SUBJECT: HR ACTIONS IN LINE WITH COVID-19 SITUATION

Dear All,

Due to the current COVID-19 situation, Human Resources would like to advise all employees that Health Screening - PPD Test (as part of the annual re-contracting requirements) has been deactivated in Oracle HRM system for three (3) months effective 15 March 2020

Moreover, to assist all Healthcare practitioners, SCFHS licenses expiring in April, May, June, and July have been extended until 1st of August 2020.

As per previous communications, the following requirements were also deactivated

1. Fire and Safety (classroom) Training only
2. Life Support Training Courses

We encourage all employees to **proceed with their re-contracting process through Oracle HRMS system** and **not through manual process via Enterprise Correspondence**.

For any further inquiries please do not hesitate to contact the following:

- **Riyadh - MCD 47737**
- **Jeddah- MCD 49548**
- **EMAIL: ASKHR@Kfshrc.edu.sa**

Kindly disseminate this important update / information to all respective staff in your respective department(s) and section(s).

Thank you and stay safe.

Human Capital, HQ