

REPORTING
**BACK TO
OFFICE**



APPROACHING
ROYAL PLAZA
AL SADD STREET
DOHA-QATAR
33.1767201N 52.138701E

DALLAH HOLDING
دلة القابضة
ميديا . Media



SURVEY RESPONSE SUMMARY

EMPLOYEES FIRST

WE LISTEN

GOAL:

To come up with a collaborative decision on the best time to start reporting back to the office in alignment with our **Power of WE** drive.

ACTION PLAN:

To collect data, evaluate our options, come up with alternative solutions if needed, establish guidelines, and implement a plan, taking into consideration the whole team's concerns and recommendations.

ANALYZED COLLECTED DATA

64 TOTAL RESPONSES *

Answers for each questions were categorized, defined, and measured accordingly.

This presentation aims to show a summary overview of our responses.

**As of 11 of June, 2020*

Question 1: How is working from home to you like?

WE answered:

Positive *

WE feel safe, secure, productive, comfortable, while having flexible work setup

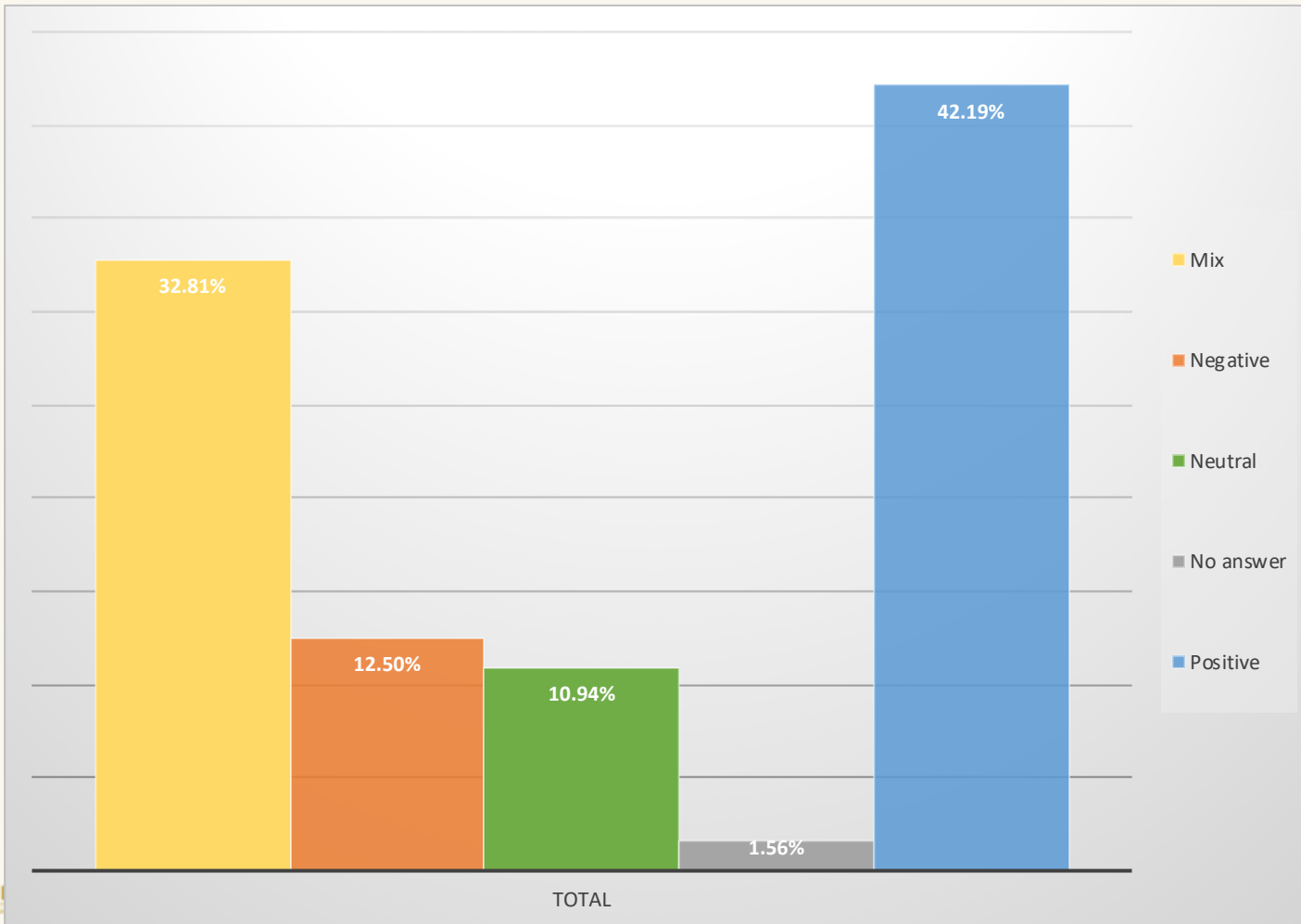
** 42.19% out of total responses answered positive.*

Question 1: How is working from home to you like?

