

Logistics Note - Addendum 25th Meeting of the Board Le Centre de Conférences Varembe, Geneva, Switzerland 10 - 12 March 2020

The GCF extends its appreciation to the Government of Switzerland and to the authorities of the Canton of Geneva for hosting the twenty-fifth meeting of the Board (B.25).

On Friday, 28 February, the authorities of the Canton of Geneva issued an official communication regarding events of less than 1,000 participants, available [here](#). This communication requires organizers and participants for events meeting this criterion to follow appropriate measures to limit the risks of exposure and transmission of the coronavirus (COVID-19).

This addendum to the B.25 logistics note is intended to inform participants of these required measures. Your understanding and collaboration is highly appreciated.

PROVISION OF CONTACT DETAILS AND TRACING OF PARTICIPANTS

In the event that a B.25 participant is diagnosed with the virus, public health authorities of the Canton of Geneva should be able to trace all other meeting participants. The meeting organizers will therefore collect information about the identity and contact details of all meeting participants. Please note that this information may be provided to the authorities of Geneva should it be required.

MEASURES FOR HYGIENE AND SOCIAL INTERACTIONS

In order to minimize the risk of exposure and transmission of COVID-19, the following [measures recommended by the World Health Organization](#) are to be followed during B.25:

Wash your hands frequently

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Hand sanitizers will be made available in the meeting venue.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

Maintain social distancing

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.

Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

Avoid touching eyes, nose and mouth, avoid handshaking

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

If you have fever, cough and difficulty breathing, seek medical care early

Stay home if you feel unwell

If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Why? National and local authorities will have the most up-to-date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

Other measures

- Medical masks will be made available in the meeting venue for the optional use of participants.
- Social events and receptions will not take place during B.25 to minimize the exposure of participants.

PARTICIPANTS FROM HIGH-RISK COUNTRIES

Participants traveling from China, South Korea, Singapore, Iran and Italy are advised to be vigilant of any potential symptoms and to avoid any unnecessary exposure.

REFRAINING FROM PARTICIPATION IN CASE OF SYMPTOMS

Participants presenting respiratory and fever symptoms associated with COVID-19 are kindly requested to refrain from participating in B.25 and to visit a medical facility immediately. Participants already in Geneva who are showing symptoms are requested to contact Mr. Andrew Oh of the GCF Secretariat (+82 10-2347-6074, Andrewoh@gcfund.org) for information on necessary steps and local medical facilities, as needed.