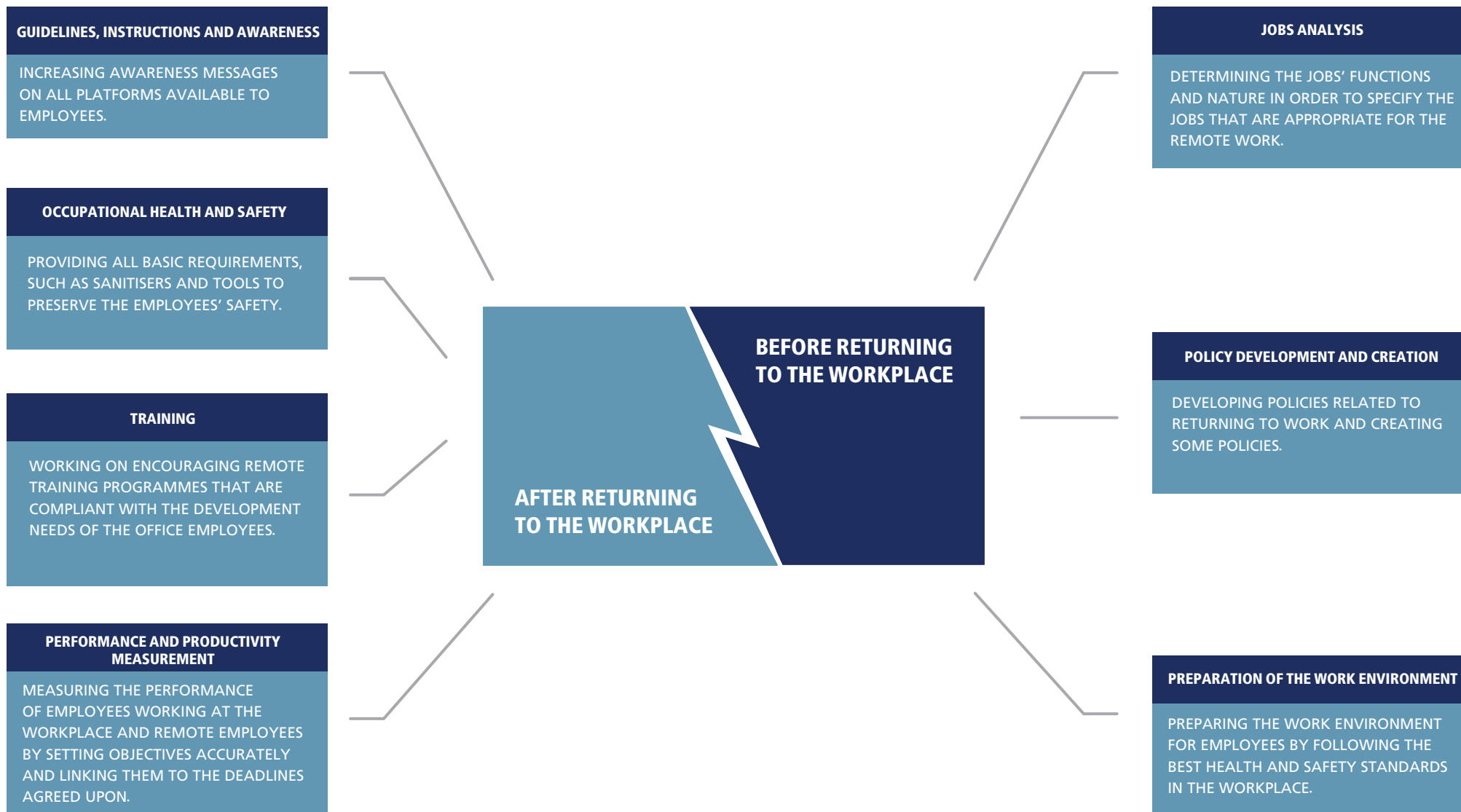


EMPLOYEES' RETURN TO WORK PLAN June 2020

KSA has taken several precautionary and preventive measures to control and limit the spread of Corona Virus (COVID-19), in order to preserve the safety of KSA nationals and residents. One of the decisions taken consisted in reducing the number of private sector employees who attend the workplace to 40%, with effect from 18 March 2020 until further notice. Accordingly, the offices started applying remote work until work can be resumed at the workplace. As the offices are keen to make the workplace safe for the employees, an integrated plan was prepared for the employees' return to work, to ensure that the work environment is convenient for the coming period, by following the best health and safety standards in the workplace.

