



F. No.21023/09/2018-PMA (Vol-II)
Government of India/भारतसरकार
Ministry of Home Affairs/गृहमंत्रालय
[Police Division-II]

North Block, New Delhi, 110001
Dated, the 8th September, 2020.

To

1. Director, IB
2. Director General of Police, Govt of Punjab

Subject:- UNFICYP- Deployment of Individual Police officers to cypurs –regarding
Sir,

The undersigned is directed to refer to email (**copy enclosed**) of Permanent Mission of India to United Nations (PMI to UN) received from UN Police Division intimating the approval of deployment of the following five individual Police officers(IPOs) to UNFICYP(Cyprus) tentatively on 03.10.2020:-

SAAT Rank No.	Designation	Name	State/Organization
58	Inspr	Charanjiv Lamba	Punjab
61	Inspr	Sukhdev Singh	Punjab
62	DySP	Pankaj Parsoon	MHA
UNSAAT Female Qualified Police Officers			
154	SP	Ms. Maya Chakravartty	MHA
155	DySP	Ms Rupinder Virk	MHA

2. United Nations Police Division has further requested to adhere to UN guidelines on CoVID-19 and quarantine while deploying police personnel. UNPD has also requested that the incoming police officers must have required quantity of Personnel protective equipment and CoVID-19 free Certificate with the validity of 72 hours while traveling from India to UNFICYP. (**UN Facsimile along with Annex A, B & C are enclosed**)

3. Therefore, It is requested to convey the availability of above mentioned five officers for deployment tententively on 03.10.2020 and directed them to report to the National UNCIVPOL Center, ITBP, New Delhi on 18.09.2020 to complete the travel formalities on time and ensure smooth deployment to UNFICYP(Cyprus).

4. The officers may please be informed that they should do online E-protect before joining mission. The course is mandatory from now, medical unit will also be looking for that Ebola E-protect course. The following points should be noted before reliving and

deployment and the officers may also be advised to go through the facsimile received from UN Police division carefully (**copies enclosed**):

- **CASH:** They must bring sufficient cash (USD) to sustain two (2) weeks during the induction in a regional Centre or the Mission Area (at least \$100 per day). Officer's can't expect to receive MSA on the day of arrival and need to be able to pay for food and hotel. The MSA payments, including the final one are hindered with the lack of required national banking details of the UN Police officers back home. During the check-in, UN Police officer must provide the details of bank accounts in their own country i.e. Account Name, Account Number, Account Type (checking or saving), Bank Name, SWIFT code, IBAN number (if available) bank address, including city and country.
- **Travel Arrangements :-** It has been requested and subject to travel authorization and ticketing process by the field mission, and flight availability. The travel unit in Entebbe will issue e-tickets, as well as other documentation for the group and will communicate in due course.
- **VISA:** Please be advised that the officers have visa.
- **Vaccination Certificate –** Yellow Fever vaccination and malaria vaccination are mandatory and proof of immunisation must be produced at entry for all travellers.
- **Malaria:** Malaria Prophylaxis is required. Please see the Guidelines for UN Police Officers on assignment with peace keeping operations and the Travel Advisory which is attached to the travel authorisation.
- **Fragmentation VEST & HELMET:-** With reference to the guidelines for UN police officers on assignment with peace keeping operations and to the equipment list for police officers (list attached). Each Police officer must bring a fragmentation vest and Kevlar helmet for his/her personal protection. Failure to meet this requirement may result in the denial of the deployment.
- **In-Mission test in Language & Driving –** Police Officers are subject to in-mission assessment in driving skills. Police officers must have at least two years recent driving experience, and must be in possession of valid national or international civilian driving licenses. Police officers must present their valid national driving licences upon arrival in the mission area., The license should be valid during their service.
- **Online Courses :** Please be advised that the following online courses are mandatory for newcomer(s), and certificate will be needed for the check-in formalities upon their arrival. Certificates must be printed upon completion of courses, if a printer is not available, all staff may be able to log-on at one of the Mission computers to print the certificates upon arrival (Links given below):
 - ❖ Basis and Advance Security : <https://training.dss.un.org/course/detail/19948> (English)
 - ❖ Ethics & Integrity : <http://portals.unssc.org/enrol/index.php?id=13>
 - ❖ Prevention of Sexual Harassment, and Abuse of Authority in the workplace : <http://portals.unssc.org/enrol/index.php?id=80>