Categorized Answers:

Categories:	Operational Definition:
Positive	Safe, secure, productive, comfortable, flexible work setup
Negative	Unable to focus, challenging, lacking ergonomics, longer working hours, meetings at undesired late working hours, feeling disconnected.
Mix	Has advantage and disadvantage; Manageable & feeling safe but missing interacting with people or has extended working hours; Challenging work setup but manageable
Neutral	It is fine for now

Measured Answers:



Question 2: When would you like to go back to the office?

WE answered:

***Depends on Qatar's government
announcement & situation ****

- When the curve flattens
- When the number of positive cases goes drastically lower
- Depends on the government's announcement

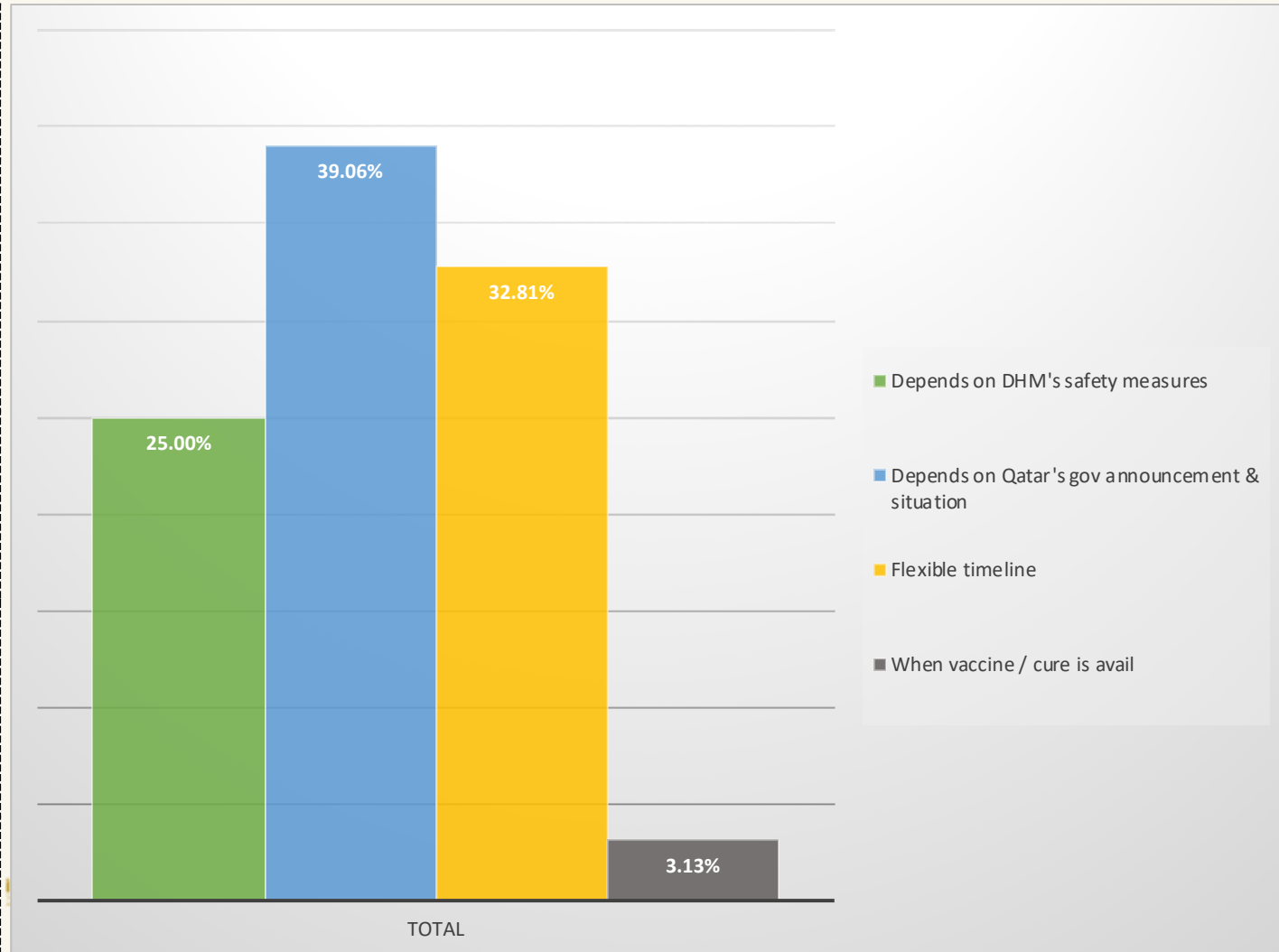
** 39.06% out of total responses answered depends on Qatar's government announcement & situation.*