GENERAL FRAMEWORK OF THE RETURN TO WORK PLAN



PRE-RETURN TO WORK PROCEDURES

1

ENABLING ELECTRONIC TRANSFORMATION



**ENABLING THE METHOD OF DEALING WITH
INTERNAL SYSTEMS OUTSIDE THE WORKPLACE.**



**DEVELOPING SYSTEMS THAT HELP MEASURING
AND IMPROVING THE EMPLOYEES' COMPETENCE
AND REDUCING PAPERWORK.**

2

PREPARING THE WORK ENVIRONMENT



**PROVIDING CLEANING
AND SANITISATION
TOOLS.**



**PROVIDING MEDICAL
EXAMINATION
DEVICES.**



**INFORMATIVE
AND AWARENESS
PUBLICATIONS.**



**DESIGNING AN EMPLOYEE
TRAINING PROGRAMME
AFTER REFERRING TO THE
DECISIONS.**

3

COMMUNICATING WITH EMPLOYEES



**INCREASING AWARENESS
AND EDUCATIONAL
MESSAGES.**



**ENGAGING EMPLOYEES IN
ALL THE DECISIONS TAKEN.**

PREPARING THE WORK ENVIRONMENT

1

CLEANLINESS AND SANITISATION

ALL CLEANING AND SANITISATION TOOLS SHALL BE PROVIDED BEFORE THE EMPLOYEES ARRIVAL TO THE WORKPLACE.

1

NOT SHARING TOOLS

ENSURING THAT EMPLOYEES DO NOT SHARE OFFICE TOOLS AS MUCH AS POSSIBLE.



2

NOT CLOSING OFFICES' DOORS

ACTIVATING OPEN-DOOR POLICY TO REDUCE CONTACT WITH SURFACES.



3

CLEANING AND SANITISING OFFICES

OFFICES SHOULD BE CLEANED AND SANITISED ON A DAILY BASIS BEFORE THE EMPLOYEES ARRIVAL TO THE WORKPLACE.



4

PROVIDING SANITISERS

HAND SANITISERS SHOULD BE PROVIDED AT THE MAIN ENTRANCE AND IN EVERY FLOOR AND OFFICE.



5

PROVIDING CLOTH MASKS

CLOTH MASKS SHOULD BE PROVIDED TO AND USED BY THE EMPLOYEES.



6

THROWING MASKS

A PLACE SHOULD BE SPECIFIED TO GET RID OF USED MASKS SO THAT THEY ARE DISPOSED OF THROUGHOUT THE DAY.



2

MEDICAL EXAMINATION DEVICES

A FULL EXAMINATION SHOULD BE MADE TO EMPLOYEES AND ALL NECESSARY TOOLS SHOULD BE PROVIDED BEFORE THE EMPLOYEES ENTRANCE TO THE WORKPLACE.

1

TEMPERATURE TEST

A THERMOMETER SHOULD BE PROVIDED TO TEST EMPLOYEES BEFORE ENTERING THE WORKPLACE.



2

PROVIDING SELF-SANITISATION MATERIALS

PROVIDING SANITISATION MATERIALS TO EMPLOYEES BEFORE ENTERING THE WORKPLACE.



CIRCULATING POLICIES AND PROCEDURES

1

DISCLOSURE POLICY

ALL OFFICE EMPLOYEES SHOULD, FOR THEIR SAFETY AND THE SAFETY OF THE REST OF EMPLOYEES, ABIDE BY THE OFFICE DISCLOSURE POLICY BY ADHERING TO THE FOLLOWING:



WHEREABOUTS

EACH EMPLOYEE SHOULD DISCLOSE HIS WHEREABOUTS DURING THE TWO WEEKS IMMEDIATELY PRECEDING THE RETURN TO WORK INSIDE AND OUTSIDE KSA.



