

COVID-19 SPECIAL STANDARD OPERATING PROCEDURE ON VISITATIONS BY EXTERNAL CONTRACTORS TO THE IRMCT PREMISES IN THE HAGUE

- External visits by contractors and other third-party visitors, collectively referred to as ‘visitors’ –
- 1. The General Service Section (GSS) shall determine whether a visit is ‘**essential**’ or if it can be postponed until the current COVID-19 situation improves. The criteria shall be ‘important situations requiring in-person discussion or performance’.
- 2. Once a visit has been deemed essential, GSS will send an official e-mail to the Contractor or visitor with a ‘standard text’ requesting information about each expected visitor’s recent travel history and whether they are currently experiencing any COVID-19 or similar symptoms, including minor ones or even seasonal allergic reactions, or have been in contact with someone in this situation.
- 3. If they are experiencing or have recently experienced any symptoms, or if they have been in a COVID-19 high-risk area, or in contact with someone with symptoms within the last 14 days, or if for whatever reason GSS deems the Contractor’s e-mail response insufficient to give ‘clearance’, they will not be allowed access into the building.
- 4. For ‘cleared’ visitors, GSS will send an official e-mail to the Security and Safety Section and other relevant Sections informing them of the visit.
- 5. GSS will then send an e-mail to the Contractor or visitor to let them know that the Security and Safety Section has been informed and that they will be allowed to visit the building on the given date(s), attaching GSS’ COVID-19 Safety Instructions for External Contractors and Third Parties during visit.
- 6. GSS will only allow groups of a maximum of 3 ‘cleared’ visitors per visit who must keep the minimum distance of 1.5m from each other and any other person in the building.
- 7. GSS will retain the names and contact details of all visitors to the building, including which areas they recently visited, in case a follow-up is necessary.

8. GSS will inform all visitors that their details may be required to be shared with the local public health authorities for 'contact tracking purposes' if required and if they become ill with a suspected infectious disease following the visit they are required to inform the IRMCT. Should they not agree to this, they will be informed that they will not be allowed to enter the building.
9. GSS will make sure that their visitors are fully aware of places where they can wash their hands with soap and water, and where there is access to hand sanitising dispensers.
10. GSS will inform all contractors that there is contractor's room available, where they can have their breaks.
11. GSS will ensure that all their contractors or visitors are escorted as much as possible whenever they are in the building.
12. All GSS units will collaborate with each other regarding their individual visitations, in order to ensure a coordinated monitoring of all GSS visits to the building.

After the Visit

13. GSS will thank all contractors and visitors for their cooperation with the provisions it has in place.
14. GSS will retain the names and contact details of all contractors and visitors for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19, if one or more visitors or staff members become ill shortly after a visit.
15. GSS will send a follow-up e-mail to the Contractor or visitor reminding them of their obligation to inform GSS if any one of them becomes isolated as a suspected COVID-19 case since their visit to the building. In a reciprocal arrangement, GSS will also inform the Contractor or visitor if a staff member has become ill with suspected COVID-19.

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