



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

DATE: 14 Rajab 1441
09 March 2020

REF: GD:712-41

FROM: Majid Alfayadh, MD, MMM
Chief Executive Officer, Kfsh&RC
Office Of The CEO

SUBJECT: PRECAUTIONARY MEASURES FOR HOSPITAL EMPLOYEES RETURNING FROM HIGH RISK AREAS FOR COVID-19

As part of the Hospital's responsibility to ensure that all patients and employees are protected and safe, KFSH&RC (Gen. Org.) implements the following measures related to identified high risk areas for COVID-19. Please be advised that information on the high risk areas is available and updated daily via <https://www.kfshrc.edu.sa/en/home/covid>

1. All employees who have traveled to high risk areas and have fever and/or respiratory symptoms are required to visit the designated clinics (employee travel screening clinics) for screening and assessment.
2. All employees who have recently traveled to high risk areas starting 22 February 2020 and have no symptoms should comply with the following:
 - Confirm the return from the high risk areas via phone and email to the immediate supervisor and stay home for a total of **fourteen (14) days** from the date of arrival.
 - Employees who have fever or respiratory symptoms during the 14-day quarantine period must take the necessary precautionary measures and visit the indicated clinics below or Emergency Department (after working hours) for screening and assessment.
 - Immediate supervisor/s will be responsible for monitoring the compliance of their respective department members as to non-reporting for work during the 14-day period.
 - Immediate supervisor/s will be responsible for completing the employee travel information starting 10 March 2020 through <https://www.kfshrc.edu.sa/en/home/covid>
 - After the above-mentioned 14-day period, the employee has to visit the following Employee **Travel Screening Clinics** for clearance:

- a. KFSH&RC-Riyadh Family Medicine - Employee Travel Screening Clinic, located near the old EMS holding bay, first floor (near the old East Wing tunnel)
 - b. KFSH&RC-Jeddah Family Medicine, South building (Jeddah campus)
3. Contractors, Consulting firms and Vendors. It is the responsibility of all Hospital departments to ensure that any contractors, consulting firms and vendors in their respective areas follow all country and hospital guidelines related to COVID-19 precautions. Hospital departments should monitor travel history and symptoms, and report/communicate with their hiring companies for immediate action.

KFSH&RC advises strongly against international travel except for emergencies.

This GD supersedes all relevant previous communications.

For any inquiries, please feel free to call the following numbers:

Human Resources related inquiries:




- **Riyadh – MCD 47737**
- **Jeddah – MCD 49548**

Healthcare related inquiries:

- **Riyadh – MCD 41632**
- **Jeddah – MCD 40620**

Thank you for everyone's cooperation.

MIF

CC:  Hail Alabdely, MD, Chief Medical Officer, MCA-ED
 Yousef Alharbi, PhD, Chief Human Capital Officer, HRM-CL
 Mohammed Abtaibi, MD, MBA, Deputy Chief Executive Officer, Healthcare Delivery, CEO-HD