

# INFORMATION FOR PARTICIPANTS IN MEETINGS AT FAO HEADQUARTERS

## INTRODUCTORY INFORMATION

1. FAO Headquarters is located on *Viale delle Terme di Caracalla*, in front of the *Circo Massimo*. It can be reached by car, bus, tram and metro line B (*Circo Massimo* stop).
2. There are six buildings in FAO Headquarters, all interconnected. The Plenary Hall is located on the third floor of Building A.
3. The two-story glass-enclosed Atrium interconnects Buildings A and B.

## Access to FAO Headquarters (please see COVID19 protocol)

Access to FAO Headquarters is restricted to persons in possession of a valid building pass. Participants with meeting badge can enter only through Building A Entrance.

## Registration of Participants and Admission to Meetings

4. On the first day of each meeting, participants are requested to register and collect their pass at the external Pavillon located at via Aventino 3 (close to the metro station) where metal detectors for security control are in operation.
5. A valid identity document is to be presented to collect the pass.
6. Lost passes should be reported without delay to the FAO Security Office.

## Security

7. The FAO Security Office operates from 7:30 to 17:30 hours. To contact the Security Guards in Building A, dial ext. 53145 or +39 06 5705 3145 from outside FAO Headquarters. The Security Office:
  - receives official telephone calls requiring follow-up action after normal working hours;
  - assists in locating and notifying the Organization's senior officials in an emergency;
  - liaises with national security representatives regarding security arrangements for dignitaries;
  - liaises with local authorities whenever outside emergency assistance is required (e.g. ambulance, medical, police);
  - handles lost and found properties.
8. Strict security measures are observed at the FAO Headquarters. Participants are requested to wear their Building Passes at all times.
9. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

## **Medical Services**

10. The Medical Service provides emergency medical assistance in FAO to participants at meetings.
11. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 5705 3577 from outside FAO Headquarters).

## **Access and Facilities for Disabled Persons**

12. All entrances (see paragraph 4) at FAO Headquarters are accessible to disabled persons with wheelchairs. A lift is provided in Building A.
13. Most lifts at FAO Headquarters have wheelchair access.
14. Restroom facilities for disabled visitors are located in Building A, near the meeting rooms.

## **FACILITIES AND ADDITIONAL SERVICES**

### **Catering Facilities**

15. The FAO Headquarters offers dining and snack bar facilities where participants may sit down for a meal, or order a quick snack and beverage.

### **Dining Facilities**

16. Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.
17. The FAO Cafeteria, located on the eighth floor, Building B, is available to participants from 12:00 to 14:30 hours for lunch.

### **18. Snack Bars**

19. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:
  - Polish Bar (Ground Floor, Building A).
  - Uzbekistan Lounge (Eighth Floor, Building C).
  - Bar D (Ground Floor, Building D).

Please be reminded that **mask wearing is mandatory in catering areas**, unless seated for food or beverage consumption

## **Telephone**

20. Telephones are available in all meeting rooms and lounges and may be used for internal calls, dialing the required extension. They are also located at the entrance to Building A and in the corridors of the first and third floors of Building A.

21. Cellular phones should be switched off in meeting rooms.

## **Wi-Fi Coverage**

22. FAO offers free Wi-Fi coverage in all meeting rooms and catering areas.

23. Participants with laptops, smartphones or tablet with Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this service, selecting the network “*guest\_internet*” - username: **visitor**, password: **wifi2internet**

24. No support can be provided if problems arise when connecting to, or using, the wireless internet service.

## **Postal Services**

25. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10:30 to 12:30 hours, Monday through Friday. Call the Mail and Pouch Service at ext. 54881 for information and rates (Tel. 06 5705 4881). Participants who wish to send documents back to their countries may do so using these services.

## **Banking and Currency Exchange Facilities**

26. The currency of Italy is the Euro. The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from 8:35 to 15:00 hours.

27. Cash dispensers (ATM) for credit card withdrawals are located at the entrance of the Bank and Post Office.

28. The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 15:00 hours.

29. A special counter is set up in both Banks during large sessions to assist participants.

## **COVID19 Protocol**

### **Access for external visitors**

1. COVID-19 vaccination certificate is required and to be shared in advance with FAO Security & Health Services.
2. The ground floor of the premises is established as a “free circulation zone” for access and informal gathering. This comprises the ground floor of the main buildings and includes catering concessionaires, meeting rooms on the second/third floor of Buildings A, B, C and D, and the service providers (banks, insurance, courier). The free circulation zone also includes terrace and catering areas on the 8th floor.
3. Access to the free circulation zone for visitors, unless authorized for in-person meeting attendance, is subject to the authorization of the Chief Security, responsible for oversight and application of the protocol in the “zone”.
4. Access of external visitors beyond the free circulation area, including FAO employee offices, is not permitted, except for accessing meeting rooms or the 8th floor or if specifically authorized by the Chief Security.

### **Health Measures**

1. FAO personnel and visitors who have COVID-19 or flu symptoms, even if mild (e.g. temperature of more than 37.5C, general body aches and pains, cough, runny nose or sore throat) are requested to stay at home.
2. Personnel and visitors should immediately notify Health Services of any contagious disease (including COVID-19) occurring in their household or of any quarantine order affecting their household.
3. Personnel and visitors who become sick during the day on the premises should notify Health Services, distance themselves physically and immediately from others and return home.

### **Measures to be observed inside the premises**

1. While inside the premises, FAO personnel and visitors shall adhere to the following precautionary measures:
  - a) the use of FFP2/N95 or equivalent masks is mandatory in catering areas, unless seated for food/drink consumption;
  - b) the use of FFP2/N95 masks is strongly recommended inside the large meeting rooms (those can be provided by FAO Security and Health Services);
  - c) physical distancing of 1.5 meters is necessary with readily available hand sanitizer.

- d) frequent hand washing with soap and water or rubbing with alcohol hand sanitizer;
- e) observance of respiratory etiquette when coughing or sneezing (covering one's mouth and nose).
- f) Two (2) to four (4) maximum persons are allowed in a lift at the same time, as designated by the signage displayed. All lifts are in service from 07:00 to 19:00 hours.