

نعود بحذر



وزارة الصحة
Ministry of Health

Return to Work Guidelines

Procedural Manual to prevent the spread of
Coronavirus (COVID-19) in the workplace



Deputyship of human resources

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Introduction:

In terms of preserving public health and the pivotal role of the Ministry of Health and its employees in facing the Corona pandemic (COVID-19), the Ministry was keen to work on an integrated plan for the return of employees to their workplaces in which the best health and safety standards were taken into account in the workplace, and this plan was prepared along the lines of what was taken by the leadership that is one of the precautionary steps and measures to preserve the safety of citizens and residents in the Kingdom.

General behaviors

Continue preserving behaviors that prevent infectious diseases as life-like behaviors, such as



Sneezing etiquette



Hand-sanitizing



Hand-hygiene

Be sure to boost your body's immunity to help prevent diseases by:



Daily exercise



Eat healthy
food



Get enough
sleep hours

General rule

Do you feel sick or have signs of a respiratory infection

(fever, cough or shortness of breath)?

Yes

seek medical help and
do not go out until you
get the instructions

No

continue your life normally
and follow the necessary
instructions and precautions

General guidelines for leaders

Consider that some employees may be at greater risk of infection, such as the elderly with chronic diseases, so it is better to reduce face to face communication with this category or assign them tasks that allow them to maintain a distance of 6 feet (two meters) from other employees.



In case of suspicion or confirmation that one of the employees is infected with Corona infection, the place and equipment should be started to be cleaned and sanitized after 24 hours of evacuating the place.



Implement a flexible working hours, such as employees shifts.



Implement a flexible nature of work, such as remote work.



Ensure that the workplaces are compatible with the preventive measures issued by the Ministry.



Ensure that protective materials are available in the work environment, such as sterilizers, masks, etc., in multiple sites for employees and visitors to encourage a culture of prevention.



Increase awareness messages on all platforms available to employees.



Rely on virtual meetings as much as possible.

General Guidelines for employees

Do you feel sick or have signs of
a respiratory infection?

Yes

Seek medical help and
do **not go to work**

Do you have a sick family member
or someone you live with?

Yes

Inform your supervisor
and **wait for guidance**

Have you had any contact with a person who is
infected with coronavirus over the past two weeks?

Yes

Inform your supervisor
and **wait for guidance**

No

Follow the instructions below



Attendance and leave

Resume of attendance at workplaces gradually shall be on Sunday 2020/5/31 corresponding to 1441/10/08H, and full attendance will be on Sunday 2020/06/14, corresponding to 1441/10/22H according to the following ratios:

50%

As of Sunday 1441/10/8H, the beginning of returning to workplaces, with no more than %50 of the ministry's employees, the rest of the employees continues to work remotely according to the currently followed instructions.

75%

As of Sunday 1441/10/15H, the percentage of employees at the workplace shall not be less than %75 of the ministry's employees, the rest of the employees continues to work remotely according to the currently followed instructions.

100%

As of Sunday 1441/10/22H, all employees shall return to the workplaces.

Each general manager determines the attendance rates in the departments during the first two weeks and work remotely with no less than the percentages specified above

Attendance and leave procedures



- Stopping the fingerprint for attendance and leaving, and switching the attendance through the direct manager.
- Suspension of work fingerprint devices continue until further notice.

Categories of workers whose attendance is suspended from workplace includes:



Chronic medical conditions

- Uncontrolled diabetes who were hospitalized at least once during the past six months.
- High blood pressure patients who were hospitalized at least once during the past six months.
 - Kidney failure (dialysis)
 - Hepatic fibrosis.



Those over the age of 55 years old



Patients with respiratory diseases

- Chronic lung diseases.
- Severe asthma.
- Who were hospitalized for at least one time during the past six months.



