



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

GENERAL DISTRIBUTION

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

DATE: 3 Shaban 1441
27 March 2020

FROM: Majid Alfayyadh, MD, MMM
Chief Executive Officer, Kfsh&Rc
Office Of The CEO

REF: GD:731-41

SUBJECT: COVID-19 PRECAUTIONARY MEASURES: AUTOMATION OF HOSPITAL HOUSING REQUESTS FOR STAFF IN CLOSE CONTACT WITH POSITIVE COVID-19 PATIENTS

In line with the KFSH&RC's continuous efforts to protect employees against the spread of COVID-19, collaboration has been made with Housing Services Department to provide temporary accommodation to staff per the following conditions, based on housing availability:

1. Employees working in close contact with COVID-19 positive patients in KFSH-East.
2. Employees for isolation due to contact and exposure.
3. Employees affected by the curfew, mainly females.
4. Employees working in the Main Hospital and require housing for special reasons (e.g., immunocompromised family members at home or other justifiable causes).

For this purpose, please be informed that requests for Hospital Housing through the Oracle system has been implemented. Accordingly, concerned employees shall submit their Hospital Housing requests by selecting the following categories:

1. KFSH Employee Self-Service or Secretary Self-Service
2. Housing Services
3. Housing Move In/Out Request
4. Choose the "Reason" from the drop-down list

Rest assured that Housing Services Department will ensure to cater to every request based on priority and availability.

For any inquiries in this regard, please contact the Assignment Section of Housing Services at MCD no. 43388.

Please be safe.

Thank you.

MIF

CC:



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