

Secretariat Working Guidelines

– red text marks sections also relevant to external stakeholders

Effective from 17 December 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

- 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

- 1) Following the renewed recommendation to work from home by Danish authorities, as of 10 December 2021, staff whose duties may be completed from home have the option to work from home or office at their own discretion. Until further notice, the requirement for weekly in-office presence is lifted.

If working from the Secretariat:

- a) Please mark your presence in the shared "Secretariat-HCA-building" calendar (a guideline for adding the calendar can be found here) in order to help others gauge the expected in-office traffic.
- b) Staff are requested to be able to present a valid COVID passport, which fulfils one of the following criteria: fully vaccinated, have recovered from COVID-19 in the previous 6 months, valid test result (within 48 hours for antigen, 72 hours for PCR)
 - i) Tests must be done in private time
 - ii) Line Managers will perform random checks of the corona passes
 - iii) Masks are to be worn when moving around in the building, masks are not needed when seated at your desk or in the lunch room whilst eating.

Please refer to the [Home Office Guidelines](#) for more information on opportunities and expectations for working from home.

- 2) Note that there are scenarios where staff members should work primarily from home:
 - a) For colleagues with specific health issues, upon advisement by a general practitioner, particular precautions will be taken in consultation with HR and the Line Manager
 - b) Those who are [required](#) after traveling into Denmark
- 3) Working hours continue to be flexible and there is no requirement to be present throughout the entire "core hours".
- 4) There is no maximum number of people allowed in the building, however, social distancing should be upheld, especially when visiting others' offices/workspaces

- 5) 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.
- 6) 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

- 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) All staff may have their home offices equipped with working equipment. Please contact HR to request items.
- 4) 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
- 5) 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 STAFF TRAVEL

- 1) If returning to Denmark from countries/regions the Danish Ministry of Foreign Affairs has designated as unsafe for non-essential travel, you must follow all isolation and testing requirements. This means refraining from any visits to the Secretariat while in isolation.
 - a) Colleagues who reside in border regions are welcome at the Secretariat as long as requirements from the Danish government are met.
- 2) For anyone traveling outside of Denmark, it is recommended to bring your ICES laptop in case any restrictions delay your travel home.
- 3) For those planning travels, there is a possibility to agree with your Line Manager on including some work-from-home days during the travel period.