

Guidelines for Dealing with COVID-19 Patients & Contacts



قسم الموارد البشرية
Human Resources Department

نعود بحذر

A- Dealing with a Suspected Corona Virus Case in the Workplace:



**Contact directly the Clinic on:
Ext. 888
Mobile: +966 56 496 2535**



The clinic Physician/Nurse isolates the patient in room 102- Auditorium and informs the SSD director about the case.



The nurse makes sure that the employee is always wearing the face mask.



The infected employee should-schedule an appointment to do the test through the "صحتي" Sehhaty App.



A- Dealing with a Suspected Corona Virus Case in the Workplace:



The infected employee should submit the test result to the Crisis & Risk Management (CRM) Committee:

- Positive Result: the employee must apply for a sick leave and quarantine himself/ herself for 14 days based on the submitted sick leave from Sehaty App.

- Negative Result: the employee must resume back to work taking into consideration the Precautionary Measures



The infected employees can resume to work ONLY if the last three days of the quarantine have passed without experiencing any of the above-mentioned virus symptoms or having medications.



Have you been in contact with an infected person?



If yes, quarantine yourself at home for 14 days

Even if your test results are negative because the incubation period of the Corona virus is 14 days, and this may not be evident at the time when the sample swab was taken.



The period of contact is calculated as follows:

Two days before any symptoms appear and until 14 days.

From the time the sample swab was taken if there were no symptoms.

What does "in contact" with an Infected Person Mean?



Living with that person.



Having had direct contact with that person such as touching and shaking hands.



Having had direct contact with that person at a distance less than 2 meters for more than 15 minutes.



B- If an Employee was in Direct Contact with an Infected Person, she/he should:



Inform the CRM Committee by email that she/he was in direct contact with an infected person by email:

CRMCommittee@dah.edu.sa



Submit to the CRM Committee the positive result of the infected person and clarify the relation with him/her (employee /relative /friend)



Quarantine herself/himself at home and submit a request to work online for 14 days from the day of contact with the infected person based on the below cases:

1- If the employee is residing at the same home with the infected person.

2- If the employee didn't follow the mentioned Precautionary Measures.

B- If an Employee was in Direct Contact with an Infected Person, she/he should:



Do the test if any of the virus symptoms appeared during the quarantine days then submit the result to the CRM Committee.



Do Not Do the test if none of the virus symptoms appeared and report to work after the 14th days of quarantine.



Resume back to work ONLY if the last three days of the quarantine have passed without experiencing any of the above-mentioned virus symptoms or having medications.



الوقاية من فيروس كورونا هي مسؤولية مشتركة

**Prevention of COVID-19
is a mutual responsibility**