Question 2: When would you like to go back to the office?

Categorized Answers:

Categories:	Operational Definition:
Depends on Qatar's gov announcement & situation	<ul style="list-style-type: none">* When the curve flattens* When the number of positive cases goes drastically lower* Depends on the government's announcement
Depends on DHM's safety measures	<ul style="list-style-type: none">* As soon as DHM office imposes strict safety measures
Flexible timeline	<ul style="list-style-type: none">* Anytime, whenever necessary, in 2 weeks, ASAP* As long as it is safe
When vaccine / cure is avail	

Measured Answers:



Question 3: What will make you feel comfortable and safe reporting back to the office?

WE answered:

Safety measures in place *

- Mandatory wearing of gloves, face mask, any necessary PPEs
- Complete & full sanitation of the office at all times
- Imposing social distancing, closed/clear partition between employees on desks
- Strict safety & wellness implementation in reception area (checking the temperature of all incoming staffs & limited acceptance of visitors)

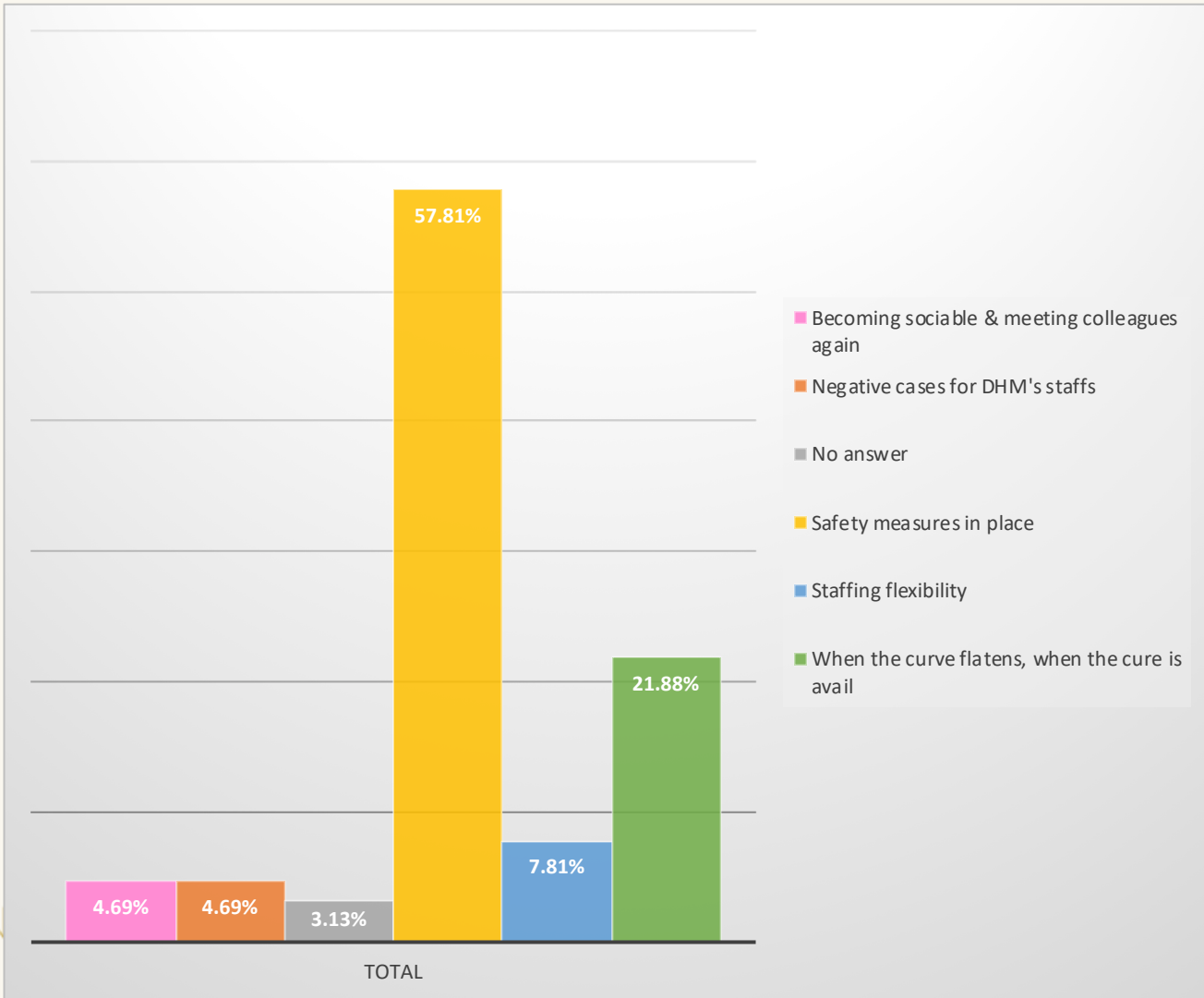
** 57.81% out of total responses answered safety measures in place*

