



HQ Access Guidelines

IFAD HQ Return-to-Office

IFAD HQ Access Guidelines

- **HQ Daily Access Guidelines applicable to all Personnel and Visitors**

As of 04 April 2022, the following Guidelines apply to all persons accessing IFAD HQ¹:

IMMUNITY STATUS	ACCESS REQUIREMENT
<ul style="list-style-type: none"> ➤ Persons who are fully vaccinated* or have recovered from COVID-19. <p><i>*Being fully vaccinated means personnel has completed her/his/their primary course of vaccination in the preceding 6 months (valid for 9 months from the last dose) or a person who has completed the primary course of vaccination and a booster (or recovered from a covid-19 infection plus completion of number of dose(s) constituting primary course). The latter has indefinite validity in Italy. The two main categories of full vaccination accords Super (reinforced) Green Pass but with different validity duration.</i></p>	<ul style="list-style-type: none"> ➤ Evidence of immunity status including: <ul style="list-style-type: none"> • EU Digital COVID Certificate (Super Green Pass) and/or • IFAD Medical Clearance Pass² <p><i>Remember that, any COVID-19 vaccination certificate are to be shared with MSU for review and issuance of IFAD Medical Clearance Pass.</i></p> <p><i>For all persons aged 50 or above, the Super Green Pass is mandatory until 15 June 2022, including those who will be attaining age of 50 before 15 June 2022.</i></p>
<ul style="list-style-type: none"> ➤ Persons who are neither vaccinated nor have recovered from COVID-19 in the last 6 months. 	<ul style="list-style-type: none"> ➤ To undertake home self-administered rapid antigen testing³ every 48 hours and to communicate to MSU only if the test report is positive.

Regardless of their immunity status, colleagues with fever or any other flu-like symptom should refrain from coming to the office and seek medical advice from their personal doctor or MSU.

IFAD COVID-19 Testing Facility: Individuals will have the possibility to do the test at the on-site COVID-19 testing facility if needed. The test results will be valid for 48 hours (*if it is an antigen test*) or 72 hours (*if it is an RT-PCR test*) to access HQ. The on-site COVID-19 testing facility is located at **Parking lot A** (see [map](#) and [photo](#)). Check the COVID-19 corner to know the testing availability (days and time).

¹ Ex-compliance checks are conducted.

² Further information available [here](#) on intranet.

³ For personnel, self-test kits are available at the guardhouse and by ADM upon request.

Requirements for Travelers from outside Italy

In addition to the above, further access requirements apply to travelers coming from outside Italy before accessing HQ as follows:

[*Note: These requirements are aligned with the categorization defined in the latest ordinance issued by the Italian Ministry of Health. The list of countries and related restrictions will be revised periodically in alignment with any updates by the Italian Authorities.*]

Travel originated from	Quarantine and testing requirements for personnel to access IFAD HQ on return from Travel.
<p>Any Foreign County:</p> <p>(EU Countries and Non-EU Countries)</p>	<p>In line with the Italian Ministry of Health Ordinance of the 22 February, 2022, the requirements to enter Italy is the same for persons entering from EU or non-EU countries.</p> <p>Entry or re-entry into Italy require completion of the following requirements;:</p> <p>Possession of one of the following COVID-19 Green Certificates or Equivalent, which must state one of the following:</p> <ol style="list-style-type: none"> Completion of primary vaccination series with vaccines authorized by European Medicines Agency (EMA) – valid for 9 months. Completion of the primary series of vaccination as in (a) above with a booster dose – valid indefinitely. Certificate of recovery only from COVID-19 – valid for 6 months from date of first positive test. Certificate of recovery plus single dose of a two-dose vaccine vaccine – valid for 9 months Certificate of proof of negative; rapid antigen test (valid for 48hrs) or RT-PCR test (valid for 72hrs). <p>Colleagues who are unable to exhibit valid Green Certificate or Equivalent, as outlined in (2) above, would have to undergo 5 days of compulsory quarantine, and to notify the relevant local public health authorities. They are to undergo a rapid antigen or PCR test at the end of the quarantine period.</p>

All staff returning from duty and personal travels, all visitors, newly recruited staff and non-staff, contractors and external providers must fill-in the IFAD [COVID-19 Personal Health Risk Assessment Form](#) to obtain clearance to access IFAD HQ. The form must be sent to med@ifad.org at least 3 days

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Valid until revised.



before the planned access to ensure that clearance is provided or that additional requirements necessary to access IFAD are communicated in due time.

Generally, any exceptions to these guidelines require the submission of the [IFAD COVID-19 Personal Health Risk Assessment Form](#) to MSU for clearance.

Periodic review of guidelines

In view of the continuing uncertainty surrounding the evolution of the COVID-19 pandemic at the local, national and global levels, and in recognition that new knowledge about this virus and its transmission is continuously emerging, this document will be reviewed and updated as required. The risk mitigation measures may be relaxed if the level of risk reduces, or strengthened if the level of risk increases.