Contd/-

➤ **Measures to prevent spread of CoVID-19:-**

1. First ensuring observance of a 14-day quarantine period of police in their home country prior to travelling to missions and certifying compliance with this requirement in writing to the Police Division (**template at Annex A**). Upon arrival to the mission area, incoming UN Police Personnel will undergo a second quarantine period of a minimum of 14 days and/or as specified by the host country.
2. Second, Police Personnel must be familiarised with standard precautions to reduce the risk of exposure to COVID-19, including hand hygiene, physical distancing and other basic procedures, as required and in line with the **enclosed guidance** on the "Use of PPE and Cloth Face Coverings for United Nations Personnel in Non-Healthcare Settings" (**Annex B**)
3. Police Personnel must be also equipped with necessary Personal Protection equipment (PPE) and cloth face covering, as elaborated in the afore-mentioned guidance enclosed. The Police Officers must be familiarised and equipped with the "Basic Readiness Standards for the Personal Protection of United Nations Police prior to deployment amidst CoVID-19" (**Annex C**)

➤ The Check-In formalities :- In order to facilitate the Check-in process, all Police officers should bring the following documents and have them available upon arrival"-

- National Passport (official)with at least two years validity period
- Travel authorisation
- Visa authorization letter where applicable
- "To Whom it May Concern" letter
- National driving licence with at least two years validity period
- Home Banking account details (swift code, e-bank, address, account, etc)
- **COVID-Free certification validity should not exceed 72 hours**
- Certificate of required vaccinations and malaria prophylaxis when required

➤ The original receipt certifying depositing of their personal passport with the issuing authority in case of any passport held earlier. They must carry out a hard copy of MOFA and the same passport which is indicated in Visa (MOFA), only in civilian clothes.

➤ Relieving order/NOC issued by the **HOME DEPARTMENT** at the time of reporting at National UN CIVPOL Centre.

➤ Original Official Passport.

➤ **Recommended clothing & equipments as per the guide list.**

➤ In case any officer(s) fails to accept the offer for appointment, he/there will be debarred for 03 years for further deployment/detailment with any UN assignments /foreign courses.

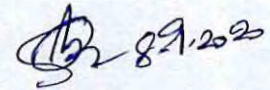
5. The UN only pays subsistence allowance during the period of deployment within UN Mission area. The pay and allowances are to be paid by the lending authority. The officers may also be allowed to retain Government accommodation/telephone etc., if any held by them.

6. It must be ensured that the above police officer's have rendered 08 years of police service including training period and are clear from vigilance angle. They have to compulsorily get the uniform and bear the cost of uniform from their personal saving. They are entitled to carry 100 Kg. total baggage's, including hand/Cabin baggage.

7. It is, therefore, requested that after conveying availability for exected date of deployment 03.10.2020, the officers may be relieved to report to the Commandant, National UN CIVPOL Centre, 22nd Bn ITBP, Opposite Batra Hospital, New Delhi on **18.09.2020** to complete their travel formalities before departure to the mission area(UNFICYP).

Yours faithfully,

Encl: As Above



(S. Muthukumar)

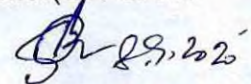
Under Secretary (PF-VI)

☎:23092527

Mail: us-polfin6@mha.gov.in

Copy for information to :-

1. **The Commandant**, CIVPOL Centre, 22nd BN ITBP, Tigri, Madangir, New Delhi. . It may please be ensured that all the police officers during their deployment in UNFICYP will wear single pattern of uniform only and an undertaking to this effect may be obtained from all officers. The Senior Most officer in the mission will be the contingent commander. All the officers may please be briefed with standard precautions and measures to reduce the risk of exposure to COVID-19.**(Annex A, B & C are enclosed)**.
2. **DIR (UNP)** Ministry of External Affairs, Room No. 2029, A Wing, Jawaharlal Nehru Bhawan, New Delhi-11.
3. **SO (IT), MHA**, North Block- With request to upload on MHA website.(UN SAAT 2018-2020/ Police-II Division)



