

REPORTING
**BACK TO
OFFICE**



APPROACHING
ROYAL PLAZA
AL SAAD STREET
DOHA-QATAR
33.176728°N 52.878751°E

DALLAH HOLDING
دلة القابضة
ميديا . Media



Our guideline for DHM Safety Measures once WE report back to office.

EMPLOYEES FIRST

WE LISTEN

In line with the survey that has been released to our employees, we would like to inform you that our office premises at Royal Plaza will be open for employees who are eager to report back to work starting July 1, 2020, provided the number of employees at the office premises will not exceed 50% of the whole workforce.

Also in line with the survey, we would like to inform you that all employees who are not yet comfortable reporting back to the office and choose to continue working from home are allowed to do so until further notice.

Stay healthy. Stay safe. Stay connected.

WELCOME BACK



LIFE CONTINUES

WE REMAIN STRONG

As we re-open our doors, we would like to remain healthy, safe, and strong. To achieve this we will have to set some guidelines to facilitate our workflow policies and procedures.

We will be following the guidelines set by the Supreme Committee for Crisis Management.

DHM will be welcoming its employees back in the Royal Plaza office premises starting Phase 2 of the nationwide reopening, as follows:

Phase 2: July 1, 2020

50% of employees at workplace with strict health precautions

Phase 3: August 1, 2020

80% of employees at workplace with strict health precautions

Phase 4: September 1, 2020

100% of employees at workplace with strict health precautions

OBJECTIVE



OBJECTIVE

This Guideline provides a set of rules that we are all expected to follow to ensure the safety both of ourselves and our colleagues. Guidelines have been formulated based on directives issued by competent authorities and our National Government.

Furthermore, we have added some Guidelines that are specific to our DHM family, in line with the opinions that you have shared with us through the groupwide survey that we have released.

This Guideline will continuously be updated as we monitor and follow instructions that are released by our government.

Let us all work together and help keep everyone safe.

Because one person's safety and is everyone's safety.



WORKPLACE SAFETY AND HEALTH

GENERAL BEHAVIORS

Maintain behaviors that prevent infectious diseases and turn them into habits and a way of life, such as washing and sterilizing hands, and observing sneezing and coughing etiquette.

Improve the body's immunity to prevent diseases by sleeping enough hours, eating healthy food, and exercising daily.

Educating ourselves on how to deal with diseases and protect both ourselves and the community from them.

HOW TO PROTECT YOURSELF

It is essential that people follow the recommendations issued by the Ministry of Public Health to reduce the risk of infection.

Wash your hands regularly, and avoid touching your eyes, nose and mouth.

Cover your mouth and nose with your sleeve or tissue when you cough or sneeze.

Stay at home and only leave the house if absolutely necessary.

Follow physical distancing guidelines – including keeping a 2-meter distance from other people.

And follow Ministry recommendations on the use of masks and gloves.

MENTAL HEALTH WELL-BEING TIPS AND ADVICE

During this time of uncertainty it is especially important to take a proactive approach to your mental health and wellbeing and follow simple steps to maintain good mental health.

Maintain a balanced diet and keep active. Try to exercise at home if possible or go for a walk outside but avoid exercising in groups of people.

Maintain strong relationships with family and friends. Use mobile phones and computers to keep in contact with friends online to ensure you adhere to physical distancing guidelines.

Practice good sleeping habits. Even if your normal routine has changed, try to go to bed and get up at set times.

Learn ways to maintain a positive attitude. You may be unable to do many of your regular daily activities due to the current situation but try having a positive attitude to this and focusing on taking up new hobbies or activities that you can do at home.

Talk about your feelings with someone you trust. In this time of uncertainty it is understandable that you may feel worried, frightened, confused, anxious, or low. The best thing you can do is to speak to someone about how you feel. Try talking to a family member or friend, or if you prefer you can call the Mental Health helpline on 16000 to speak to a healthcare professional.

BEHAVIORS BEFORE ENTERING OUR OFFICE PREMISES

As we are limiting the number of people present in the office premises to 50% of our workforce, please ensure that you have coordinated with your Leader and have taken his consent prior to coming to office.

Prior to entering our premises, please observe the following behaviours:

Do not overcrowd the mall elevators when coming to our office premises.

Refrain from touching the handrails in the common areas of the mall outside our offices.

Avoid loitering around the mall and proceed directly to your workstations after following the additional preventive measures set at our entrances.

Avoid smoking in groups.

VULNERABLE GROUPS



HIGH RISK

People above 40 years of age, those with weakened immune systems and people with conditions such as diabetes, high blood pressure, heart and lung disease are more prone to serious illness.

