



مستشفى الملك فيصل التخصصي ومركز الأبحاث  
King Faisal Specialist Hospital & Research Centre  
Gen. Org. مؤسسة عامة

**RUSH**

### **GENERAL DISTRIBUTION**

**TO:** All Departments  
King Faisal Specialist Hospital & Research Centre  
(General Organization) - Riyadh

**DATE:** 10 Rajab 1441  
05 March 2020

King Faisal Specialist Hospital & Research Centre  
(General Organization) - Jeddah

**REF:** GD:707-41

King Faisal Specialist Hospital & Research Centre  
(General Organization) - Madinah

**FROM:** Majid Alfayadh, MD, MMM  
Chief Executive Officer  
Office Of The CEO

### **SUBJECT: COVID-19 PRECAUTIONARY MEASURES FOR HOSPITAL EMPLOYEES**

Aiming to protect our patients, ourselves, our families and loved ones, King Faisal Specialist Hospital & Research Centre (Gen. Org.) would like to announce that due to the current situation worldwide concerning Coronavirus Disease 2019 (COVID-19), travel restrictions or banning of flights from and to certain countries might be enforced. Therefore, the Human Resources Department will cancel all business/professional leaves scheduled inside and outside the Kingdom of Saudi Arabia on and after 8 March 2020. At the same time and except for emergencies, annual leaves to travel outside the Kingdom are strongly discouraged and all employees returning from leave must be screened by Family Medicine.

Human Resources will cancel/re-schedule your leave(s) without incurring any penalties for the purchased tickets or registration fees for conferences, seminars, or other events.

All events scheduled at the Hospital are requested to be cancelled or postponed to a later date.

As additional precautionary measure, hand punch machines are not to be used by any staff until further notice; managers/heads will be responsible for ensuring and monitoring their department members' attendance on a daily basis.

Finally, please remember that the most effective measures to prevent spread of the virus are the simple ones:

- Wash your hands often with soap and water for at least 20 seconds or clean them with an alcohol-based sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Stay home if you are sick and do not report to work without being checked and

cleared.

- Cover your nose and mouth with tissue (or elbow/shoulder if no tissue is available) when coughing or sneezing; throw the tissue in the trash.
- Face masks should be used by people who appear to have respiratory illness symptoms or work in an area that requires the use of a face mask. You do not need it if you are healthy.

The Hospital values the wellbeing of all its employees and patients and wishes you good health.

Thank you.

MIF

CC:  Qassem Alkeshan, MS, Acting Director, Human Resources Services, HRS  
 Yousef Alharbi, PhD, Chief Human Resources Officer, HRM-CL  
 Hail Alabdely, MD, Chief Medical Officer, MCA-ED