(S. Muthukumar)

Under Secretary (PF-VI)

☎:23092527

Mail: us-polfin6@mha.gov.in



UN POLICE DIVISION
SELECTION AND RECRUITMENT

514

Date: 02-Sep-2020		Ref: IND-UNFICYP-51851			
To:	Permanent Mission of India to the United Nations	From:	Commissioner Luis CARRILHO Police Adviser and Director of the Police Division		
Attn:	Police/Military Adviser	FOR	OROLSI/DPO United Nations Headquarters, New York		
Info:	UNFICYP Police Chief of Staff	UNFICYP Recruitment Officer			
Info:	Police Chief of Personnel	UN Police Division, Selection and Recruitment Section			
FAX: 1-197-367-2222					
Subject: UNFICYP - Approval for deployment of IND-UNFICYP-51851 UN Police Officers (UNPOL)					
1. This is to confirm that after careful review of the nominations you provided; the following candidates have been selected for deployment to UNFICYP. For planning purposes, the expected date of deployment is 03-Oct-2020:					
	Names	Gender	Index Number	Vacancy	SGF
1	SUKHDEV SINGH, *	M	00274526	Police Officer	OPS
2	PRASOON, Pankaj	M	00815939	Police Officer	OPS
3	LAMBA, Charanjiv	M	945914	Police Officer	OPS
4	VIRK, Rupinder	F	10170742	Police Officer	OPS
5	CHAKRAVARTTY, Maya	F	10170739	Police Officer	OPS
2. Travel arrangements have been requested and are subject to travel authorization and ticketing process by the field mission, and flight availability.					
3. As part of the deployment process the Permanent Mission of India is kindly requested to inform the selected officers about their responsibilities to facilitate a smooth deployment and to ensure that all required documents are provided at Check-In / arrival.					
a). Pre-deployment training requirements: The following online courses are mandatory for all incoming Individual Police Officers. Printed certificates must be presented when checking-in to the mission. Registration requires use of the assigned index number shown above.					

Courses Title	Updated Link
BSAFE (Security in the Field)	https://training.dss.un.org/course/detail/19948 (English) https://training.dss.un.org/course/detail/19949 (French)
Ethics and Integrity at the United Nations	http://portals.unssc.org/enrol/index.php?id=13
Prevention of Sexual Harassment and Abuse by UN Personnel – Working Harmoniously	http://portals.unssc.org/enrol/index.php?id=80 (English) http://portals.unssc.org/enrol/index.php?id=81 (French)

- b). Check-in: In order to facilitate the Check-in process, all personnel should bring the following documents and have them available upon arrival: -
- a. National Passport with at least two years validity period
 - b. Travel authorization
 - c. Visa authorization letter where applicable
 - d. "To Whom it May Concern" letter
 - e. National driving license for automobiles with at least two years validity period
 - f. Home banking account details (Swift code, e-bank, address, account, etc.)
 - g. Certificate of required vaccinations and malaria prophylaxis when required
- c). Cash: Police Officers must bring sufficient cash (USD) to sustain up to two (2) weeks during the induction in a Regional Center or the Mission area (we suggest US\$100 per day). Officers can't expect to receive MSA on the day of arrival and need to be able to pay for food and hotel.
- d). Fragmentation vest and helmet: With reference to the guidelines for UN police officers on assignment with peace keeping operations and to the equipment list for police officers, we must stress that police officers have fragmentation vest and Kevlar helmet available.
4. The Police Division wishes to remind the Permanent Mission that incoming police officers are subject to in-mission assessment in driving skills and Mission Language if they have not been cleared by a UN SAAT team. Please be advised that if any of them fails such assessments he/she will be repatriated at the expense of the national Government. Alternately, if he/she had successfully passed SAAT tests earlier, only his/her driving skills will be re-examined. The officers, who return to the mission area within the 24-month period after their departure from that mission, are considered as SAAT cleared.

