



Circular No. (27) of 2020

Regarding

The Guideline for dealing with infected persons, close contacts, or suspected cases of Covid-19 in the Workplace in Federal Entities

To: All Ministries & Federal Entities

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavors.

Based on the requirements of work and subsequent to all the guidelines and circulars issued by the Authority regarding the precautionary measures for dealing with the Covid-19 pandemic. Accordingly, the Authority attaches the guideline for clarifying the necessary procedures for dealing with infected employees, close contacts, or those suspected of having symptoms of the Covid-19 virus at workplaces in Federal Entities based on the instructions issued by the competent authorities in the country, where the guideline is intended to:

- 1) Ensuring the safety of the premises and the work environment from outbreaks of diseases and epidemics.
- 2) Setting a mechanism to deal with employees infected with Covid-19 virus, suspected cases or close contacts with infected persons in the workplace.
- 3) Raising awareness of the Federal Authorities and their employees of the applicable procedures in cases of infection, suspicion, and close contacts with indicating the roles and responsibilities arising in this regard.

Accordingly, the Authority requests all federal authorities to observe public health and safety rules and regulations and practice all precautionary



measures, including those mentioned in this guideline, to limit the spread of epidemics and diseases in government workplaces.

Note that the Authority is prepared to provide any support to all Federal Authorities regarding the clarification of any aspects mentioned in the attached guideline.

Thank you for your cooperation

Issued on: September 20, 2020

Federal Authority for Government Human Resources

This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.



The Guideline For Dealing With Infected Persons, Close Contacts or Suspected of Having Symptoms Of Covid-19 Virus in the Workplace in Federal Entities

First: Introduction:

Based on the work requirements, and subsequent to all guidelines and circulars issued by the Authority regarding the precautionary measures for dealing with the Covid-19 pandemic.

Accordingly, the Authority attaches the guideline for clarifying the necessary procedures for dealing with infected employees, close contacts, or those suspected of having symptoms of the Covid-19 at the workplace in Federal Entities, based on the instructions issued by the competent authorities in the country, where the guideline is intended to:

- 1) Ensure the safety of the premises and the work environment from outbreaks of diseases and epidemics.
- 2) Setting a mechanism to deal with employees infected with Covid-19 virus, suspected cases or close contacts with infected persons in the workplace.
- 3) Raising awareness of the Federal Authorities and their employees of the applicable procedures in cases of infection, suspicion, and close contacts with indicating the roles and responsibilities arising in this regard.

The guideline helps clarify procedures and describes the roles and responsibilities of the concerned parties in the Federal Entity. Accordingly, the Authority requests all federal authorities to observe public health and safety



rules and regulations and practice all precautionary measures, including those mentioned in this guideline, to limit the spread of epidemics and diseases in government workplaces.

Second: Definitions

Epidemic : Any person who has signs and symptoms of the Covid-19 virus, in accordance with the health instructions issued by the competent authorities in the country.

Infected Person : is the person whose infection has been confirmed through a positive test result of Covid-19 by one of the approved laboratories by the competent health authorities in country regardless of the presence or absence of clinical signs or symptoms.

Close Contact : Anyone who has been in contact with an infected person or a carrier of the disease, a contact with which the infection may be transmitted to him/her during the period of the disease spread.

Suspected Person : A person with respiratory symptoms, with or without fever.

Isolation : Separation of the affected person or suspected of being infected from other healthy people for the duration of the disease infection in appropriate places and health conditions, in order to prevent the transmission of the infection

Quarantine : compelling the Close Contact or suspected of having symptoms of the Covid-19 to remains in quarantine, whether at home or any other facility approved by the competent health authorities in the country for a period of time as determined by those competent medical authorities, or as imposed as a precaution by the employer.



Clients : Individual visitors or clients from outside the Federal Entity.

Remote work : The remote work system for federal government employees in accordance with the provisions of Cabinet Resolution No. (27) of 2020.

Third: Scope of Application

This guideline applies to all civil employees working in federal entities, it also includes outside clients and visitors.

Fourth: Roles and Responsibilities

1) The Federal Entity:

All federal authorities must respond and deal with cases by applying the following procedures:

- a. Providing the necessary logistical support to protect employees and clients, including adherence to all precautionary measures and procedures issued periodically by the competent authorities in the country.
- b. Coordination with health institutions to transport the infected or suspected of being infected in the workplace to hospitals for the necessary checks.
- c. Identify contacts of confirmed and suspected cases.
- d. Isolation of the infected and suspected of being infected in places designated for temporary health isolation in the workplace until they are transferred to the hospital.
- e. Adopting necessary steps to support employees in adhering to the guidelines for prevention and hygiene, and to ensure the availability of appropriate health requirements according to the nature of the entity's activity.
- f. Educating employees and clients and keeping them informed regularly of all updates related to precautionary measures and procedures, through the use of available technical means.



2) Human Resources Management

The Human Resources Department in the Federal Entity shall adopt the following procedures, in the event that an employee is found infected with the Covid-19 at the workplace,

- a. Isolate the infected or suspected of being infected employee in the place designated for temporary health isolation in the workplace, and communicate directly with the concerned health authority, report the case and implement all procedures requested by the competent health authority until the employee is transferred by health care professionals, and obtain the employee's data.
- b. Evacuate employees and clients from the work area or office of the infected person and inform them in the event of their contact with the infected person, while ensuring that the rest of the employees do not contact the case.
- c. Inform the senior management in the Federal Entity of the affected case (immediately).
- d. Inform the competent medical authorities of the infected or suspected case (immediately).
- e. Collect the information of the people who came into contact with the infected person as soon as possible.
- f. Conduct a comprehensive sterilization of the infected employee work area or his/her office and the facilities used by the infected (immediately).
- g. Conduct infection detection checks for contacts and request self-isolation at home for a period of not less than 3 days.
- h. Coordinate remote work for employees who are in contact with or suspected of having Covid-19 during the isolation period.
- i. Coordinate and conduct infection detection checks for those in contact at the end of the isolation period to ensure that they are infection free before their return to work at the workplace or offices.
- j. Record the case and its results within the case register approved by the Federal Entity.



3 - The Direct Manager

The Direct Manager must do the following:

- a. Inform the Human Resources Department Immediately in the event that he/she discovers or knows about the infection or contact of one of his employees with the virus.
- b. Inform the Human Resources Department in the event that an employee travels outside the country or when the employee returns from outside the country and commences work, and to ensure that the employee adheres to the requirements of the health authorities in the country in terms of conducting the required tests, while being informed of the negative test result.
- c. Follow up the performance of remote employees and ensure that checks are conducted before returning remote work system.

4- The Employee

- a. The employee must adhere to the health procedures and measures issued by the competent health authorities with regard to prevention measures when feeling any symptoms similar to Covid-19
- b. The necessity to declare any cases of travel and return from travel and cases of contact, if any, and the necessity to present a report of the test result after returning to the country and before reporting to work.
- c. The employee must inform the Direct Manager and the Human Resources Department if he/she feels any symptoms similar to Covid-19 disease, and declare all the places he/she visited in the Federal Entity, as well as the employees who had contact with them at work.
- d. Commitment to conduct a medical examination immediately upon knowing of contact or feeling any of the general symptoms of the Covid-19 virus, or upon his/her employer request.