



MANAGEMENT OF UN PERSONNEL WITH ACUTE RESPIRATORY ILLNESS/SYMPTOMS IN THE WORKPLACE

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Check for the most updated version at COVID-19 website at <https://hr.un.org/page/novel-coronavirus-2019-ncov>. For any questions, contact dos-dhmosh-public-health@un.org

In the course of their daily work, UN personnel may come into contact with someone with acute respiratory symptoms such as fever, cough or shortness of breath. This guide provides **basic steps to take to minimize risks of spreading infection – whether it is COVID-19 or any other respiratory illness**. These steps should be modified for each workplace based on guidance from UN medical services and local health authorities, and all UN personnel should be encouraged to be familiar with your duty station's/office's written protocol to ensure a safe, consistent response.

STEPS TO TAKE

Any UN personnel **who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath)** when in the workplace should:

- **Separate themselves from others - at least 3 ft/1 m away (or in a separate room).**
- **Be advised to cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available) and be given a surgical mask to wear.**
- **Go home immediately and stay home until they are completely better and have no respiratory symptoms.**
- **Consult with a healthcare practitioner according to the available services at your location, (or a UN healthcare practitioner if available), first by telephone to let them know of symptoms and any relevant travel or exposure. The healthcare practitioner will advise the personnel of any testing or treatment required.**
- **Advise their supervisor/HR by telephone or email in accordance with standard requirements for absence and sick leave.**

The immediate area and the surfaces where the ill person has been likely to spread infection by contact or droplet spread should be cleaned by being wiped down with disinfectant. If necessary, consult your local health authorities for further advise on case management.

COVID-19 COMMUNICATION

Based on the above guidance, all UN personnel at your duty station/office should be provided with a written plan adapted for your location – who to inform if a colleague is unwell, the steps above and important phone numbers and contact points. Additionally, COVID-19 information should be freely available, including all measures taken in the workplace to keep everyone safe and healthy. In order to minimize stigma, the risk of COVID-19 should be based solely on symptoms and exposure - determinations of risk based on race or country of origin are inconsistent with UN standards.

RESOURCE

DHMOSH COVID-19 webpage for UN personnel: <https://hr.un.org/page/novel-coronavirus-2019-ncov>