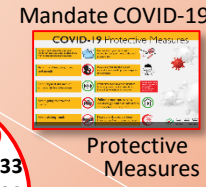


اعتلال في الصحة النفسية
PSYCHOLOGICAL ISSUES

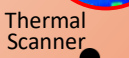
Employee Assistance Programme

Hotline 24441999
MAF 24671333
Clinic 24677439
North: 91409386
South: 91408162



Mandate COVID-19

Protective Measures



Thermal Scanner



صعوبة في التنفس
BREATHING DIFFICULTY



السعال
COUGH



الحمى
FEVER



Self Assessment



Hand Sanitizer In corridors

Job need



Mandatory Induction COVID

I will

will

will

will

will

will

will

will

will

will

will

will

will

will



Hand Sanitizer In corridors

Job need



Max 1

PLEASE STAY 2m APART

PLEASE STAY 2m APART

PLEASE STAY 2m APART

PLEASE STAY 2m APART

PLEASE STAY 2m APART

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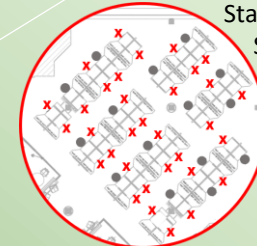
PLEASE STAY 2m APART



Avoid Crowd >5 people



Keep 2 meters of distance from each other



Staggered Seating Desks



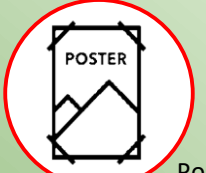
Fill from back forward



Exit from front to back



Stagger seating



Poster Awareness Campaigns



COFFEE SHOP



Interior Packed Lunch



Close Restaurants



Designate Rooms



Closed



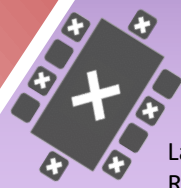
COVID-19 Symptoms



Home Lunch



Avoid Contact with Livestock/animals



Label Room Capacity



Label Room Capacity



Social Distance



Remote First



Wipe Desk @ Entry & Exit



know my COVID-19 Focal Point



Clear Desk of Documents & Books



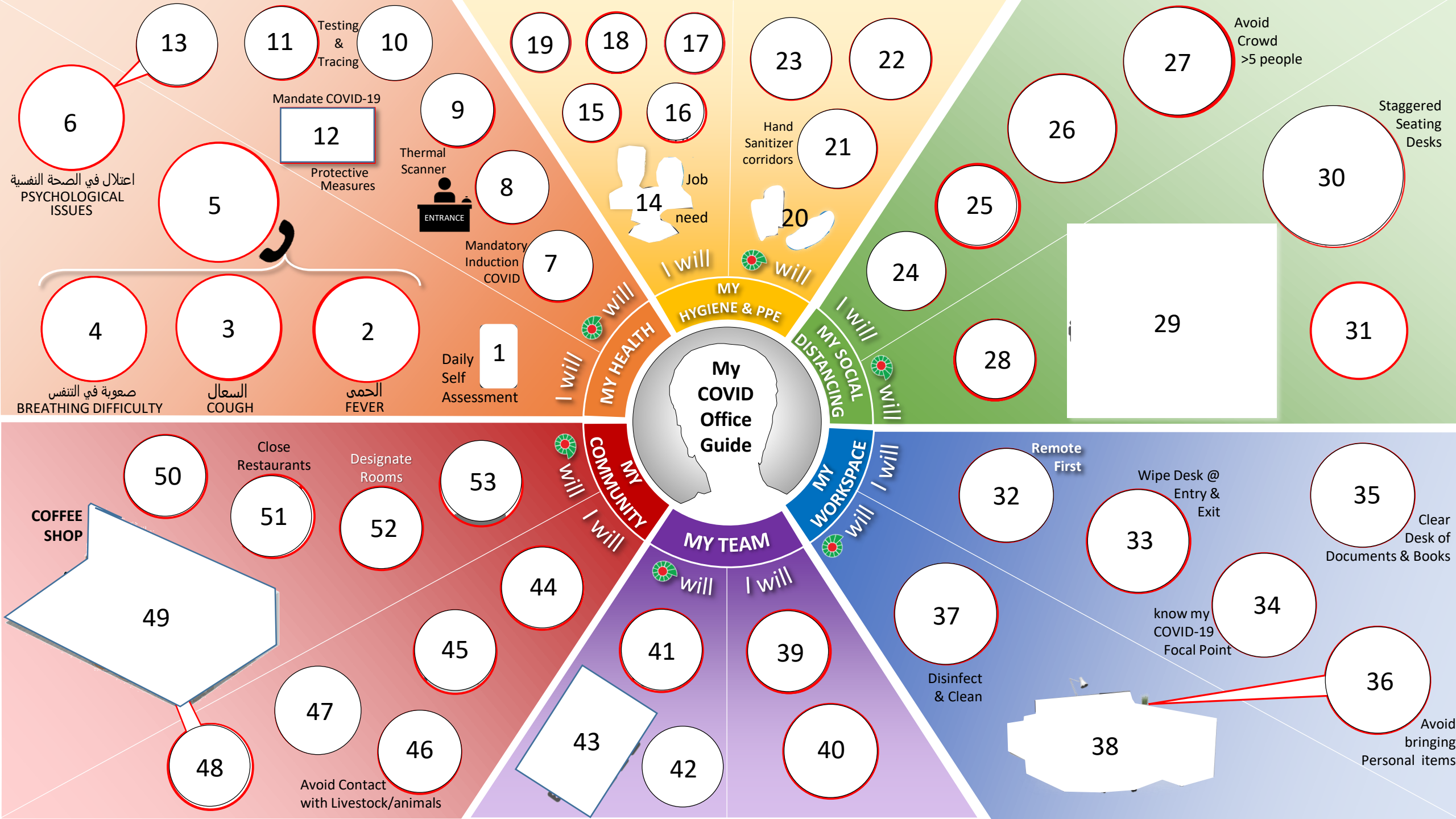
Disinfect & Clean



Disinfect & Clean



Avoid bringing Personal items





1. I will do the short daily self assessment every morning using the app [link](#).
2. If I have fever I will Connect with PDO MAF Clinic at 24671333/24677439 Or North: 91409386, South: 91408162 Or call your local MOH health center Or Ministry of Health hotline 24441999.
3. If I have cough I will connect with PDO MAF Clinic at 24671333/24677439 Or North: 91409386, South: 91408162 Or call your local MOH health center Or Ministry of Health hotline 24441999.
4. If I have breathing difficulty, I will Connect with PDO MAF Clinic at 24671333/24677439 Or North: 91409386, South: 91408162 Or call your local MOH health center Or Ministry of Health hotline 24441999.
5. Key contact numbers.
6. If I face psychological issues, I will contact the PDO clinic on 24671333/24677439.

7. PDO will mandate COVID-19 online induction before first return (to access [link](#)).
8. PDO will protect you by taking temperature through guns at each entrance
9. PDO will protect you by taking thermal scans at specified entrances
10. 11. PDO will make available COVID-19 testing when deemed necessary by clinic
11. PDO through MOH is tracking and tracing any spread through app ([Link](#)).
12. PDO will mandate compliance to 10 COVID19 protective measures ([Link](#)) & reporting of non-compliance.
13. PDO will ensure Employee Assistance Program for employees facing psychological issues

14. I will wear the appropriate PPE per job requirements
15. I will cover my sneeze into a tissue or elbow & wash or sanitize my hands immediately afterwards.
16. I will dispose off used tissue in the bins provided.
17. I will avoid shaking hands or hugging.
18. I will wash hands regularly with soap and water or hand sanitizer
19. I will avoid touching my face, eyes & nose.