Best regards,

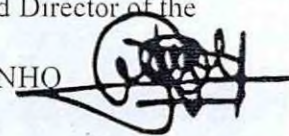
Recruitment Officer UNFICYP UN Police Division, Selection and Recruitment Section	Authorized by: Chief Selection and Recruitment Section, UN Police Division /OROLSI/DP
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OUTGOING FACSIMILE

Date: 19 June 2020

Reference: Pol Div/ 00 0 1049 / 2020

TO: Permanent Missions to the United Nations	FROM: Commissioner Luís Carrilho Police Adviser and Director of the Police Division DPO/OROLSI, UNHO New York
ATTN: Police Advisers, Military Advisers, Counselors	
FAX NO:	FAX NO: 917-367-2222
TEL NO:	TEL NO: 917-367-2012

SUBJECT: Resumption of rotations of UN Police personnel from 1 July to 31 December 2020**Total number of transmitted pages including this page: 11**

1. To mitigate the impact of the COVID-19 pandemic on the personnel of Police Contributing Countries (PCC) and on United Nations Peace Operations, the Secretary-General, on 4 April, directed the suspension of all rotations, repatriations and deployments of uniformed personnel until 30 June. On 5 June, the Secretary-General informed Member States about the completion of the emergency policy guidance, directing temporary and extraordinary transitional measures for the partial resumption of uniformed rotations, repatriations and deployments to and from United Nations Peace Operations, as approved by United Nations Headquarters, and with effect from 1 July 2020 until 31 December 2020, to support host States in their response to COVID-19 and to deliver on mandate implementation.
2. **For all incoming United Nations Police personnel**, we would like to solicit your support by:
 - a. First, ensuring observance of a 14-day quarantine period of deploying United Nations Police personnel in their home country prior to travelling to missions and certifying compliance with this requirement in writing to the Police Division (see template with required data in the Annex A). Upon arrival to the mission area, incoming United Nations Police personnel will undergo a second quarantine period of a minimum of 14 days and/or as specified by the host country. The Police Division will inform Permanent Missions about any additional requirements by host countries, for example the issuance of a COVID-19 free certificate for incoming travellers, as well as planned deployments to facilitate travel arrangements and related obligations.
 - b. Second, in addition to providing pre-deployment training to deploying United Nations Police personnel as per standard practice, familiarising them with standard precautions to reduce the risk of exposure to COVID-19, including hand hygiene, physical distancing and other basic procedures, as required, and in line with the enclosed guidance on the "Use of PPE and Cloth Face Coverings for United Nations Personnel in

Non-Healthcare Settings” (Annex B).

- c. Third, supplying incoming United Nations Police personnel with Personal Protective Equipment (PPE) and cloth face covering, as elaborated in the afore-mentioned guidance enclosed and the “Basic Readiness Standards for the Personal Protection of United Nations Police prior to deployment amidst COVID-19” (Annex C).
3. **For all outgoing United Nations Police personnel** from the missions, your support in ensuring compliance with quarantining them for a 14-day period upon arrival in their home country and informing the Police Division of specific protocols established in this regard, will be most appreciated. Should this not be possible, departing United Nations Police personnel will undergo the 14-day quarantine period in mission and be screened for COVID-19 symptoms before their departure.
4. **For United Nations Police personnel currently serving** in the United Nations Peace Operations, the Police Division is awaiting formal guidance by the Department of Operations Support on the realization of their entitlements related to Compensatory Time Off (CTO) and Annual leave (AL) amidst COVID-19, be it within the mission or outside the mission area. In principle, United Nations Police personnel travelling outside the mission area, must undergo the 14-day quarantine described above upon return to the mission and could be requested to provide additional health documents, for example laboratory tests or COVID-19 free certificates. Exceeding CTO/AL entitlements will result in administrative separation. United Nations Individual Police Officers undergoing quarantine will continue to earn Mission Subsistence Allowance or MSA as per United Nations Rules and Regulations.
5. Taking into consideration the challenges associated with aligning the travel of outgoing United Nations Police personnel with host-State and mission requirements and the availability of flights, the Police Division recommends flexibility regarding the issuance of technical extensions between 1 July and 30 September. To this end, technical extension requests have already been communicated to Permanent Missions, and we would welcome your speedy response. Meanwhile, missions have been requested to expedite departure procedures for United Nations Police personnel so that they align with the end of the technical extensions.
6. Rest assured that the Police Division remains at your disposal to facilitate the smooth resumption of the rotations, while complying with host-State and international requirements, with the objective of supporting the protection of the communities we serve, as well of the safety of United Nations Police personnel. For any questions, please refer to our focal point, Mr. Ata Yenigun (yenigun@un.org), or Mr. Carlos Peralta (Peralta-ny@un.org) alternatively, in addition to your usual communications with Police Division recruitment officers.

