

Be **READY** for **COVID-19**

Key scenarios



I am **WELL**, but have returned from an area with known cases of COVID-19, should I go to work?

- Yes, go to work and contact your organization's in-house medical services for a risk assessment.
- If you start to feel unwell within 14 days of returning, do not come to work and call your health care provider; discuss symptoms, travel history and follow their instructions.
- Follow the directions of your national & local health authority.



I am **UNWELL**, what should I do?

- Stay home while you are unwell and minimize contact with others.
- If you think you may have COVID-19, call your health care provider and follow their instructions.
- If you are diagnosed with COVID-19, stay home, follow the guidance of your health care provider and inform your in-house medical services and your supervisor.
- Comply with national & local health authorities.



I am organizing a **MEETING**, what should I do?

- Comply with national and local health authorities and your organization's guidelines.
- Plan for regular cleaning and ensure the availability of hand sanitizers throughout with Facilities Management.
- Plan for what to do if someone gets ill at your meeting with your in-house medical services.
- Provide participants with WHO prevention recommendations: www.who.int/COVID-19
- Familiarize yourself with UN guidelines for meeting organizers.



I am planning to **TRAVEL** to a meeting, what should I do?

- Consider your organization's guidelines on travel and meetings.
- Contact your in-house medical services for a pre-travel assessment.
- Be aware of the national and local health authority's regulations in all countries on your itinerary.
- Protect yourself and others by practicing regular hand hygiene and cough etiquette, avoid touching your eyes, nose or mouth and avoid close contact with people suffering from fever and cough.
- If you become sick while travelling, inform the crew and seek medical care early.



I am in my regular **RESIDENCE** and duty station, and cases of COVID-19 are being reported in my community. What should I do?

- Follow the directions of your national & local health authority.
- Follow WHO prevention recommendations such as regular hand hygiene and cough etiquette, avoid touching your face, avoid crowded places and maintain at least 1 metre (3 feet) distance between yourself and others.
- Contact national and local authorities for information about COVID-19 in your community:
 - » Switzerland (multilingual): +41 58 463 00 00; Geneva Canton: 0800 909 400
 - » France: 0800 130 000

Be **WELL**

