

Ministerial Decision

The Minister of Human Resources and Social Development,

Given the powers duly vested to him;

Having taken cognizance of the Labor Law promulgated by virtue of Royal Decree No. M/51 dated 23/08/1426 H., as amended by Royal Decree No. (M/24) dated 12/05/1434 H., as amended by Royal Decree No. (M/1) dated 22/01/1435 H., as amended by Royal Decree No. (M/46) dated 05/06/1436 H., as amended by Royal Decree No. (M/14) dated 22/02/1440 H., as amended by Royal Decree No. (M/134) dated 27/11/1440 H.

Having reviewed the provisions of Articles No. 11 bis, 121 and 144 of the Labor Law.

In order to reduce the spread of Coronavirus (Covid-19), the Ministry of Human Resources and Social Development is concerned about the safety of private sector workers.

Based on the requirements of the work interest, decides as follows:

- 1:** To approve the documentation of the procedural guide for the prevention of Coronavirus (Covid-19) in the workplace in accordance with the form attached to this decision.
- 2:** To oblige private sector Entities, operating within the activities excluded from the decision to suspend attendance at workplaces to combat Coronavirus (Covid-19), to follow the instructions stated in the procedural guide for the prevention of Coronavirus (Covid-19) in the workplace attached and issued by the MHRSD, in addition to the instructions of the official authorities to avoid infection of Coronavirus and provide proof of that to the Inspectors of the Ministry during the inspection tours.
- 3:** The penalties stipulated by the Human Resources and Social Development Regulations issued by penalties schedule under the

Ministerial Resolution No. 178743 dated 27/09/1440 H, shall be applied to the violator of such decision.

4: The Decision shall be entered into force as of the date of its issuance and shall be published on the MHRSD's Website.

5: The Vice Minister for "Labor" shall take the necessary actions to the enforcement of such decision.

God Bless

The Minister of Human Resources and Social Development

//Sic signature//





Eng. Ahmad Bin Suleiman Al-Rajhi

Introduction:

The Ministry of Human Resources and Social Development, in its interest of the safety of the workers and employees in the public and private sectors in the Kingdom of Saudi Arabia, this Guide was issued in order to reduce the spread of Coronavirus (Covid-19), and employers and workers in all sectors shall follow the general procedures for occupational safety and health requirements in this Guide, in addition to the official authorities instructions to avoid contracting the virus.

- **First:**

Basic Infection Prevention Measures:

-  To continuously sterilize frequently used surfaces, such as fingerprint devices, desks, reception, photocopiers, doors, keyboards, etc., provide hand sanitizers in workplaces and ensure the availability of masks for people with runny nose or cough.
-  To increase regular hand washing of employees and customers, avoid shaking hands, disseminate awareness materials and display posters that promote health prevention.
-  To take necessary measures to prevent contact with employees from outside the Kingdom for 14 days from entering the Kingdom without health symptoms.
-  To reduce meetings, workshops, conferences and training courses, stay away from gatherings and replace them with video conferencing and activate remote work.

- To be continued: **First:**

Basic Infection Prevention Measures:



To prepare appropriate plans to reduce the number of employees in the workplace by activating remote work or dividing employees into teams, apply the flexible attendance policy and take advantage of successful international and domestic examples in improving production efficiency to avoid the circumstances of labor shortage.



To provide personal care means that are appropriate to the working environment conditions, taking into account replacing them, if necessary.



To provide work environment hygiene requirements (such as providing garbage containers, hand soaps, disinfectants and single-use wipes for workers) in order to clean their desk surfaces and work environment.



To ensure that a physical distance, not less than one meter, between employees in the workplace is kept.



To clean and disinfect places for eating and drinking, ensure that they are free of open foods and drinks, used cups and using disposable utensils.

- **Second:**

Developing preventive measures for the immediate identification and isolation of the injured.



To ensure immediate diagnosis and isolation of the injured by applying preliminary examination procedures at the entrances.



To oblige the workers to self-monitor for the signs and symptoms of the Coronavirus on a daily basis and to use self-assessment methods for workers recommended by the Ministry of Health.



To apply a disclosure policy in the event that an employee or a person who lives with them or contacts them is exposed to the symptoms of infection, in addition to contacting with the Ministry of Health through the call center at (937).



To develop isolation policies and procedures for people with signs and symptoms of Covid-19 immediately and train workers to apply such policies and procedures.

- **Third:**

Implement Flexible Communication Procedures to protect the work environment.



To isolate workers who are suspected or confirmed cases of Covid-19, direct them to the nearest health facility or call 937 for help.



To ensure that sick leaves policies are flexible and consistent with public health guidelines and to comply with the official circulars issued in this regard.



To oblige workers who came in contact with confirmed cases to isolate themselves and stay home.

- **Fourth:**

Application of occupational safety controls in the workplace.



To assign a responsible teamwork within the facility to prepare and follow up the implementation of the emergency response plans.



To keep up with the directives and recommendations of the Ministry and the relevant authorities and integrate them with the safety and emergency plans of the facility.



To review the sources of exposure to internal and external infections of workers and work to reduce them.



To provide high-density air purifiers in the workplace.

- To be continued: **Fourth:**

Application of occupational safety controls in the workplace



To increase sources of natural or mechanical ventilation in the work environment.



To use physical barriers, if possible, such as transparent plastic barrier on surfaces in direct contact with workers and replace them periodically.



To stop unnecessary visits outside the workplace.



To provide an emergency contact line to answer workers' reports and respond to them immediately.



To add instruction signs and illustrations of how to properly wash hands at washing areas.

Your Health matters to us!