Best regards

Drafted by: Mr. Carlos PERALTA
Police Recruitment Officer

Cleared by: Mr. Ata YENIGUN
Chief Selection and Recruitment Section
Police Division/OROLSI/DPO

ANNEX A: CERTIFICATION OF QUARANTINE TO PREVENT THE TRANSMISSION OF COVID-19

The Government of x hereby certifies that the police officer(s) mentioned below has/have undergone a 14-day quarantine prior to the departure from x (home country) to x (mission).

Signature

Health or other relevant Authority of PCC

Date

Name of Police Officer(s)

Signature of the officer(s)

1.

2.

GUIDANCE ON BASIC READINESS STANDARDS FOR THE PERSONAL PROTECTION OF UNITED NATIONS POLICE PRIOR TO DEPLOYMENT AMIDST COVID-19

The important work at the frontlines of the more than 11,000 authorized United Nations Police personnel - including operational support to host-State counterparts and the protection of civilians - is ever more evident during this COVID-19 pandemic. Requirements for United Nations Police personal protective equipment (PPE) to ensure the safety and security of our personnel must be carefully balanced against the current global shortage of PPE, which requires a "whole of society" response to prevent the over-burdening of health systems globally.

Accordingly, United Nations Police are guided by four key objectives outlined by the United Nations Secretary-General to the Security Council on 9 April: (i) supporting national authorities in their response to COVID-19; (ii) protecting UN personnel, including United Nations Police, and their capacity to continue critical operations; (iii) ensuring that UN personnel, including United Nations Police, are not a contagion vector; and (iv) helping protect vulnerable communities and continue to implement mission mandates. The United Nations Field Support Group for COVID-19 is helping missions where United Nations Police deploy address the health crisis while delivering on their mandates through a rationalized approach to PPE, in line with WHO guidance.¹

1. General

- a. Please note that this guidance is informed by the following, superior guidance:
- i. The Secretary-General's letter and the code cable of Under-Secretaries-General of DPO, DPPA, DOS on the suspension of all rotations, repatriations and deployments of uniformed personnel (4 April 2020)
 - ii. The Secretary-General's letter on Transitional Measures for the Partial Resumption of Uniformed Rotations in a COVID-19 Environment (5 June 2020)
 - iii. The Manual on Policies and Procedures Concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop/Police Contributors Participating in Peacekeeping Missions (COE Manual) of July 2020
 - iv. The Policy on Pre-Deployment Visits to TCC/PCCs (Ref. 2005.03)
 - v. The Policy on Reconnaissance Visits by TCC/PCCs (Ref. 2005.06)
 - vi. The SOP for Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions (2017.9)
 - vii. The SOP for Assessment for Mission Service of Individual Police Officers (Ref. 2019.19)

¹ This includes (i) using PPE forecasts based on rational quantification models to ensure the rationalization of requested supplies; (ii) monitoring and controlling PPE requests from all UN entities, including mission settings; (iii) promoting a centralized request management approach to avoid duplication of stock; and (iv) monitoring the end-to-end distribution of PPE as outlined in [https://www.who.int/publications-detail/rational-use-of-personal-protective-equipment-for-coronavirus-disease-\(covid-19\)-and-considerations-during-severe-shortages](https://www.who.int/publications-detail/rational-use-of-personal-protective-equipment-for-coronavirus-disease-(covid-19)-and-considerations-during-severe-shortages).

- b. PCCs are responsible to provide pre-deployment training on COVID-19 as part of “host-state awareness”² to all UN Police personnel considered for deployment.