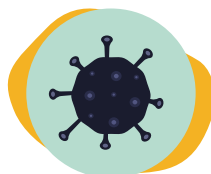
Pregnant and breastfeeding women

(what is diagnosed as a high-risk pregnancy)



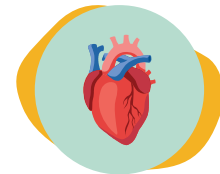
Immunodeficiency Diseases

- HIV deficiency
- Use of immunosuppressive drugs.



Oncology diseases

(use Cancer treatment drugs)



Chronic heart diseases

- Heart failure.
- Coronary artery disease with at least one heart injury over the past year.

Flexible working hours

Activating flexible working hours in the ministry according to its policies. You will also find the following instructions approved for the employees' attendance to their workplace:

The attendance of employees will be categorized into three groups:

First group:



Second group:



Third group:



Shift Work

Activating shift work for employees to limit their large number.

Reception of the public

The following points need to be taken into consideration:



Activating the communication platforms with the public and providing them with support.



Fostering online platforms to provide services to the public.



Entry to the workplace is restricted to employees and those who have scheduled appointments from the public.

Disclosure Policy

(Suspected of infection with Coronavirus)

All the Ministry of Health employees must adhere to the Ministry's Disclosure Policy by complying to the following:



Health condition

Each employee must disclose in case if any symptoms occur of fever, cough, or shortness of breath, and then isolate oneself immediately.



Contact

Every employee must disclose that he/she has been in contact with an infected or suspected infection during the two weeks preceding the working date.

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Precautionary measures in the workplace

Violation Adjustment Report



وزارة الصحة
Ministry of Health

محضر ضبط مخالفة التعليمات الوقائية (Covid-19) بمنشآت وزارة الصحة

أنه في يوم الموافق/...../.....هـ في تمام الساعة
واستناداً لنظام مزاوله المهن الصحية وأنظمة الموارد البشرية الداخلية
ولائحة الموارد البشرية التنفيذية وحسب توجيهات مركز القيادة والتحكم
فقد تم الوقوف على المنشأة / الإدارة.....
بمنطقة/محافظة..... وتم ضبط المخالفات التالية:

ملاحظات	تاريخها	مكان المخالفة	وصف المخالفة	
				١
				٢
				٣
				٤
				٥
				٦
				٧
				٨
				٩
				١٠

اسم الموظف المخالف	السجل المدني	اسم عضو الالتزام	التوقيع

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Precautionary measures

for employees returning to work

At the time of the corona pandemic, there were plans prepared by world leaders to monitor the situation worldwide to reach the safety of all around the world, and one of the most important recommendations of the plans put in place was to reduce the number of people leaving their homes and to reduce the physical contact. To apply this recommendation, The Ministry of Health reduced the number of staff as a precautionary measure to prevent the outbreak of the virus in the facilities of the Ministry of Health, and it was important to develop a plan and clear guidelines for employees returning to work to ensure continuity of work while ensuring compliance with the procedures and precautions that ensure safety for everyone.

This guide manual was launched entitled “A safe working environment to limit the spread of the new Coronavirus (COVID19-)” by providing all the basic means to protect the employees, and preventing the transmission of the virus among them, along with the keenness of our leadership to ensure a safe return for all the employees, the ministry of health has issued this guidance manual.

The purpose of the Guidance Manual

Clarify the ways in which the Coronavirus is transmitted, and how to prevent them by following the proper methods and to be cautious without neglecting them by the users of this guidance manual when they return to their workplaces, and to start to spread positive behaviors to contribute in limiting the spread of this pandemic.

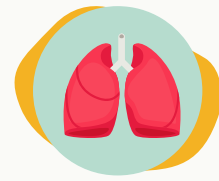
Users of the Guidance Manual

The guidance manual targets all workers in Ministry of health facilities, from MOH employees, companies, individuals and contractors with MOH.

