

► Instructions for visitors coming to ILO premises

I. Health self-check

Visitors have an obligation to protect not only their own personal health, but also the health of others on the premises. They should therefore not seek access to ILO premises:

- if they are unwell, whether due to suspected or confirmed COVID-19 or any other respiratory illness or infectious disease;
- if they have been in close contact with a person with suspected or confirmed COVID-19;
- if returning from a country subject to quarantine listed under the [Swiss Ordinance on Measures to Combat the Coronavirus \(COVID-19\) in International Passenger Transport](#) for ten consecutive days after arrival. On the 11th day in Switzerland, visitors may request access to the premises on the basis they have not developed any symptoms;
- if they have been in close contact with anyone who has suspected or confirmed COVID-19 infection, for 14 consecutive days after such contact. At day 15, they may seek access provided they have not developed any of the above symptoms (close contact is defined as the situation where a person has had direct physical contact – for example, shaking hands – or direct face-to-face contact, within a distance of less than 2 metres and for more than 15 minutes, with someone who has suspected or confirmed COVID-19).

Before accessing the building, all visitors must carry out a health self-check by responding to the following questions:

- Have I developed any signs or symptoms of fever, such as chills, sweats, feeling “feverish”, or a temperature of $\geq 38^{\circ}\text{C}$ measured using a thermometer?
- Have I developed any of the following symptoms: cough; shortness of breath or difficulty breathing; chest tightness; sore throat; nasal congestion or a runny nose; body aches; loss of taste or smell; headache; diarrhoea; nausea or vomiting?
- Have I been in close contact with anyone who has suspected or confirmed COVID-19?

If the answer to any of the above questions is “yes”, the visitor must not enter the ILO premises.

Visitors aged 60 years or over, or those with underlying medical conditions putting them at higher risk of severe COVID-19 infection, should strictly maintain physical distancing (of at least 2 metres) at all times, perform hand hygiene frequently (using an alcohol-based hand rub or soap and water) and refrain from touching their mouth, nose, and eyes. High-risk underlying conditions include among others¹ diabetes, hypertension, severe obesity, cardiac disease, chronic lung disease, cerebrovascular diseases, chronic kidney diseases, immunosuppression and cancer. Although there is limited evidence on the effects of COVID-19 in pregnant women, following the precautionary principle, these recommendations also apply to pregnancy.

¹ A detailed list of underlying conditions with a higher risk of severe COVID-19, can be found on: <https://www.admin.ch/opc/fr/classified-compilation/20200744/index.html#app6ahref0>

II. Protocol in place for the safe use of ILO premises

The ILO has put in place **substantial precautionary measures** to ensure the safety and security of all within its premises and to minimize the risks linked to COVID-19, including in relation to:

- **Physical distancing:** The premises have been organized to permit required **physical distancing of two meters**. This includes the establishment of **one-way pedestrian traffic flows** at the entrance, and measures to guide the flow of pedestrian traffic. Most stairs are designated as single directional and **elevator use is restricted to one person at a time**;
- **Masks:** The wearing of a mask is **required when circulating in the ILO conference area, the conference rooms, cafeteria and coffee bars**. Masks should be removed only once seated. The wearing of a mask is also required in the **public areas of floors R2, R3 and M2, the entrance halls between these floors and the parking areas, in the parking area and in the Pavilion**. For **pedestrians**, the wearing of mask is **mandatory from the moment they enter the parking**. For **vehicle drivers**, the wearing of mask is **mandatory as soon as they leave their vehicle** (car, bike, motorcycle).
- **Cleaning:** Cleaning protocols are **reinforced**, and **strict hygiene standards** apply. Measures include **increased cleaning** in common areas, daily cleaning and disinfection of frequently touched surfaces, the availability of **hand sanitizers** at building entrances and throughout the building, as well as the **cleaning and sanitizing of conference rooms and interpretation booths**, including earphones and other equipment before and after usage.
- **Ventilation:** all systems are programmed to ensure that the **air supply is 100% fresh (outside) air** to reduce the risk of spreading all air-borne viruses and other particles.
- **Cafeteria/Coffee bars:** service in the main Cafeteria and the Delegates Bar has been organized to permit the **required physical distancing**.

All staff, delegates, visitors and guests are required to comply with these precautionary measures while on ILO premises.