20. PDO will make available appropriate PPE per job requirements.
21. PDO will make sanitizers available at all corridors and near lifts and staircases.
22. PDO's daily cleaning regime will ensure focus on entrances/exits during peak times and all surfaces shall be wiped with disinfectant regularly.
23. PDO's professional disinfecting regimes during the day & in high traffic/shared breakout areas & on commonly touched surfaces such as door handles & lift controls

24. I will avoid sharing small cars while commuting to work & if I do then will keep social distance & adhere to using face mask
25. I will restrict usage of lift & exercise caution. See details mitigation under lifts/elevators
26. I will maintain 2 meters physical distance at all time & wear facemask if 2 meters distance is not possible.
27. Avoid gathering of more than 5 persons.

28. PDO will ensure common areas are marked to enable physical distancing.
29. On buses, PDO will ensure back seats will be filled first & ensure seat staggering to enable social/physical distancing. When disembarking from buses, start front rows moving toward the back.
30. PDO will allocate available each office desk as per the 2m social distance. For further detail please refer to detailed guide.
31. PDO will provide awareness campaigns & packages (video/posters/screen savers, etc.)

32. I will practice remote first policy on communications.
33. I will wipe my desk clean on arrival & departure each day.
34. I will know my directorate COVID-19 Focal Point.
35. I will keep my workplace clean & clear of books & documents.
36. I will avoid bringing personal items to the office (e.g. plants etc.).

37. PDO's daily cleaning regime will ensure focus on entrances/exits during peak times & all surfaces shall be wiped with disinfectant regularly.
38. PDO will continue to provide suitable ergonomic office desk & chairs.



- 39. I will prioritize my team engagements through virtual meetings.
- 40. I will limit any necessary face to face team meetings applying social distancing rules.

- 41. PDO will not permit visitors to enter its offices.
- 42. PDO will post guidelines @ each meeting room, please comply.
- 43. PDO will ensure meeting rooms desk arrangements in accordance 2m social distancing separation.

- 44. If I carry any COVID-19 symptoms, I will not come to the office.
- 45. I will avoid close contact with anyone with cold or flu-like symptoms.
- 46. I will avoid unprotected contact with livestock, wild & farm animals
- 47. I will try to bring my own pack meals from home & avoid meals sharing with colleagues, (recommended cold lunches to avoid heating requirement)
- 48. Costa, Second Cup coffee shops & Subway will be available at MaF for take away orders only, sitting area will remain closed.

- 49. Costa, Second Cup coffee shops & Subway will be available at MaF for take away orders only, sitting area will remain closed.
- 50. PDO will continue to make packed lunch available for Interior location staff.
- 51. PDO will keep all MAF restaurants/canteens closed, Interior canteen will remain open for pack meals pick up only.
- 52. PDO will ensure suitable prayer place is available e.g. meeting rooms during lunchtime while staff are expected to bring their own prayer mats & adhere to social distancing.
- 53. PDO will keep masjids closed.