CONTINUE WORK FROM HOME

Employees who are considered at high risk of contacting the virus are advised to continue work from home. Compensation benefits will be the same as those who have started reporting back to office.

FIRE HAZARDS & EMERGENCY RESPONSE



FIRE HAZARDS

- Recommended hand sanitizers by MOPH/WHO contains minimum of 70% alcohol. This is highly inflammable and must be handled with care to avoid injury or fire outbreak.
- Do not use the lighter near the hand sanitizer, or do not keep sanitizer in areas with open flame.
- Avoid storage of large quantity of hand sanitizers. Keep a stock that is adequate for few days use and replenish the stock regularly.

FIRE EMERGENCY RESPONSE

- Safe distance policy of at least 2 meters is not applicable during fire evacuation. In case of fire emergency follow the recommended actions and evacuate the building through the emergency escape route posted at the entrance of offices.
- Proceed to assembly point on ground floor, backside of the building using the staircase. Do not use the elevator.
- Usage of existing access cards (IDs) are not mandatory for exiting the office during emergency evacuation.

WHAT TO DO IF YOU ARE SICK



HELPLINE: 16000

Anyone who has symptoms of COVID-19 should quickly contact the 16000 helpline.

The four main testing centres are:

[Muaither Health Centre](#)

[Rawdat Al Khail Health Centre](#)

[Um Slal Health Centre](#)

[Al Gharafa Health Centre](#)

PREVENTIVE MEASURES APPLIED BY DHM



REDUCING TRANSMISSION OF COVID19

- Flexibility in sick leave policies consistent with public health guidelines
- Flexible worksites, either office or home
- Flexible working hours. Overtime at the office is not recommended and discouraged. When necessary, please limit to 2 hours per day.
- Safe distance policy of at least 2 meters
- Provision of air purifier
- Availability of protective materials in the workplace, such as face masks, hand gloves, soap and water, and hand sanitizers
- If an employee tested positive for Covid-19, shutdown of the workplace for 48 hours with deep cleaning and disinfection of the premises

REDUCING TRANSMISSION OF COVID19

- Health and safety guidelines in conspicuous places
- Communication measures in place such as offering guidelines from our HSSE Manager and Leaders, briefings at meetings, and proper information dissemination
- Requirement of GREEN barcode on Ehteraz upon every entry to be checked in the reception
- Replacement of finger-print time attendance into a face detector machine. The machine allows registered employees to enter office premises only if temperature is normal and if wearing a face mask. Usage of existing access cards (IDs) are mandatory for exiting the office.
- Control of incoming visitors through appointment basis.

REDUCING TRANSMISSION OF COVID19

- Decreasing of number of chairs inside the meeting room to five (5) only, to limit meeting attendees while imposing safe distancing
- Installation of clear desks partitions and branding signages to constantly demonstrate safe distancing
- Installation of Wiqaya Gate Unit at the office entrance

DUTIES OF LEADERS



Duties of LEADERS



MINIMIZE NUMBER OF EMPLOYEES

Limit the number of your team members in the workplace to the capacity identified by the Government.
(20% Phase1; 50% Phase2; 80% Phase3; 100% Phase 4)

PROVIDE HEALTH AND SAFETY ITEMS

Face masks, gloves, disinfecting wipes, alcohol, and hand sanitizers should be readily available

PRACTICE EMPATHY

Prioritize the health and safety of the employees, both physical and mental

Duties of LEADERS



LIMIT FACE-TO-FACE MEETINGS

Face-to-face meetings, if absolutely needed, should be limited to 5 people while still observing social distancing, and kept short as much as possible.

ONLINE MEETINGS

Regular meetings are encouraged and should be done via Microsoft Teams and/or Zoom



The
Power
of **WE**

**DUTIES OF
EMPLOYEES**

Duties of EMPLOYEES



MINIMIZE CONTACT RATE

Using the landline and calling your colleagues through their direct lines are preferred over going to their offices and talking to them face-to-face.

This may have been the opposite of what we have established for so long, but we are AGILE, and we are flexible to face the challenges brought about by this pandemic.

Duties of EMPLOYEES



MINIMIZE CONTACT RATE

Avoid shaking hands completely.

Keep hands sterilized periodically.

Avoid socializing during lunch breaks.

Refrain from using other employee's phones, desks, stationeries. Refrain from taking and using your colleague's pens.

Clean and disinfect frequently touched objects, such as keyboards and mouse.