CONTACT

EACH EMPLOYEE SHOULD DISCLOSE IF HE HAS BEEN IN CONTACT WITH SOMEONE WHO HAS COVID-19 OR SUSPECTED TO HAVE IT DURING THE TWO WEEKS PRECEDING THE RETURN TO WORK.



HEALTH STATUS

EACH EMPLOYEE SHOULD DISCLOSE IF HE SHOWS SYMPTOMS SUCH AS HIGH FEVER, COUGH OR SHORTNESS OF BREATH AND SHOULD ISOLATE HIMSELF IMMEDIATELY.

2

ELECTRONIC TRANSACTIONS

ALL OFFICE EMPLOYEES SHOULD ADHERE TO ELECTRONIC TRANSACTIONS TO REDUCE SHARING PAPER AMONG EMPLOYEES:



SHARING INFORMATION

EACH EMPLOYEE SHOULD NOT SHARE OFFICE ELECTRONIC FILES OUTSIDE THE OFFICE'S AUTHORISED SYSTEMS (SUCH AS OFFICIAL E-MAIL, OFFICIAL SHARED DRIVES, TEAMS SOFTWARE AND OTHER OFFICE PLATFORMS APPROVED BY THE OFFICE).



REDUCING PAPERWORK

EACH EMPLOYEE SHOULD REDUCE RECEIVING AND DELIVERING PAPERWORK AND SHOULD ACTIVATE COMMUNICATION THROUGH OFFICIAL OFFICE PLATFORMS (E-MAIL - TEAMS SOFTWARE).



ELECTRONIC ENGAGEMENT

TECHNOLOGY ENGAGEMENT SHOULD BE ENCOURAGED AND ENHANCED WHILE ADHERING TO THE AUTHORISED PLATFORMS.

3

REMOTE WORK

ALL OFFICE EMPLOYEES WHOSE JOBS REQUIRE REMOTE WORK SHOULD ABIDE BY THE REMOTE WORK POLICY.



COMMITMENT

EACH EMPLOYEE WORKING REMOTELY SHOULD COMMIT TO THE TARGETED RESULTS AND THE REQUIRED PRODUCTIVITY AGREED UPON.



APPROVED TOOLS

EACH EMPLOYEE WORKING REMOTELY SHOULD ADHERE TO THE ELECTRONIC OFFICE PLATFORMS.



MEASUREMENT

LINE MANAGERS SHOULD MEASURE THE PERFORMANCE OF REMOTE EMPLOYEES BY SETTING GOALS ACCURATELY AND LINKING THEM TO THE DEADLINES AGREED UPON.

4

TRAINING AND DEVELOPMENT

COMPLETING THE DEVELOPMENT PROCESS OF THE OFFICE EMPLOYEES THROUGH:



ACTIVATION

ACTIVATING REMOTE TRAINING THROUGH E-LEARNING PLATFORMS.



SUSPENSION

SUSPENDING ALL TRAINING COURSES AND WORKSHOPS REQUIRING PHYSICAL PRESENCE.

5

GATHERINGS POLICY

ALL OFFICE EMPLOYEES SHOULD ADHERE TO THE GATHERINGS POLICY BY COMPLYING WITH THE FOLLOWING:



PREVENTING GATHERINGS

PREVENTING GATHERINGS OF MORE THAN 3 EMPLOYEES AT THE WORKPLACE.



SUSPENDING ALL EVENTS

PROHIBITING ANY SOCIAL EVENTS IN THE WORKPLACE.



PRAYER ROOM

PRAYER SHOULD BE PERFORMED IN SEVERAL STAGES AND THE DISTANCE BETWEEN ONE WORSHIPER AND ANOTHER SHOULD BE 1.5 M.

6

WELCOMING CUSTOMERS

SEVERAL PROCEDURES SHOULD BE FOLLOWED, NAMELY:



WORKPLACE

LIMITING CUSTOMERS' VISITS TO THE WORKPLACE AND ORGANIZE THEIR ENTRY THROUGH COORDINATION WITH THE LINE MANAGER.



E-SERVICES

ENHANCING SELF-SERVICE BY COMMUNICATING ELECTRONICALLY WITH CUSTOMERS.



COMMUNICATION CHANNELS

ACTIVATING COMMUNICATION CHANNELS WITH EMPLOYEES AND OFFERING THEM SUPPORT.



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