2. Standard Precautions amidst COVID-19 for United Nations Police

As outlined in the “Use of PPE and Cloth Face Coverings for United Nations Personnel in Non-Healthcare Settings in Areas of COVID-19 Community Transmission”³ of 8 June, United Nations Police personnel working in close contact with others, including members of their own components, should follow the following basic strategies of standard precautions to reduce the risk of exposure to COVID-19, including: hand hygiene, physical distancing and respiratory hygiene (cough etiquette).

3. Determination of PPE requirements according to United Nations policing activities undertaken

In line above-referenced guidance, the recommended PPE and cloth face coverings should be determined on basis of activities undertaken and risk of exposure.

Table 1: Recommended PPE and Cloth Face Coverings According to Activities Undertaken

Category No.	Activities Undertaken by Personnel	Type of PPE / Cloth Face Covering Required to Reduce COVID-19 Exposure
1	Able to maintain at least 2m distance from others	No PPE required. Cloth face covering can be considered for use. (Not generally needed if maintaining 2 meter distance).
2	Not able to maintain at least 2m distance from others No physical contact with others	Cloth face covering can be considered for use.
3	Not able to maintain at least 2m distance from others Have direct physical contact with others	Cloth face covering and gloves can be considered as local supply allow.
4	Not able to maintain at least 2m distance from others Anticipate splashes or exposure to bodily fluids.	Cloth face covering, medical mask, eye protection, and gloves and can be considered as supply allows and as per one’s risk assessment of situation.

4. Recommended PPE* to be supplied by PCCs to United Nations Police carrying out the above four categories of activities for the entire tour of deployment

¹ The assessment of such knowledge may form part of the operational interview as per the SOP for Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions (2017.9) for Formed Police Unit members, or the interview process for Individual Police Officers and civilian experts as per SOP for Assessment for Mission Service of Individual Police Officers (2019.19).

² https://www.un.org/sites/un2.un.org/files/ddcoronavirus_ppeforwardfacingstaff.pdf

The following table outlines recommendations related to the use of PPE (and cloth face coverings in line with WHO guidance⁴) for United Nations Police who interact and/ or come in contact with others as part of their duties. The recommendations consider both standard precautionary principles, as well as specific COVID-19 related masks/PPE guidance from the WHO:

- a. Activity Categories 1 to 3 are applicable to all United Nations Police who interact with people whose infectious status is unknown.
- b. Activity Category 4 is applicable to those United Nations Police who will have direct contact with known suspected/confirmed COVID-19 patients.

Serial	Item Group	Item
1	Masks	P-100 or N-95 respirators ⁵
		Surgical masks, non-sterile, disposable medical masks ⁶
2	Eye Protection	Protective goggles
		Transparent face shields that fully cover the front and sides of the face
3	Body Protection ⁷	Disposable isolation gowns/ protective gowns
4	Gloves	Nitrile gloves
		Latex gloves
		Rubber gloves
5	Hand hygiene supplies	Soap (and water)
		Alcohol-based hand sanitizer with at least 60% alcohol content

*Non-medical masks should be considered for potential benefit of source control in settings with known or suspected widespread COVID-19 transmission and no capacity to implement public health measures including physical distancing, hand hygiene and cough etiquette.

5. Quarantine measures

For all incoming United Nations Police personnel (formed police units, individual police officers, specialized police teams and civilian policing experts) to a peacekeeping or special political mission or other context, a 14-day quarantine period is mandatory, both in the home country prior to deployment and upon arrival to the mission. PCCs are required to provide a certificate of quarantine (see sample in Annex C) to the DPO/OROLSI/Police Division (peralta-ny@un.org & oschepkov@un.org) for all officers immediately before the departure/deployment to mission.

United Nations Police personnel who were stranded at home or who are returning from annual leave (AL) or compensatory time off (CTO) from their home country or elsewhere will equally have to undergo a 14-day quarantine upon arrival in mission area and shall comply with any additional requirements of the host State, for example providing a COVID-19 free certificate or other health documents.

⁴ [https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

⁵ N95 or FFP2 or FFP3 respirators

⁶ Medical masks are also known as "surgical" or "procedure" masks

⁷ Especially for all operational and medical duty staff.

Respective clearances, consultation and coordination efforts on newly arriving as well as personnel returning from AL or CTO, including with the host state, the mission medical personnel, and the DPO/OROLSI/Police Division is being facilitated by the office of the HOPC of the mission.

