

# Instructions Guide for the Activities of the Plan of Gradual Return to Normalcy

## (Phase Four)





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# Health Authorities Requirements



## Distancing Requirements

The workplaces must be re-designed so that the distance between workers is not less than (2 meters); 10 square meters for each person.

Separating and removing desks, chairs, and the rest of the furniture (a distance of at least 2 meters).

Ensure that within corridors the distance is spaced at least 2 meters apart.

Banning all kinds of gatherings in rest areas and places of worship.

Prohibiting eating and drinking for groups in the workplace and elsewhere, provided that the food is consumed individually and by using single-use utensils or utensils for each person.

Providing distancing signs and visual tools in every workplace (such as colored floor stickers).

Commitment to provide training on distancing, as well as on how to wear and take off personal protective equipment.

Commitment to physical distancing with and between employees and clients.



## Methods Of Personal Protection

Wearing masks must always be mandatory for everyone in all workplaces.

Preventing sharing work surfaces (desks, tables, blackboards, etc.).

Commitment to continuously sterilizing frequently used surfaces and bathrooms with a commitment to provide personal protection for cleaning workers (masks and protective clothing).

A commitment to provide detergents, soaps, and hand sanitizers in the workplace uninterrupted.

Eliminate tangible means of communication and payment, such as paper and cash, and rely on electronic communication.



## Working Remotely (Telework)

It is necessary and imperative that all activities assess their ability to operate remotely and adhere to this throughout the period of the pandemic, regardless of the general level of risk.

If they are not able to work completely remotely, telework can be applied partially.

Work that requires personal presence is restricted to activities that are not able to work remotely.

All activities of the first, second and third stages are allowed to continue to operate during the fourth stage, while adhering to health requirements.



All Phase one activities are permitted to continue operating during Phase Four, while adhering to the requirements of health authorities.



## ▶ Phase One Activities :

-  ▶ Mosques and Places of Worship.
-  ▶ Industrial Activities.
-  ▶ Maintenance Services.
-  ▶ Shipping Services.
-  ▶ LPG Gas Services.
-  ▶ Laundry Services.
-  ▶ Home Delivery Services.
-  ▶ Restaurants and Cafes (Drive-Through).
-  ▶ Telecom Services Providers and Internet Service Providers.
-  ▶ Food Retail (Coops and Supermarkets, Grocery Stores, Ration Food Supply Services).
-  ▶ Corporate/ Private Transportation for Companies and Institutions.
-  ▶ Gas Stations and Associated Services.
-  ▶ Private Hospitals and Clinics.
-  ▶ Automobile Showrooms
-  ▶ Workshops, Maintenance, Garages, Equipment and Machinery Stores, Spare parts shops, and Car Wash Services.
-  ▶ Activities that were operating during partial curfew (before applying the total curfew), with compliance to health authorities' requirements.



All Phase two activities are permitted to continue operating during Phase Four, while adhering to the requirements of health authorities.



## ▶ Phase Two Activities :

-  ▶ Workplaces within government agencies and private sector (less than 30%)
-  ▶ Construction and Building.
-  ▶ Financial and Banking.
-  ▶ Commercial Complexes and Shopping Malls (From 10am to 6pm).
-  ▶ Retail Stores.
-  ▶ Restaurants and Cafes (Take-away with No Seating).
-  ▶ Parks, and Public Spaces.



All Phase three activities are permitted to continue operating during Phase Four, while adhering to the requirements of health authorities.



### ▶ Phase Three Activities :



▶ Workplaces within government agencies and private sector (less than 50%).



▶ Social Care Facilities to Visitors.



▶ Hotels, Resorts, and Apartment Hotels



▶ Taxi Services (Permitted to One Passenger Only)



## ▶ Phase Four Activities :



**Work places in government agencies and the private sector (The percentage may be increased by more than 50 %):**

**It is allowed to return to the workplace in government agencies and the private sector with a percentage of more than 50% of the workers at the headquarters.**



▶ Compliance with health requirements (Article 1).



▶ Maintaining periodic cleaning and disinfection procedures.



▶ Rescheduling working hours and receiving clients.



▶ Checking the temperature for employees and clients, and not allowing entry to those who have a temperature higher than 37.5 degrees.



▶ The employee who shows any symptoms is not allowed to come to the workplace, and he must visit his health center to ensure his safety.



▶ Clean and disinfect buildings at least once a day.



▶ Clean and disinfect tools with each use.



▶ Clean and disinfect all frequently used surfaces.



▶ The provision of sanitizers is mandatory in all parts of the workplace, and it is placed near machines or tools that are used by many workers.



▶ Warning employees not to use phones, offices, or other tools and equipment used by others.



▶ The mandatory use of masks and other appropriate personal protective equipment.



▶ The minimum distancing space in workplace is 2 meters.



▶ Preventing gatherings of employees and workers.



▶ Educating and training employees on implementing health requirements.



