



أولى  
عمالون  
صحة وأمان



# COVID-19

EMPLOYEES TO ACT  
RESPONSIBLY AND FOLLOW  
HEALTHY AND SAFE HABITS

**Safety is a shared responsibility and by working together, you can take significant steps in preventing the transmission of the virus.**

## **COVID-19 COMMON SYMPTOMS:**

- Fever
- Cough (usually dry)
- Shortness of breath

## **COVID-19 MODE OF TRANSMISSION:**

The virus seems to be transmitted mainly via respiratory droplets that people sneeze, cough, or exhale. The virus can also survive for several hours on surfaces such as tables and door handles.

## **PERSONAL HYGIENE**



- All Employees should wash their hands frequently with soap and water for a minimum of 20 seconds to help protect from germs and, if soap and water not available, use an alcohol based hand rub containing alcohol (ethanol or ethyl alcohol 60% minimum), isopropyl alcohol or benzalkonium chloride.

- All Employees should avoid touching their face with their hands. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

## HEALTHY HABITS



- All employees are highly encouraged to disinfect their desks, IT equipment, and telephone every day.
- All Employees should avoid sharing personal items and stationary.
- All Employees should cover their mouth and nose with a disposable tissue when coughing or sneezing to prevent their coworkers from getting sick. If tissue is not available, employees should use the top of their sleeve, above their elbow.
- All Employees should avoid shaking hands, kissing and hugging coworkers.
- All Employees should apply Physical distancing and remain out of group settings, mass gatherings, and maintain distance (approximately 6 feet or 2 meters) from others whenever possible.

## MOVEMENT AND TRAVEL



- Employees **MUST** avoid social events and restrict their movement inside the State of Qatar.
- Business Trips and Personal travels shall be postponed until the situation gets better.
- Healthy and Safe Employees strongly recommends **STOP** the travel of employees' and their family.
- Home Based Quarantine – All employees returning from travel should exercise precaution and will be home based quarantine for 14 days. Employers should not deduct the 14 days from the Employee's Annual Leave.

## SICKNESS – ATTENTION



**If an employee has shown any of the COVID-19 symptoms, it is highly recommended that:**

- The employee **MUST** stay home and avoid contact with other people as much as he/she can
- Employee **MUST** immediately report to an employer on health status.
- Employee **MUST** stay separated from other family members or to take highest protection measures while being surrounded by healthy people, to ensure not to infect them.
- Employee **MUST CALL** the MOPH hotline 16000 before visiting the Health Care facility
- Employee **MUST** wear a surgical mask and clean his hands often
- Employee **MUST** present a medical clearance before returning to work

**Craft and Manual Workers must visit one of the health centers operated by Qatar red Crescent who will transfer them appropriately.**

In the situation of an employee having closed contact with a suspected or confirmed Covid-19 patient, the employee MUST communicate directly with line manager and call the hotline 16000 to follow their instructions with regards to home based quarantine

**For more info. on Coronavirus  
Disease 2019 (COVID-19)  
visit [www.moph.gov.qa](http://www.moph.gov.qa) or call 16000**



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