COVID-19 Briefing

Employees’ Health, Safety, Security and HR management

2020 March
• Design, production and dissemination of employees protection guidance in consultation with WHO and the other UN AFPs through the UN Medical Directors network
  • self-isolation / quarantine
  • essential travelling and meeting
  • office hygiene items (OHIs)

• Early establishment of mandatory teleworking when returning from countries with high community transmission of the virus with periodic updates of the list of the countries affected

• Identification of OHIs needs for all COs (1 employee + 3 dependents) and launch of early procurement exercise to establish a central stock to be pre-positioned in UNHRD hub for further distribution to COs requesting support
• Immediate mobilization of residual Wellness funding in the amount of USD 2.5 MIL to meet immediate resource needs, resulting in need for the Staff Wellness Fund to be replenished to guarantee future support to corporate staff wellbeing activities in compliance with the organization duty of care to employees

• Early review and dissemination of HR administrative guidance for the management of staff in unusual administrative status
  • quarantine or mandatory self-isolation at duty station or on duty travel
  • management of entitlement travels, R&R, Appointment travels, Home leaves etc. in times of dynamic borders restrictions

• Enforcement of respiratory etiquette and social distancing at HQ and Field offices
2. Business Continuity Plan

HQ

• Adoption of the BCP (last review June 2019) and review/adaptation to the COVID risk;
• Business Criticality review by functions and processes
• Definition of business critical employees with location-dependant roles
• Follow up and respect of Host Government progressive instructions on epidemic containment in Italy and adaptation of the BCP to the new requirements
• Launch of the BCP test run with reduced HQ attendance and mass HQ teleworking, including enhanced syndromic surveillance of employees expected to report to the office
• Prevention and behavioural guidance communication
• Re-organization at HQ of services and movement in the building aiming at reducing risk exposure towards social distancing and respiratory etiquette (i.e. elevators, stairs, hand sanitisers touchless dispensers etc.)
Field

• Regional Bureaux and Country Offices are actively working on Business Continuity Plans, under the guidance and support of Rome headquarters. Testing of Continuity Plans is underway in Rome headquarters and Dakar as a planned preparedness measure to maintain the safety and wellness of staff.
• COs check list for preparedness and readiness statuses
• One stop point of information for guidance
• OHIs distribution prioritisation list and criteria with instructions on how to access support
• Additional resource requirements to be met: USD 3 MIL (2 for OHIs and 1 for shipment) to meet the initial needs of USD 5.5MIL
WFP has advised all personnel worldwide that all international duty travel should be limited to mission critical and time sensitive travel only, regardless of duty station.

WFP is closely working with BCD Travel, its travel management company, and International Air Travel Association for critical information and updates on travel restrictions and options on travel routes.

WFP has developed and circulated guidelines to address movement challenges on common travel routes. Guidelines are constantly updated to keep personnel up to date on new developments.
Thank you