



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

**RUSH**

**GENERAL DISTRIBUTION**

**TO:** All Departments **DATE:** 27 Rajab 1441  
King Faisal Specialist Hospital & Research Centre 22 March 2020  
(General Organization) - Riyadh  
King Faisal Specialist Hospital & Research Centre **REF:** GD:727-41  
(General Organization) - Jeddah  
King Faisal Specialist Hospital & Research Centre  
(General Organization) - Madinah

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

**SUBJECT: COVID-19 PRECAUTIONARY MEASURES: TELEWORK IMPLEMENTATION**  
GD:713-41

Following all communication sent regarding precautionary measures against COVID-19 and as part of KFSH&RC's values, the Hospital continuously employs necessary safeguards for the protection of its employees and patients.

Thus, all employees, including supervisors and managers, unless their presence is required for operations that cannot be performed at home, shall work from home in compliance with Government regulations, until further notice. It should be ensured that employees are available online or via phone at all times and report for work within 30 minutes, when needed.


Human Capital, in collaboration with Healthcare Information Technology Affairs (HITA), has implemented the Telework Self-Service request through the Oracle system; please be guided accordingly.

We value your safety and thus remind you to ensure proper hand hygiene and social distancing while at home.

Thank you for your cooperation.

May God keep you safe.

MIF

CC:  Yousef Alharbi, PhD, Chief Human Capital Officer, HRM-CL

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