▶ All government agencies must adhere to what is stated in the “Policies, Procedures and Rules for the Gradual Return to Work in Governmental agencies” issued by the Civil Service Commission.



## Restaurants and cafes with distancing:



### ▶ **Commitment to health requirements (mentioned in Article 1).**

- ▶ Distancing between tables and seating places should not be less than 2 meters.
- ▶ Checking the temperature for the visitors of the restaurant or café, and not allowing entry to those who have a temperature higher than 37.5 degrees.



### ▶ **Clean and sanitize reusable equipment and tools on an ongoing basis.**



### ▶ **Provision of hand sanitizers where visitors are, especially entrances and cashiers.**



### ▶ **Providing guidance material for visitors on the procedures to be followed to prevent infection.**



### ▶ **The use of smoking water pipes is prohibited.**



### ▶ **Cleansing must be comprehensive twice a day; at the beginning and end of work, and the focus is on disinfection in places that are frequently touched such as doorknobs, elevator buttons, tables, and chairs.**



### ▶ **The bathrooms should be disinfected after each person (sink, faucet, and toilet) using the necessary disinfectants according to disinfection guidelines.**



### ▶ **Use of single-use dishes and utensils.**



### ▶ **No provision of utensils, cutlery, napkins, and spices in the dining hall, unless upon request.**



### ▶ **It is forbidden to set utensils and cutlery at the table except when the customer is seated.**



## Public transport with distancing:



▶ Compliance with general health requirements (mentioned in Article 1).



▶ Maintaining periodic cleaning and disinfection procedures.



▶ The driver and passengers must always wear masks. It is also forbidden to ride for those who do not wear a mask.



▶ Passengers must be seated in the designated place to ensure physical distancing.



▶ Vehicle ventilation must be maintained constantly.



▶ Removing or prohibiting the use of some chairs or putting an isolator or a barrier between passengers, and it is forbidden to use face-to-face seats to ensure physical distance.



▶ Disinfecting transportation vehicles regularly, focusing on surfaces that the passenger usually touches such as door handles, armrest, seat belt locking, and window controls.



▶ Sanitizers, tissues, and disposable garbage bags inside the transportation vehicle must be provided, and all passengers are instructed to disinfect their hands when riding.



▶ Asking the passenger to carry his bags and belongings himself.



▶ Providing informative materials for passengers that include precautionary measures to prevent the disease in accordance with health requirements.



## Sports and health clubs:



▶ Compliance with general health requirements (mentioned in Article 1).



▶ Maintaining periodic cleaning and disinfection procedures.



▶ Check the temperature and do not allow anyone who has a temperature higher than 37.5 degrees to enter.



▶ Places must be constantly ventilated.



▶ Establishing an appointment reservation system, allowing only those who have a prior appointment to enter clubs (training halls).



▶ Reducing exercise time as much as possible.



▶ The administration shall facilitate remote work for administrative staff by preparing policies and regulations and providing the necessary tools.



▶ All players must wear masks while they are in closed spaces and during training.



▶ Adequate provision of personal protection tools and protective supplies.



▶ If there is a place designated for serving food and drinks, the health requirements of the restaurants are complied with.



▶ Disinfection of sports equipment before and after each person's use.



▶ It is forbidden to provide towels to players.



▶ Provide sufficient quantities of sanitizers, paper towels and trash bins that are opened without touch.



▶ Close sauna and steam rooms.



## Personal care shops (salons, hairdressers, and spas):

-  ► Compliance with general health requirements (mentioned in Article 1).
-  ► Maintaining periodic cleaning and disinfection procedures.
-  ► Check the temperature and do not allow entry to those who have a temperature higher than 37.5 degrees.
-  ► The place must be constantly ventilated.
-  ► Provision of sterilizers, tissues, and disposable garbage bags.
-  ► Closure of some adjacent seats to ensure adequate distancing between work places, or placing barriers between seats.
-  ► The customer wears a mask or a cover for the nose and mouth and does not take it off while inside the facility.
-  ► The employee must wear a plastic face shield and a mask, in addition to gloves.
-  ► Provide single-use plastic cover.
-  ► Removing magazines and newspapers from seats and waiting areas.
-  ► Use single-use tools as much as possible, such as nail care tools and others.
-  ► Thoroughly disinfect tools after each person.
-  ► Establishing a system for booking appointments for clients.
-  ► Food and beverages are not allowed on site.
-  ► Disinfect frequently used surfaces such as:
  - Rest areas.
  - Customer seats.
  - Doorknobs, stairs, and windows.
  - Countertops and desks.
  - Elevator buttons
  - Payment points.



## Sewing shops and tailors workshops:



▶ **Commitment to public health requirements (mentioned in Article One).**



▶ **Maintaining periodic cleaning and disinfection procedures.**



▶ **Check the temperature and do not allow entry to those who have a temperature higher than 37.5 degrees.**



▶ **All visitors of these places must wear a mask or any other method of covering the mouth and nose.**



▶ **Staff members must wear gloves and masks while taking measurements and dispose them after every client.**

# Thank You



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