III. Access to ILO premises on invitation

Unless otherwise specified in the invitation, pedestrians coming from public transportation should access the building via **parking P3B** and then proceed up to **R2-South**. Visitors arriving by vehicle should **park at P1 level**, access the building via **Door 4 (R2-South)**.

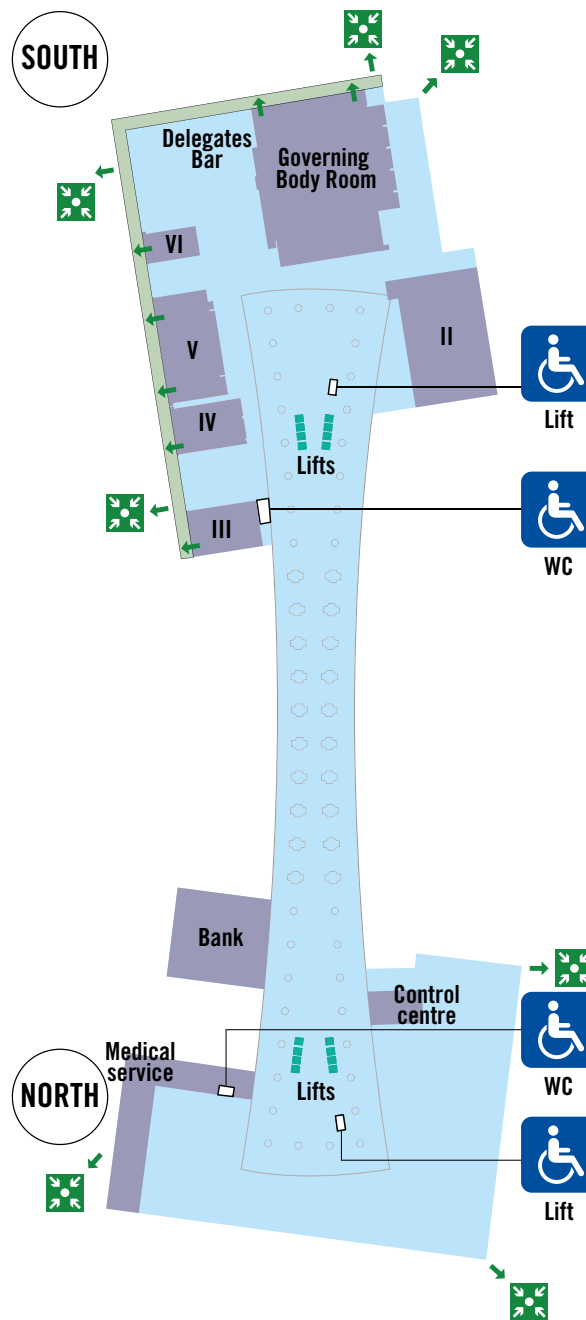
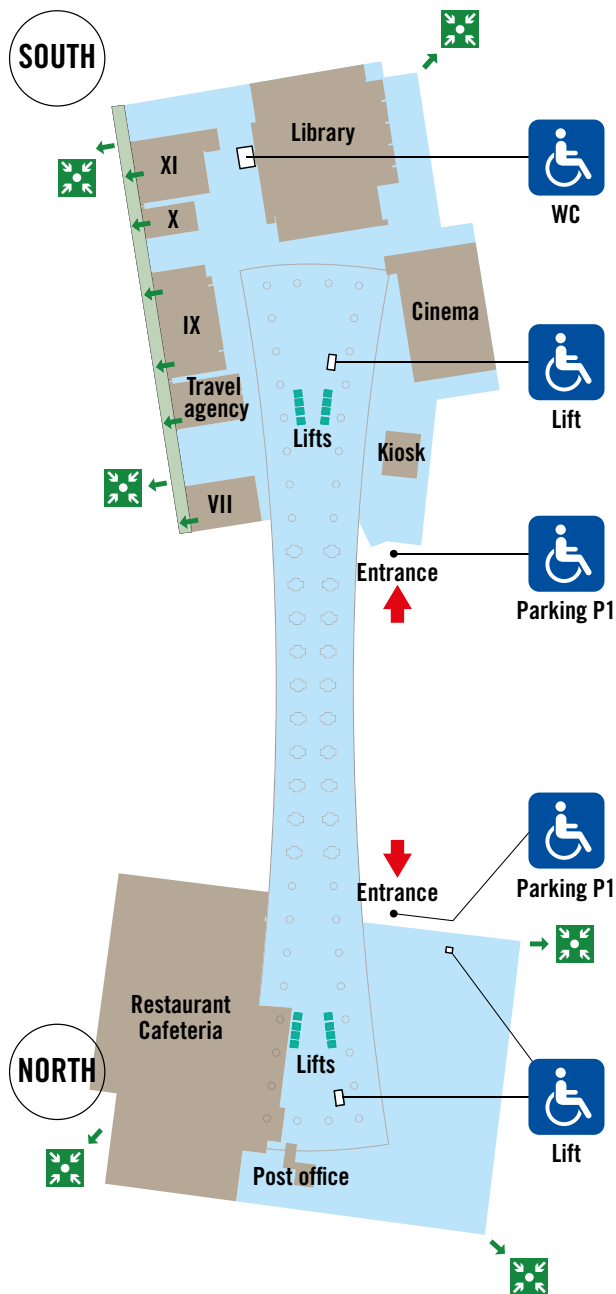
Services at ILO premises

