# COVID-19 Preparedness and Response Checklist: Survey of Global Duty Stations

**This preparedness survey, developed by the Public Health Unit of 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 (COVID-19) outbreak.**

**All duty stations globally should review and implement this COVID-19 preparedness checklist. Duty stations that already have their own disease specific preparedness and response plan in place may use the survey 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 survey in accordance with plans and guidance from your local health authorities. For questions, please contact dos-dhmosh-public-health@un.org (Please note that all questions below require an answer.)**

**If you prefer to email a hardcopy of this survey, please send to dos-dhmosh-public-health@un.org**

* 1. This survey is submitted on behalf of which duty station?

* 2. Name, and Job Title of Submittor

* 3. Organization/Department of Submittor

* 4. Email Address of Submittor

5. If you are not completing this survey for the entire duty station, which organisation/entity are you completing it for?

* 6. Are you completing this on behalf of a peacekeeping or political mission?

- ◯ Yes
- ◯ No

If Yes, please specify which mission:

* 7. Do you have a in-house UN Medical Services in your duty station?

- ◯ Yes
- ◯ No

Any comments

* 8. Senior officials of the duty station should be briefed on the current COVID-2019 outbreak situation globally, its possible outcomes and related
resource requirements for preparedness.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 9. Ensure systems are in place for close coordination with relevant stakeholders and partners (e.g. WHO country office, national government, health authorities).

- ◯ Completed
- ◯ In Process
- ◯ Not started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 10. 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
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 11. All offices should develop business continuity plans that will allow performance of critical functions with reduced number of personnel.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 12. If applicable, your in-house UN health facility should have a business continuity plan that will allow performance of critical functions with reduced number of medical personnel.

- ◯ Completed
- ◯ In Process
- ◯ Not Started
- ◯ Not applicable to my duty station

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 13. All UN personnel should have awareness about COVID-2019 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

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 14. If applicable, your in-house 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 COVID-2019 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
Any recommendations for cleaning/disinfection of environment and equipment including linens and utensils should also be adhered to.

- ◯ Completed
- ◯ In Process
- ◯ Not Started
- ◯ Not applicable to my duty station

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 15. UN personnel 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 to China 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 to China.

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
- ◯ In Process
- ◯ Not started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 16. If applicable, your in-house UN medical staff should review, familiarize and be trained to don and doff the PPE needed for management of a COVID-2019 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

- ◯ Completed
- ◯ In Process
- ◯ Not Started
- ◯ Not Applicable to my duty station

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 17. Ensure UN personnel identified as high-risk populations (such as medical staff, front-line security or cleaners) are trained on the proper use and disposal of masks and other PPE used. Ensure access and availability of necessary PPE for such personnel.

Please note that for individuals without respiratory symptoms, a medical mask is not required, as no evidence is available on its usefulness to protect non-sick persons. However, masks might be worn in some countries according to local cultural habits. If masks are used, ensure best practices should be followed on how to wear, remove, and dispose of them and on hand hygiene action after removal (https://www.who.int/publications-detail/advice-on-the-use-of-masks-the-community-during-home-care-and-in-health-care-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 18. Currently, WHO does not recommend any travel or trade restrictions. Travelers should be provided contents of travel advisories issued from WHO and DHMOSH. See https://www.who.int/ith/2019-nCoV_advice_for_international_traffic/en/
and https://hr.un.org/page/novel-coronavirus-2019-ncov

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 19. 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.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 20. Assess capability of both in-house, if applicable, and external medical systems to meet expected needs during a COVID-2019 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.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

[ ]

* 21. If applicable, UN medical personnel at duty station should familiarise themselves with WHO's COVID-2019 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 https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance

If applicable, UN health facility in the duty station should develop specific SOPs to identify, triage, and manage cases of suspect COVID-2019, in coordination with local health authorities and local referral hospitals. Such plans should be exercised periodically. Specific guidance from DHMOSH on how to manage suspect cases is found at https://hr.un.org/page/novel-coronavirus-2019-ncov-information-un-healthcare-workers

- ◯ Completed
- ◯ In Process
- ◯ Not Started
- ◯ Not Applicable to my duty station

Date Completed or Expected Date of Completion (DD/MM/YYYY)

[ ]

* 22. If applicable, all in-house UN medical staff should know how to administer supportive care to suspect/confirmed COVID-2019 cases if encountered, especially for cases with complications.

- ◯ Completed
- ◯ In Process
- ◯ Not Started
- ◯ Not Applicable to my duty station

Date Completed or Expected Date of Completion (DD/MM/YYYY)

[ ]

* 23. 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-casedefinitions-for-human-infection-with-novel-coronavirus-(ncov) for WHO case definitions. Any cases identified should be reported to dosdhmosh-public-health@un.org and local health authorities.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 24. In coordination with local health authorities, ensure there is protocol for how to manage potential COVID-2019 cases and contacts that occur at the workplace. Keep staff informed of these protocols.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 25. Continue to promote and facilitate an annual seasonal influenza vaccination programme for UN personnel and their dependants.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 26. UN personnel should be encouraged to procure their own supplies of antipyretics, hand sanitisers, masks as needed. Please note that face masks for UN personnel who are well and free from symptoms are not recommended by WHO or DHMOSH.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 27. 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

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 28. Develop in advance presentation materials that can be used in briefings or during other communication initiatives.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 29. If needed, provide specialised training to specific categories of UN personnel (e.g. medical staff, cleaners of health facility, security officers..etc).

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

* 30. Develop a psychosocial support plan for UN personnel.

- ◯ Completed
- ◯ In Process
- ◯ Not Started

Date Completed or Expected Date of Completion (DD/MM/YYYY)

31. Thank you very much for your time to complete this survey! Please contact the Public Health Unit, DHMOSH at dos-dhmosh-public-health@un.org for any questions. Please feel free to elaborate on any of your answers provided in the comment box below.