Question 3: What will make you feel comfortable and safe reporting back to the office?

Categorized Answers:

Categories:	Operational Definition:
Safety measures in place	<ul style="list-style-type: none"> * Mandatory wearing of gloves, face mask, any necessary PPEs * Complete & full sanitation of the office at all times * Imposing social distancing, closed/clear partition between employees on desks * Strict safety & wellness implementation in reception area (checking the temperature of all incoming staffs & limited acceptance of visitors)
Staffing flexibility	<ul style="list-style-type: none"> * Staffs not to be in the office - all at the same time * Flexible working hours * Staff rotations
When the curve flattens, when the cure is avail	<ul style="list-style-type: none"> * When there is a relative constant decrease in the daily statistics of infected patients in QA * When there is a solution or vaccine that is in progress of completion * When other businesses are starting to reopen
Negative cases for DHM's staffs	<ul style="list-style-type: none"> * When all staffs in the office has been tested negative * Health check for all employees
Becoming sociable & meeting colleagues again	<ul style="list-style-type: none"> * Seeing the colleagues again * Good mental health by seeing other people, feeling like it is "back to normal"

Measured Answers:



Question 4: What will make you feel safe inside the office?

WE answered:

Social Distancing*

- At least 1 meter apart from each other, separators in between desks
- Refrain unnecessary gatherings, limited access for visitors
- Staffs' shift rotations

