NOVEL CORONAVIRUS (2019-NCOV) PREPAREDNESS AND RESPONSE: A CHECKLIST FOR UN DUTY STATIONS

BACKGROUND

This preparedness checklist, developed by the Division of Healthcare Management and Occupational Safety and Health (DHMOSH), provides an outline to all UN duty stations of the essential minimum elements of preparedness and response to a novel coronavirus (2019-nCoV) outbreak.

All duty stations globally should review and implement this 2019-nCoV preparedness checklist. Duty stations that already have their own disease specific preparedness and response plan in place may use the checklist to evaluate the completeness of their current plan. (Please note that depending on whether you have a local UN medical services or not, some of the elements may or may not be applicable to your duty station.)

All duty stations globally, regardless if such an outbreak is occurring locally or not, should review this checklist in accordance with plans and guidance from your local health authorities. For questions, please contact dos-dhmosh-public-health@un.org

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<th>ACTIONS</th>
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| □ Senior officials of the duty station should be briefed on the current 2019-nCoV outbreak situation globally, its possible outcomes and related resource requirements for preparedness. | □ Completed on ________  
□ Not Started  
□ Expected Date of Completion: |
| □ Ensure systems are in place for close coordination with relevant stakeholders and partners (e.g. WHO country office, national government, health authorities). | □ Completed on ________  
□ In process  
□ Not Started  
□ Expected Date of Completion: |
| □ UN country office/mission should convene either a formal outbreak committee or an equivalent committee (e.g. SMT/CMT) for management of the outbreak, or if the need should arise later. | □ Completed on ________  
□ In process  
□ Not Started  
□ Expected Date of Completion: |
| □ All offices should develop business continuity plans that will allow performance of critical functions with reduced number of personnel. | □ Completed on ________  
□ In process  
□ Not Started  
□ Expected Date of Completion: |
**ACTIONS** | **STATUS**
---|---
- If applicable, UN health facility should have a business continuity plan that will allow performance of critical functions with reduced number of medical personnel. | □ Completed on ________ □ In process □ Not Started □ Expected Date of Completion: □ Not applicable

**Personal Hygiene**
- All UN personnel should have awareness about 2019-CoV prevention strategies including hand hygiene, respiratory etiquette (covering coughs and sneezes), social distancing (minimum 3 feet or 1 meter), signs and symptoms, staying away from ill persons and staying home when ill. If applicable, UN medical staff should actively educate and raise awareness amongst UN personnel. For more information, see [https://hr.un.org/page/novel-coronavirus-2019-ncov](https://hr.un.org/page/novel-coronavirus-2019-ncov) | □ Completed on ________ □ In process □ Not Started □ Expected Date of Completion: □ Not applicable

**Infection Control**
- If applicable, UN medical staff should be aware of and follow appropriate infection prevention and control measures and should always routinely and consistently implement standard precautions regardless of the patient’s diagnosis. For more information on specific 2019-nCoV infection control precautions, see [https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-(ncov)-infection-is-suspected-20200125](https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-(ncov)-infection-is-suspected-20200125)
- Recommendations for cleaning/disinfection of environment and equipment including linens and utensils should also be adhered to. | □ Completed on ________ □ In process □ Not Started □ Expected Date of Completion: □ Not applicable

- UN personnel returning from outbreak areas should be advised to return to work only if they are completely free from any signs and symptoms. They should be advised to monitor their health daily for 14 days after travel and to seek medical attention should they develop any signs and symptoms.
- HR personnel and managers are encouraged to exercise flexibility around remote working arrangements in case asymptomatic staff want to self-quarantine and work from home for 14 days post travel.
- All individuals who are ill must be advised to stay at home and not come into the workplace if they develop symptoms. They should only return to work when free of symptoms and/or once cleared by a medical professional. | □ Completed on ________ □ In process □ Not Started □ Expected Date of Completion: □ Not applicable

**Personal Protective Equipment (PPE)**
- UN medical staff should review, familiarize and be trained to don and doff the PPE needed for management of a 2019-nCoV outbreak. For more information, see [https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-(ncov)-infection-is-suspected-20200125](https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-(ncov)-infection-is-suspected-20200125) | □ Completed on ________ □ In process □ Not Started □ Expected Date of Completion: □ Not applicable
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<td>□ Ensure UN personnel identified as high-risk populations are trained on the proper use and disposal of masks and other PPE used. Ensure access and availability of necessary PPE for such personnel.</td>
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<td>□ All UN personnel should be advised to check with the destination country’s embassy, consulate or Ministry of Health and keep up to date with local health advice before and during their travel. They should also be advised to comply with any screening measures put in place by local authorities.</td>
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<td>□ Assess capability of both in-house, if applicable, and external medical systems to meet expected needs during a 2019-nCoV outbreak and identify actions needed to fill gaps. For pre-identified facilities or providers supporting outpatient and hospital-based healthcare, prepare contractual agreements if necessary, and develop specific protocols to allow UN personnel to use these facilities, if applicable.</td>
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<td>□ If applicable, UN medical personnel at duty station should familiarise themselves with WHO’s 2019-nCoV technical guidance including on diagnosis of cases, clinical management and stay up to date on new developments on vaccination and therapeutics. For more information, see <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance</a></td>
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<td>□ If applicable, UN health facility in the duty station should develop specific SOPs to identify, triage, and manage cases of suspect 2019-nCoV, in coordination with local health authorities and local referral hospitals. Such plans should be exercised periodically.</td>
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| □ If applicable, All UN medical staff should know how to administer supportive care to suspect/confirmed nCoV cases if encountered, especially for cases with complications. | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: Not applicable |
| □ In coordination with local health authorities, ensure there is a surveillance mechanism in place to identify, manage and report cases. See [https://www.who.int/publications-detail/surveillance-case-definitions-for-human-infection-with-novel-coronavirus-ncov](https://www.who.int/publications-detail/surveillance-case-definitions-for-human-infection-with-novel-coronavirus-ncov) for WHO case definitions. Any cases identified should be reported to dos-dhmosh-public-health@un.org and local health authorities. | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
| □ In coordination with local health authorities, ensure there is protocol for how to manage potential nCoV cases and contacts that occur at the workplace. Keep staff informed of these protocols. | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
| Seasonal Flu | |
| □ Continue to promote and facilitate an annual seasonal influenza vaccination programme for UN personnel and their dependants. | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
| Personal Supplies | |
| □ UN personnel should be encouraged to procure their own supplies of antipyretics, hand sanitisers, masks as needed. | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
| Communication and Training | |
| □ All UN personnel in duty station should be updated about the current outbreak situation and the UN country/mission’s preparedness activities as necessary, including local healthcare arrangements if staff are ill and general prevention Information for all staff. See [https://hr.un.org/page/novel-coronavirus-2019-ncov](https://hr.un.org/page/novel-coronavirus-2019-ncov) | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
| □ Develop in advance presentation materials that can be used in briefings or during other communication initiatives. | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
| □ If needed, provide specialised training to specific categories of UN personnel (e.g. medical staff, cleaners of health facility, security officers..etc). | □ Completed on _______
□ In process
□ Not Started
□ Expected Date of Completion: |
This checklist should be completed as a self-evaluation of your preparedness status.

Date of Submission: ____________________________
Name and Email Address of Submittor: ____________________________
Duty station: ____________________________
Organisation: ____________________________

☐ Developing a psychosocial support plan for UN personnel.

☐ Completed on _______
☐ In process
☐ Not Started
☐ Expected Date of Completion: _______

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