

Guidance for organizing in-person meetings at the Vienna International Centre (VIC)

Based on the advice of the VIC Medical Service, in-person meetings can be arranged at the VIC in accordance with a number of precautionary safety measures. When planning an in-person event at the VIC, organizers must conform to the following safety measures and specific instructions:

General safety measures

- All participants should be strongly encouraged to ensure that they meet the criteria for posing a low epidemiological risk as defined by the Host Country legislation:
 - o proof of a negative PCR test not older than 72 hours, or a rapid antigen test not older than 48 hours;
 - o proof of COVID-19 vaccination between 22 days and 90 days after the first dose, or proof of a full vaccination not older than 270 days; or
 - o a certificate of recovery from COVID-19 illness not older than 180 days, or proof of positive COVID-19 antibody test (with a result of 15 BAU or above) not older than 90 days.
- A distance of at least one metre among meeting participants should be ensured.
- Masks must always be worn in meeting rooms and in all other common spaces in the VIC, including corridors, elevators, the Rotunda and kitchens, as well as the Commissary, banks and the post office.
- Organizers should facilitate contact tracing by recording participants' contact details and seating arrangements. This information will be kept for 28 days and destroyed thereafter.
- The COVID-19 quick guide precautions trifold should be shared with participants in advance (available [HERE](#)) and the video to inform meeting participants about general safety precautions (available [HERE](#)) should be shown at the beginning of meeting.

For meetings with 100 or more participants, the following additional measures apply:

- All participants should be reminded that in line with Host Country legislation and recommendations of the VIC Medical Service, participants are required to comply with the low epidemiological risk criteria as mentioned above. In this regard, by swiping their grounds pass/badge, meeting participants entering the VIC declare that they possess valid documentation meeting one or more of these criteria. They also confirm that they produce the documentation to the conference, meeting and event organizers, organizations or VIC Medical Service, if required.
- A COVID-19 contact person responsible for overseeing the COVID-19-related safety measures should be appointed.
- A COVID-19 prevention concept should be developed. This includes guidelines for training employees and, based on a risk analysis, measures to minimize the risk of infection, in particular:
 - o Specific hygiene measures.
 - o Procedures in case of COVID-19 infections or symptoms.
 - o Measures to manage the flow of people, including for sanitary facilities, to ensure appropriate distance.
 - o Procedures regarding the administration of food and beverages. Please note that no food and beverages are allowed to be served at the meeting except in designated areas such as the VIC cafeteria and coffee corners.

For further advice, contact VIC Medical Service at: medical-admin.contact-point@iaea.org.

For emergency during a meeting, organizers should call the VIC Medical Service (ext. 22222) or the Security Emergency Operations Centre (ext. 99).