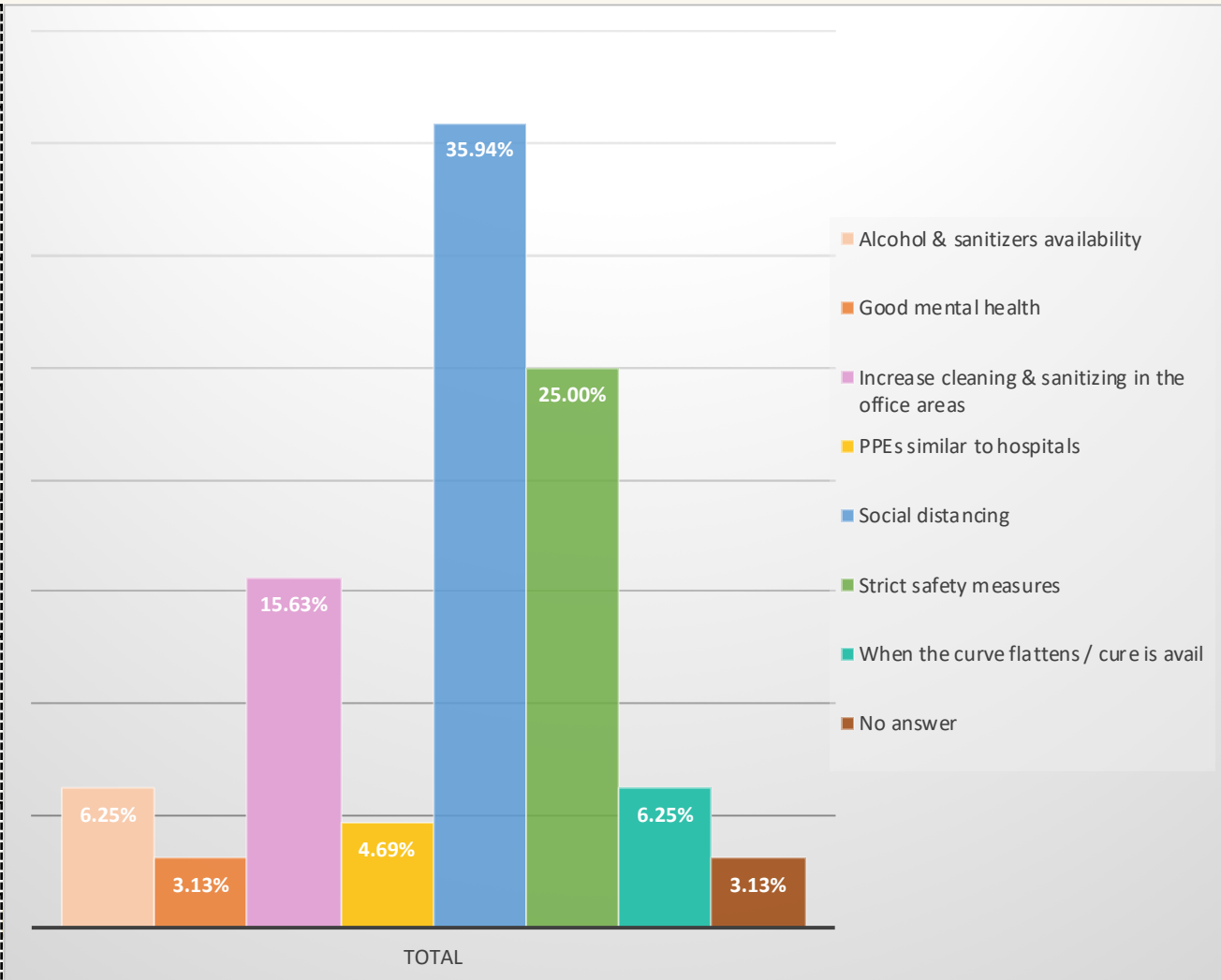
** 35.94% out of total responses answered social distancing.*

Question 4: What will make you feel safe inside the office?

Categorized Answers:

Categories:	Operational Definition:
Social Distancing	<ul style="list-style-type: none"> At least 1 meter apart from each other, separators in between desks Refrain unnecessary gatherings, Limited access for visitors Staffs' shift rotations
Alcohol & sanitizers availability	<ul style="list-style-type: none"> Disinfection machine Immense availability of alcohol & sanitizers at all corners
PPEs similar to hospitals	<ul style="list-style-type: none"> Face mask, gloves, etc. Alcohol mats for shoes
Increase cleaning & sanitizing in the office areas	<ul style="list-style-type: none"> Disinfection of office & general's cleanliness practice When all staffs in the office has been tested negative Health check for all employees
All strict safety measures	<ul style="list-style-type: none"> * Social distancing, separators in between staffs * Mandatory PPEs, face masks, gloves, increase cleanliness & sanitation in all the office areas * Create ventilations, air purifiers
When the curve flattens / cure is avail	<ul style="list-style-type: none"> * Solution or vaccine is available - or at least in progress of completion
Good mental health	<ul style="list-style-type: none"> * Working or seeing other people, work life balance

Measured Answers:



Question 5:

What measures would you like to see in place to protect you and your colleagues against Covid19?

WE answered:

Social Distancing measures *

- At least 1 meter apart from each other, separators in between desks
- Refrain unnecessary gatherings, limited access for visitors
- Staffs' shift rotations, More online communication
- Remain working from home, if not necessary to go to the office
- Not all 100% of the employees should be in the office right away
- Post stickers or markers to remind social distancing