Duties of EMPLOYEES



BE MINDFUL

Please be mindful of your colleagues when sharing news about COVID-19 and stick only to the facts.

Note that some of us are also practicing social media distancing and current news distancing for our mental health.

Prank jokes are strictly prohibited, such as fake loud coughing.

Duties of EMPLOYEES

Because taking care of yourself means taking care of everyone else

- Sanitizing wipes, tissues, and alcohol are readily available. Please clean your own desks when arriving to and before leaving the office.
- Coffee and tea are readily available in the pantry. Please make your own during this time, and use disposables if possible.
- Small garbage bags and small sealable envelopes are readily available. Please place your used face masks and hand gloves in these bags/envelopes before throwing them in the garbage.
- Office toilets will only be cleaned by the office assistant twice: once in the morning & once in the evening. All employees must clean it before & after using it. All necessary sanitizing materials such as wipes, tissues, alcohol will be readily available.
- We must continually practice cleanliness, proper hygiene and sanitization in our second home.

بوابة
أوقاية
Wiqaya Gate

WIQAYA
GATE



A MODERN-DAY NECESSITY

STEP TOWARDS SAFER PLACES

WIQAYA GATE is a product of Dallah Holding, that is made in Qatar and in line with the MOPH guidelines to slowdown the virus spread in the country, and our way to support the community and businesses around Qatar.

It is a technology-enabled booth for sanitization that uniquely differs than similar solutions available in the market with the following competitive features... and more:

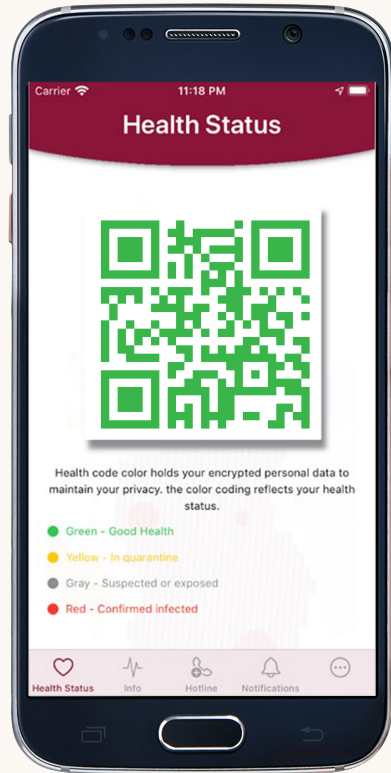
1. High end infrared camera (extra features for security, access control, attendance reporting that can be used separately anytime the machine is no longer needed in the future)
2. Ultrasonic atomizing technology (not spray) for safe overall sanitizing effectiveness and cost efficiency.
3. Solution material that we use is 100% plant derived with global certification proving it's safety and effectiveness against bad bacteria and viruses for much longer time than alcohol based and chemical solutions in the market.
4. Fully custom branding
5. Fully automated system, that does not need any operator

This gate has been enabled to check the body temperature, provide hands sanitation, provide face recognition that will detect face masks and other necessary PPEs, and provide overall body sanitation through vapor.



USE OF EHTERAZ

EHTERAZ



All employees must install the Ehteraz application on their mobile phones when leaving the house for any reason as per government directives.

The app seeks to protect the community from COVID-19 infections and strengthen preventive measures to limit the spread of the virus. The app seeks such goal by alerting people who have come in contact with a person who has been infected.

When someone is diagnosed with COVID-19, every person with the Ehteraz app that they have recently been in contact with will receive an alert to go to the health centre to be checked. The app also provides the latest, official updates and statistics issued by the Ministry of Public Health around COVID-19 in a simple, concise way. It also has a feature to notify users of the latest awareness and precautionary instructions issued by the official authorities in the country.

Our office requires that all employees reflect an EHTERAZ GREEN on their mobile screens before entering the office.



FURTHER
READING

References and Further Reading

Stay informed

[Workplace Guidance COVID-19 issued by the Ministry of Public Health](#)

[Getting your workplace ready for COVID-19 issued by the World Health Organization](#)

[Controlled Phased Lifting of COVID-19 Restrictions in Qatar dated June 8th 2020 by the Supreme Committee for Crisis Management](#)

References and Further Reading

Stay connected

<https://covid19.moph.gov.qa/EN/Information-tailored-for-you/Pages/default.aspx>

https://www.cdc.gov/coronavirus/2019-ncov/community/high-risk-workers.html?fbclid=IwAR2xFWV4t9dd8b3s_-0r2flvi_SdQZ48ZCUJnALEUjxm_uEBCgdSWJbeU_A

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