

**IICA GUIDELINES ON TRAVEL AND MEETINGS WITH RESPECT TO THE
RECENT OUTBREAK OF HUMAN INFLUENZA
(COMMONLY REFERRED TO AS SWINE FLU)**

IICA's Management Team has been closely monitoring the situation with respect to the recent influenza outbreak and its effect on the countries of the region. Based on the World Health Organization Guidelines, IICA is issuing the following guidelines related to travel, the organization of meetings and participation by all IICA employees and consultants in such meetings in order to reduce the potential exposure of IICA personnel to the influenza and contribute to its reduction.

- Official travel to and from Mexico and any other high-risk area by personnel in all IICA Offices is restricted until further notice. Any exception will require the approval of the Deputy Director General who will coordinate with the appropriate Directors.
- The IICA Representative in the Mexico Office should evaluate the possibility of employees and consultants working from home to avoid the risks associated with traveling to work. He will develop a guideline with respect to work schedules for employees and consultants in Mexico.
- Employees and consultants who are returning home from travel to Mexico or any other high-risk area or who travel through high-risk areas should monitor their health over the following seven days. If during this period they exhibit any flu-like symptoms, they should see their doctor immediately, and from this period onwards, they should follow the doctor's guidelines. If it is not clear whether they have the virus or not, they should work from home while continuing to monitor their health. This should be coordinated with the country representative or with the immediate supervisor, in the case of employees and consultants working from headquarters.
- Any employee or IICA consultant who has been directly exposed to the influenza virus should also remain at home and work from there to avoid exposing others and to monitor their health. If at any time they show any flu-like symptoms, they should immediately see their doctor.
- All meetings, workshops, seminars or other activities that are programmed to take place in Mexico or any other area where an outbreak of the influenza virus has been determined to be present and to present a risk should be canceled or postponed. We will monitor the World Health Organizations Guidelines on this matter and keep everyone informed.

- The advisability of holding meetings that require travel to or from areas where the virus is prevalent should be evaluated. If the meeting cannot be held without participants traveling to or from these regions, then the activity should be canceled or postponed. If there are strong reasons why the activity must continue, then an appeal for an exemption can be made to the Director General. The Director General is the only person who can approve an exemption to this restriction.
- It is strongly recommended that IICA personnel or their families planning personal travel to Mexico or other high-risk areas postpone their travel plans until further notice.
- IICA will continue to monitor this situation and will provide updates on these guidelines as the situation evolves.