

Access to the ILO building

Dear colleagues,

We are pleased to inform you that access to the ILO building and the cafeteria "Les Trois Clefs" (R2 North) will again be possible **to family members of the ILO and the UNICEF staff**, as of Monday August 1st 2022.

Please note that retired staff (except for the Committee members of the SU Section of former ILO Officials who are to attend pre-arranged business purposes/ meetings) **and staff from other UN agencies and the ICRC are still not allowed access to the building**

Access to the ILO premises for family members

We would like to remind you that in order to gain access to the building, **family members of staff (spouses and children)** must be registered and accredited prior to their entry and must be in possession of a badge allowing for the tracing of entries and the unique identification of persons.

Reminder of the ILO family badge application procedure

Spouse's badge	Children's badge (under 18 years)	Visitor's badge (child over 18 years)
<p>The official must send a request to ACCREDITATIONS@ilo.org with a copy of the spouse's valid identity document.</p> <p><u>Duration of the validity of the badge:</u> Equals the end date of validity of the identity document (if the official's contract end date is beyond) or, Equals the end date of the official's contract (if the end date of the validity of the identity document is later).</p> <p>○</p>	<p>Only children under 18 years of age are eligible.</p> <p>The official should send an application to ACCREDITATIONS@ilo.org with a copy of a valid ID of the child(ren).</p> <p><u>Period of validity of the badge:</u> On the child's 18th birthday or, Equals the end date of validity of the identity document (if the validity date does not extend to the child's 18th birthday) or Equals the end date of the official's contract (if the contract ends before the child's 18th birthday).</p>	<p>24 hours prior to the visit the official must send a request to ILO-HQACCESS@ilo.org with the name of the child and the date of the visit.</p> <p>On the day of the visit, at the security desk, R2 north, both the parent and the visiting child must be present. The valid identity document of the visiting child will be exchanged for a visitor badge.</p>

<p><i>After confirmation, the spouse or child may go to the Accreditation Office (open from 9.00 a.m. to 11.30 a.m. and from 1.30 p.m. to 4.00 p.m.) for the photo to be taken and to collect the badge immediately.</i></p>	
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Renewing a family badge (spouse or child)

When the issued badge expires (and according to the eligibility conditions mentioned above) the official must send a new application to ACCREDITATIONS@ilo.org with a copy of a valid ID of the spouse or child(ren). Once confirmed, the badge can be renewed at the Accreditation Office.

Like all staff members, dependents suffering from Covid-19 or similar symptoms are not allowed to enter the ILO premises. Persons that are contact case from the same household are also not allowed in.

*Family members are kindly requested to respect the safety distance of at least one metre (from non-family members), especially in the waiting lines. **Wearing a mask is strongly recommended (for people aged 12 and over) when the distance of at least one metre cannot be respected.***

Les Trois Clefs" cafeteria

The cafeteria is open from Monday to Friday, from 11.45 a.m. to 2 p.m. In order to facilitate the checkout process, we encourage payment by debit card or credit card. The cafeteria has several areas, three of which are adapted to maintain a safety distance of one metre.

Once a person enters the ILO premises, he or she automatically assumes responsibility for being aware of the above guidelines and for adhering to them at all times.

We thank you in advance for your cooperation.

INTSERV/SECURITY