Visitors may use the catering services located at R3-South (Delegates' Bar). Payment should be made by **credit or debit card (including contactless payment) only**.

Contact details

International Labour Organization
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

T: +41 22 799 6432
E: OSHcoordinator@ilo.org



International
Labour
Organization

EMERGENCY WHAT TO DO? QUESTIONS WHO TO CONTACT?

112

from a landline phone
or 022 799 8112
from a mobile phone

**FIRE
ACCIDENT
EMERGENCY
SECURITY**

8015

from a landline phone
or 022 799 8015
from a mobile phone

**CONTROL
CENTRE**

6432

from a landline phone
or 022 799 6432
from a mobile phone

**OCCUPATIONAL
SAFETY &
HEALTH**



OSHcoordinator@ilo.org

FLOOR PLAN LEVEL **R2**

FLOOR PLAN LEVEL **R3**

Integrating Prevention on
Occupational Safety and
Health within the ILO



FIRE OR EXPLOSION

1. Alert security



Information to transmit

Who?	Give your name and phone number
What?	Describe: fire, pollution, other emergency, etc.
Where?	Give exact location: floor, office number, any difficulty of access
Other?	Add any information that could help the fire brigade

2. Take action, help

Saving lives is the priority. If possible, start fighting the fire. Follow the instructions given by the safety officers.

3. Wait for the safety team and direct them to the scene

Safety instructions must be read BEFORE an emergency arises. It is imperative to know where to find the instructions, to consult them regularly and to follow them. Also, locate the fire extinguishers.



SERIOUS ACCIDENT OR ILLNESS

1. Secure the site to prevent other accidents

2. Alert security



Information to transmit

Who?	Give your name and phone number
What?	Describe: nature of accident or illness, cause, etc.
Where?	Give exact location: floor, office number, any difficulty of access
When?	Time elapsed since the accident occurred
How many?	Number of injured, type of injuries
Other?	Symptoms observed, measures already taken, etc.

3. While waiting for help

Observe: Evaluate the situation

Think: Am I in any danger?

Act: Assess the state of the injured person and give first aid according to your abilities. Ask witnesses to stay.

4. Wait for the safety team and direct them to the scene



EVACUATION

When the alarm sounds

- Follow instructions
- Take your keys/jacket/handbag
- Close doors and windows
- Proceed to the assembly point indicated 

Follow instructions given by the safety and evacuation team

Never block the evacuation route (stairs, corridors, etc.)



EMERGENCY SECURITY

Violence, theft, vandalism, any serious threat

Alert security



Don't put yourself at risk, protect your personal safety

Presence of a suspicious person, evidence of theft or vandalism.

Call SECURITY **8015** from a landline phone or **022 799 80 15** from a mobile phone

OTHER INFORMATION

Medical Unit: 022 799 71 34 Office R3-124

Helpdesk FACILITIES: Technical problem 113 from a landline phone

Operator: 111 from a landline phone

INCIDENT / NEAR MISS

Describe the problem as precisely as possible. Secure the area to prevent an accident. In case of danger, call 112 from a landline phone or 022 799 81 12 from a mobile phone



OSHcoordinator@ilo.org
Call 022 799 64 32