(COVID-19)



spread through droplets released during sneezing or coughing



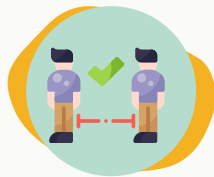
Attack respiratory system



Contact with different surfaces may cause infection



Symptoms apparent in high temperature, cough, breath troubles, and in some cases no symptoms became apparent



Convergence without considering a distance of 1.5 meters help in infection spread



The virus's incubation period extends to 14 days for people who contact with infected person, where the symptoms begin to become apparent

How do you protect yourself from this coronavirus?



Hand sterilization

An important measure as it helps in eliminating very high levels of pathogenic microorganisms; therefore employees must sterilize their hands upon entering their workplaces. Sanitation of desktops and stationery for a computer, photocopier, etc., exposing to contamination due to touch or droplets, is extremely important process.



Washing hands

Washing hands using soap on regular basis help in reducing the risk of infection (at least 40 seconds)



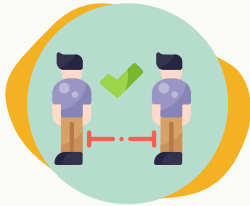
Masks

Wearing masks and covering the nose and mouth tightly after washing hands with soap or sterilizing it with alcohol. Once the mask is worn, it is not recommended to repeat the adjustment or touch it to reduce infection, and when removing it, you must dispose it in trash.



Use napkins

Using napkins and elbow flexion during sneezing or coughing help in reducing the spread of infection.



Social distancing

Maintaining an adequate distance estimated at one and a half meters between each employee and this in turn will contribute in reducing the infection. The employee must be careful, as the droplets carries the disease, and adhere to this space in the office or when lining up for ATM or getting coffee services. The employee must stay at home upon feeling sick.



Meeting rooms and classrooms

Applying the rule that an area of 10 meters requires presence of only three persons and this in turn will help in applying social distancing among employees. It is important to reduce the number of chairs inside the meeting rooms or place signs that prevent sitting. Meetings must hold through video calling.

Employees gatherings, passing at offices, including the convergence on entrances and exits, for the purpose of discussion or having meals is forbidden as it didn't achieve social distancing.



Congregational prayer

Congregational prayer requires commitment to social distancing in addition to wearing mask or bring your own praying mat.



Call centers and laboratories

- Each employee must adhere to social distancing of 1.5 meters.
- Adhering to office and equipment sterilization before starting work and after finishing work will help in protecting employee.
- All employees must abide by wearing masks in work places and outside it.



Elevator area

- Small spaces requiring a standing position that reduce the possibility of contact and convergence.
- Each employee should be aware that 5-4 people are the limit allowed as applicable for these sizes of elevators.
Upon application of precautions, we must achieve a distance of 1.5 meters outside the lifts
Use alcoholic swap upon pressing the elevator buttons from the outside and inside.
- Wearing masks enhances protection from infection in these places.
- Labels on the Elevator floor help in achieving social distancing .



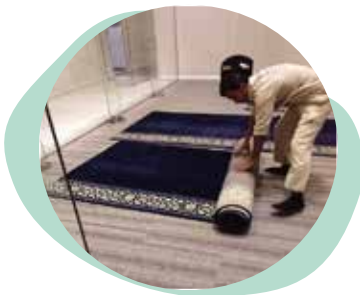
Hand sanitization



Optical sorting



Show business card



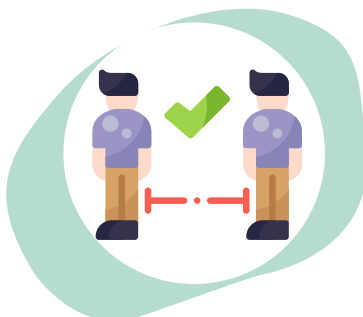
Removing praying mats



Open doors in work places



**Social distancing in
meeting rooms**



**Maintain distance among
employees**



Using medical swaps

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وزارة الصحة
Ministry of Health

Stay safe

Ministry Deputy for Human Resources

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