USE OF PPE & CLOTH FACE COVERINGS FOR UN PERSONNEL IN NON-HEALTHCARE SETTINGS IN AREAS OF COVID-19 COMMUNITY TRANSMISSION

8 June 2020

Introduction

Personal protective equipment (PPE) (e.g. medical masks¹ and N95 or equivalent respirators²) should be prioritised for health care workers/carers of COVID-19 patients. Additionally, medical masks are shown to be effective as source control for symptomatic COVID-19 patients.

In this context, this document provides **guidance on the use of PPE and cloth face coverings for all UN personnel who engage in work tasks that require close and frequent interaction with people whose infectious status is unknown³**. (Such individuals could include uniformed personnel, security personnel, patrol units, receptionists, drivers, personnel involved in food distribution, humanitarian workers...etc.) Please note that all task-specific requirements and existing SOPs for wearing protective equipment and taking general precautions would still apply, and should not be superseded by this guidance.

This guidance focuses on **personnel working in a non-healthcare setting, and in areas of significant community transmission of COVID-19⁴**.

The recommendations in this document should be adapted to the context in which you are working, and you should take into account your local health authorities' advice. Where cloth masks and other PPE are mandated by the government, all UN personnel should abide by such regulations. The implementation of this guidance should also abide by the findings of the risk assessment done in your duty stations as part of response to COVID-19.

Evidence for Masks Use

COVID-19 is thought to spread via two main routes of transmission⁵ – respiratory droplets and contact (directly with the patient or indirectly with fomites/environment). In settings in which procedures that generate aerosols are performed, airborne transmission may be possible and this is an ongoing area of study.

Studies show that **an infected/ill person who wears a medical mask¹ can prevent the spread of infectious droplets from that infected person to someone else**. WHO^{6,7} states that at present there is no high quality or direct scientific evidence on the effectiveness of universal masking of healthy people in the community to prevent infection from respiratory viruses including COVID-19. However,

¹ Medical masks are also known as "surgical" or "procedure" masks

² E.g. N95 or FFP2 or FFP3 respirators

³ Such persons may not be a confirmed or suspect case of COVID-19.

⁴ If needed, please contact your local medical service and/or local WHO office to check if your duty station meets the criteria. Further PPE guidance specific to healthcare settings is available at the "UN Medical Directors COVID-19 Pandemic Guidelines" available at <https://www.un.org/en/coronavirus/reference-documents-administrators-and-managers>

⁵ Respiratory droplets are generated when an infected person coughs or sneezes. Any person who is in close contact (within 1 m) with someone who has respiratory symptoms (coughing, sneezing) is at risk of being exposed to potentially infective respiratory droplets. Droplets may also land on surfaces where the virus could remain viable; thus, the immediate environment of an infected individual can serve as a source of transmission (contact transmission).

⁶ [https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

⁷ [https://www.who.int/publications/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

given a multitude of factors, the WHO has updated its guidance to advise that **to prevent COVID-19 transmission effectively in areas of community transmission, governments should encourage the general public to wear masks in specific situations and settings as part of a comprehensive approach to suppress transmission.** See [https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak) for more information.

In summary, WHO advises that:

- In settings with known or suspected wide spread transmission with limited or no capacity to implement public health measures or in high density population where public health measures described cannot be implemented (eg. Camp-like setting, refugee camps, other cramped conditions) **then non-medical mask should be considered for a potential benefit of source control.**
- In other situations where physical distancing cannot be achieved such as general public transport, or specific working conditions where the individual is in close contact with others, **a non-medical mask can be considered.**
- For high risk populations where physical distancing cannot be achieved and risk of infection or outcome of infection is high the WHO says **to consider medical masks in these individuals in addition to those with symptoms** (source control).

