will not be provided by the meeting organizers. Delegates may decide to take off their face masks, while making an intervention from the floor, subject to VIC meeting guidelines;
- Delegates must **always keep a minimum distance of 2 metre to others**. They must not shake hands or engage in any other physical contact;
- Delegates must **avoid meeting in groups** between sessions (e.g. lunch breaks);
- **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/headset** to follow interpretation.

### Measures to record in-person attendance

In line with the requirements put in place by Austrian authorities, the meeting organizers are required to keep a record of attendance. Designated UNODC staff will keep attendance records, including seating arrangements for all meetings. These details will be treated confidentially and will be kept for 28 days. They will only be shared with national health authorities should there be a need for contact tracing when a COVID-19 case is identified.

Delegates are kindly **requested to fill in the contact tracing sheet** available at their seats **at the beginning of each meeting**, 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 \(State: 25 November 2020\) \(incl. COVID-19 Quick Guide\)](#). *Note: Include updated/specific hyperlink.*

For this session/meeting, 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 metres between seats. **Assigned 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 - information will be shared electronically, via the [website of the Vienna-based organisations](#).

### 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 Joint Medical Service (ext. 22224) or call the 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 hotline at **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 can be carried out.

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

### a) Physical Distancing at the VIC

Physical distancing measures must be followed in the VIC. Individuals must keep a distance of a minimum of two metres from other individuals at all times and avoid shaking hands or engaging in any other form of 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, they 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 given time.

### e) Hallways

Most hallways in the VIC are wide enough to maintain a distance of one metre 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 metre 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 the 2<sup>nd</sup>, 4<sup>th</sup> and 7<sup>th</sup> floors of building C) have been prepared. Delegates should pay attention to markings to keep 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 the reduced opening hours from 13:00 to 17:00 from 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 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 organizations, informing of latest measures and data – accessible online [here](#).