



## Administrative Guidelines for Offices on the Novel Coronavirus (COVID-19) pandemic

Management for the management of staff members in  
United Nations Common System (head) quarters and field  
Delegations

Human Resources Management  
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# Administrative Guidelines for Offices on the Novel Coronavirus (COVID-19) Pandemic

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## I. General

### On-site presence

1. For purposes of these guidelines, staff members are grouped into:
  - a) Staff whose on-site presence is required: staff members who are required to perform on-site functions in the event of a physical closure of offices for normal operations or when occupancy limits are reached.

Common system organizations with a presence at the duty station. The Resident Coordinator\* guided by 7&O and following consultation with the >? Country team\* may decide on the physical closure of the country office or offices when deemed necessary and\* if so\* will notify the host government and local authorities. >? offices may also be physically closed following instruction of the host government.

#### Full or partial physical closure

- F. For the purpose of ensuring continuity of operations\* >? offices will normally remain open virtually during a full or partial physical closure. In such instances\* staff members are requested to work remotely from an alternative site\* normally their residence at the duty station. As occupancy restrictions are eased\* staff members may progressively go back physically\* including on a rotating basis\* alternating telecommuting and onsite presence. The Secretary-General or the Executive Head of the relevant organization in accordance with the host country's precautionary measures and 7&O guidance\* and in coordination with all >? Common system organizations in a duty station may decide to close offices virtually. The Secretary-General or the Executive Head or other official with delegated authority will notify the host government and local authorities on the virtual closure or opening of the offices.

#### Information for staff and queries

- O. >? system staff members and their families may find

the latest information related to COVID-19 at

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

and situation reports at

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>

For the latest available information on travel restrictions\* please refer to this link from A/75

<https://www.iatatravelcentre.com/international-travel-document-news/2020/BF522D20E.htm>

75. For further information\* staff members at the duty station may contact

insert contact details of medical services\* executive officers\* etc. of all organizations at the duty station

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<sup>4</sup> Please be advised that this information is only as reported to A/75 by the countries and may not reflect the absolute latest information. Therefore\* travelers should still ensure that they check with the relevant authorities for any countries they plan to travel to and ensure that they would not face any issues as it relates to their specific situation.

## II. Mental health

1. COVID-19 and the subsequent response is having a significant impact on mental health and wellbeing. Uncertainty, social isolation, fear for family, friends and self may cause anxiety. Grief and loss may also be an issue for many staff members. In addition, many staff members are juggling additional caring responsibilities such as care for children who are remote learning or for ageing parents.
2. All systems organisations are advised to be mindful of the impact of the pandemic on mental health and consider what actions they can take to support the mental health of their staff.







- 2B. As a last resort\* staff members who are unable to telecommute due to the nature of the functions may be placed on special leave with full pay ;' 37FP< for a limited period of time\* until an alternate solution is found. These staff members will not be required to exhaust annual leave before being placed on ' 37FP.
- 2D. When offices are physically re-opened with no access restrictions; i.e. no occupancy limits. All staff members are required to physically report for duty. Flexible working arrangements may however be authorized for staff whose on-site presence is not required to limit the possible exposure to CO- . -/0. Unauthorized absence will be dealt with in accordance with the Staff Regulations and Rules and the organizations' internal policies.

## Annual leave

- 2E. While travel may not be possible for many given the constraints of the current situation\* the purpose of taking annual leave is to take time off and have a respite from work. It is crucial that staff members take such time off in order to benefit from rest periods and maintain their well beings. Managers are invited to exercise flexibility in authorizing annual leave and should also encourage their staff to avail of annual leave.
- 2F. Staff members who travel outside the duty station during annual leave must be aware that\* departure from the countries to which they travel or re-entry into the duty station may not be possible or may be delayed due to reasons such as flight cancellation\* results of CO- . -/0 tests or Quarantine requirements. When staff members are unable to return
- a< at their request\* staff members may be authorized to carry out their duties on a telecommuting/remote working basis outside of the duty station. ?o . ' A will be payable



medical attention. Such absences will be recorded as sick leave in accordance

#### IV. Travel

10. Staff members who are working remotely or stranded at a location outside of their official duty station must update their security clearance.

- d<     &taff mem\$er is )uarantined. f a staff mem#er is !uarantined while on official #usiness\* . ' A will remain paya#le under the same conditions as c< a#o%e.
  
- e<     &taff mem\$er dies. n the unfortunate e%ent that a staff mem#er dies while on tra%el on official #usiness\* . ' A will stop as from the date of death. =he >? ' ystem office where the staff mem#er was wor\$ing ;or the nearest



## V. Recruitment and appointments

### 1. Recruitment and reassignment

**BE.** The decision as to whether to initiate recruitment and reassignment of staff involving travel should be made in accordance with national travel advisories from the host country and taking into consideration WHO guidelines.

**BF.** Recruitment and reassignment of staff

a.



expiration of the contract\* and as soon as practicable. If a staff member chooses to remain in the official duty station for a longer period\* this will not give rise to additional entitlements or further responsibility by the organization. The two-year time limit for submission of a claim for repatriation grant upon separation may be extended for the period a separating staff member is unable to obtain the required documentation due to COVID-19 content.

**DB.** If departure from the official duty station is possible\* but entry to the repatriation destination is not\* a staff member can opt to be repatriated to a third location. In such cases\* the cost of travel and related expenses ;e.g. shipment< should not exceed the amount normally payable.