Universal Precautions for UN Personnel Working in Non-Health Care Settings

Use of PPE or masks is insufficient by itself and should not be relied on alone as a primary prevention strategy. All UN personnel working in close contact with others should follow the following **standard precautions which include hand hygiene, cough etiquette and physical distancing** to reduce the risk of exposure to the virus, including:

- ❑ **Hand hygiene:** Perform hand hygiene frequently. Perform hand hygiene with alcohol based hand rub (minimum 60% alcohol) for at least 20 seconds, or with soap and water for at least 40 seconds. Do not touch your face with unwashed hands.
- ❑ **Physical distancing:** Avoid close physical contact with others, including shaking hands and hugging. Maintain physical distance of at least 2m distance between yourself and others, especially those with respiratory symptoms (e.g., coughing, sneezing). Whenever possible, install physical barriers such as plexiglass. Place physical barriers to help maintain at least a 2m distance such as tables, chairs, cordon of areas. Use signs/stickers to show appropriate distancing.
- ❑ **Respiratory hygiene (cough etiquette):** Cover their nose and mouth with a bent elbow or paper tissue when coughing or sneezing. Dispose of the tissue immediately after use, and perform hand hygiene.

Recommended PPE and Cloth Face Coverings for UN Personnel According to Activities

The following table outlines recommendations related to use of PPE and cloth face coverings for UN personnel who come into contact with the general public as part of their work duties. The recommendations consider both standard precautions principles, as well as specific COVID-19 related masks/PPE guidance from WHO.

Note that PPE shortages are anticipated in every category during the COVID-19 response, and **PPE should always be critically reserved for health care workers and symptomatic patients.**

Please note that all task-specific requirements and existing SOPs for wearing PPE and taking general precautions would still apply, and should not be superseded by this guidance.

Table 1: Recommended PPE and Cloth Face Coverings According to Activities Undertaken

Category No.	Activities Undertaken by Personnel	Type of PPE / Cloth Face Covering Required to Reduce COVID-19 Exposure
1	Able to maintain at least 2m distance from others	No PPE required. Cloth face covering can be considered for use. (Not generally needed if maintaining 2 meter distance).
2	Not able to maintain at least 2m distance from others No physical contact with others	Cloth face covering can be considered for use.
3	Not able to maintain at least 2m distance from others Have direct physical contact with others	Cloth face covering and gloves can be considered as local supply allow.
4	Not able to maintain at least 2m distance from others Anticipate splashes or exposure to bodily fluids.	Cloth face covering, medical mask, eye protection, and gloves and can be considered as supply allows and as per one's risk assessment of situation.

Specifications for Cloth Masks

The WHO has recently included guidance around cloth masks, though they are not considered as a medical device, or PPE. A non-medical mask standard was developed by the French Standardization Association (AFNOR Group) to define minimum performance for filtration, breathability details of which are found at: [https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

Alternatives to Cloth (non-medical) Mask: In the context of non-medical mask shortages, face shields may be considered as an alternative noting that they are inferior to masks with respect to prevention of droplet transmission. Shields would need to have a proper design that covers the side of the case and goes below the chin.

Management of Masks

Always remember that mask usage cannot replace other critical public health measures like physical distancing and hygiene.

If an individual decides to use cloth face coverings, below are useful resources on non-medical masks:

IFRC: http://prddsgofilestorage.blob.core.windows.net/api/sitreps/3972/Cloth_mask_guidance_IFRC_Covid.pdf

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WHO: [https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

For any type of mask, appropriate use and disposal are essential to ensure that they are effective and to avoid any increase in transmission. Pay attention to the correct use of masks as follows:

- Masks are effective only when used in combination with frequent hand washing with alcohol-based hand rub or soap and water
- Place the mask carefully, ensuring it covers the mouth and nose, and tie it securely to minimize any gaps between the face and the mask.
- Avoid touching the mask while wearing it.
- Masks should be changed whenever they become dirty or moist.
- Replace masks as soon as they become damp with a new clean, dry mask.
- Remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- After removal or whenever a used mask is inadvertently touched, clean hands using an alcohol-based hand rub or soap and water if hands are visibly dirty.
- Do not re-use single-use masks.
- Discard single-use masks after each use and dispose of them immediately upon removal.
- Cloth face coverings should be washed frequently and handled carefully, and changed if soiled or wet⁸.
- Cloth face coverings should be completely dry after washing before using them.
- Cloth face coverings should not be shared with others
- See WHO guidance on details on how to wash masks

For any questions, please contact dos-dhmosh-public-health@un.org

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>