

# Extract of Secretariat Working Guidelines for external visitors

Effective from 29 October 2021

*The following Guidelines have been shared with EUROFISH who will join us in implementing the safety measures in HC Andersens Boulevard 44-46.*

## 1 DEALING WITH ILLNESS AND SYMPTOMS

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- 1) Anyone with mild symptoms of illness may not come to the office.
  - a) Cleaning of a sick employee's workstation will be done immediately after identification of illness.
  - b) Employees who have been in close contact with someone who has symptoms or has tested positive for COVID-19 must follow the National Board of Health's guidelines for contact tracing & close contacts.
  - c) Staff who suspect that they have come into contact with COVID-19 are encouraged to get tested as soon as possible.

## 2 STAFF RESPONSIBILITIES

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- 1) There is no maximum number of people allowed in the building, however, social distancing should be upheld, especially when visiting others' offices/workspaces
- 2) The Secretariat is now open to all visitors, provided that international guests have complied with the Danish Ministry of Foreign Affairs' testing and isolation requirements -
- 3) As our Custodians will focus on cleaning high traffic areas, staff are responsible for helping to keep their workspace and office clean - This includes:
  - a) Wiping down workspaces and meeting areas with provided sanitizing spray/towels
  - b) Opening windows for a few minutes at regular intervals

## 3 ICES RESPONSIBILITIES

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- 1) Hand sanitizer and sanitizing spray/towels have been placed in all workspaces and common areas. Please use these frequently in addition to regular hand washing
- 2) Common contact points will be cleaned at regular intervals throughout the day.
- 3) The terrace and courtyard are also available for both meeting and dining. For this reason, smokers are asked to use the space in front of the building
- 4) Announcements will continue to be shared via web meetings and email as well as posted to the [COVID-19 Response SharePoint page](#). Information material is posted around the Secretariat as a good reminder of the precautions we should all be taking.

## 4 SPECIFIC MEASURES FOR MEETINGS WITH EXTERNAL VISITORS

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The following criteria are expected of participants, and supplement the minimum measures described above the secretariat guidelines. Participants must:

- 1) Be fully vaccinated or
- 2) have had a negative result from a test for Corona virus at maximum three days prior to their entry into Denmark
- 3) Should remain 1m distant from other participants during their time in ICES HQ
- 4) It is optional to wear a medical grade face mask when walking around the ICES HQ. Masks are available in ICES reception in case these are needed.
- 5) There is no maximum number of people allowed in the building, however, social distancing should be upheld, especially when visiting others' offices/workspaces
- 6) Adhere to good hand and face hygiene standards
- 7) Not use or enter the top floor kitchen and lunch room of the ICES HQ

Both external visiting and secretariat participants must follow these criteria for the duration of the meeting.