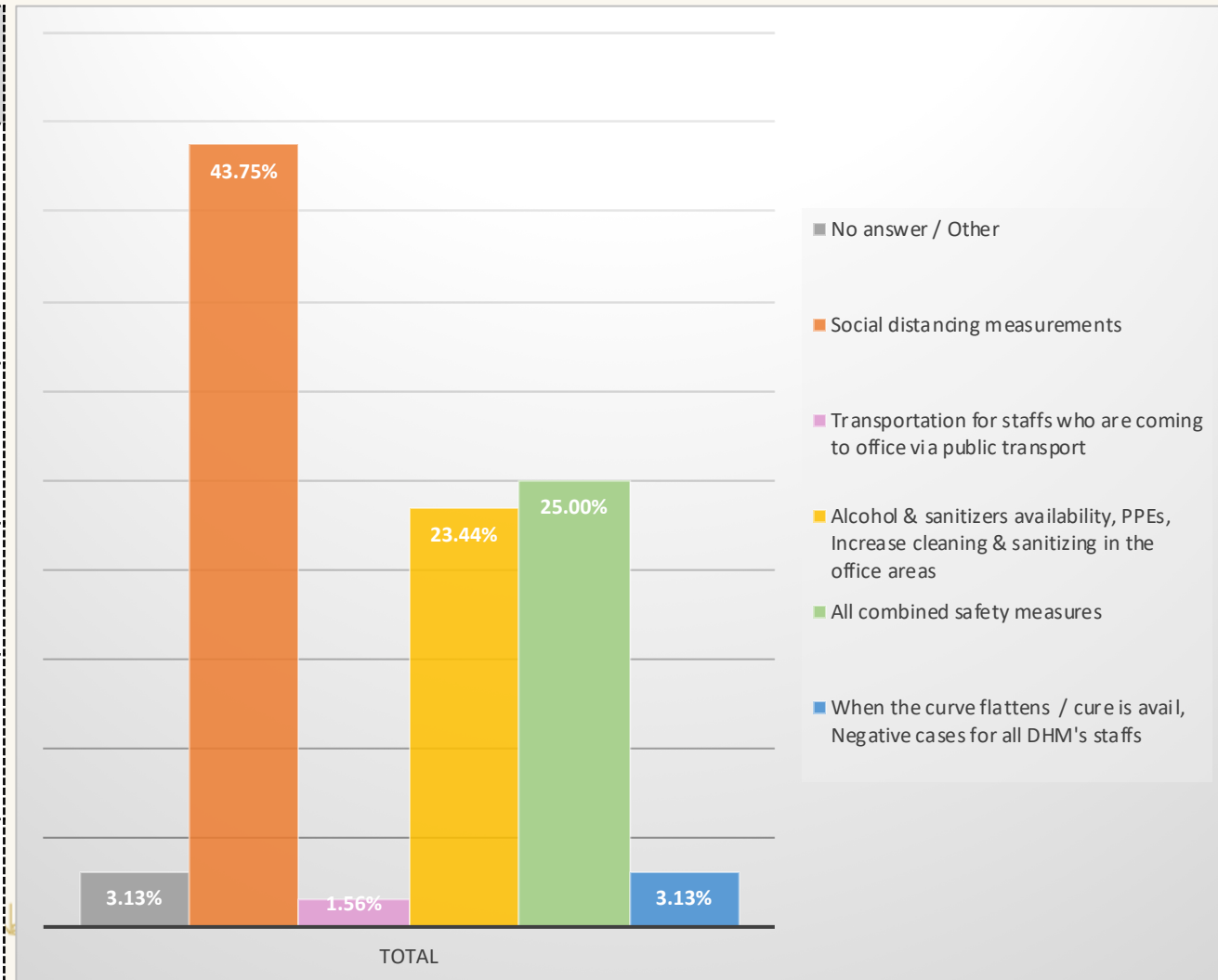
** 43.75% out of total responses answered social distancing measures.*

Question 5: What measures would you like to see in place to protect you and your colleagues against Covid19?

Categorized Answers:

Categories:	Operational Definition:
Social distancing measures	<ul style="list-style-type: none"> * At least 1 meter apart from each other, separators in between desks * Refrain unnecessary gatherings, Limited access for visitors * Staffs' shift rotations, More online communication. Post stickers or markers to remind social distancing * Remain working from home, if not necessary to go to the office Not all 100% of the employees should be in the office right away
Alcohol & sanitizers availability, PPEs, Increase cleaning & sanitizing in the office areas	<ul style="list-style-type: none"> * Disinfection machine * Immense availability of alcohol & sanitizers at all corners
Transportation for staffs who are coming to office via public transport	
All combined safety measures	<ul style="list-style-type: none"> * Social distancing, separators in between staffs * Mandatory PPEs, face masks, gloves; Increase cleanliness & sanitation in all the office areas * Create ventilations
When the curve flattens / cure is avail, Negative cases for all DHM's staffs	<ul style="list-style-type: none"> * Solution or vaccine is avail, or at least in progress of completion * When all staffs in the office has been tested negative, Health check for all employees

Measured Answers:



Question 6:

What is your opinion about working in the office in shifts during this time?

WE answered:

Positive *

WE agree that it is a good idea.

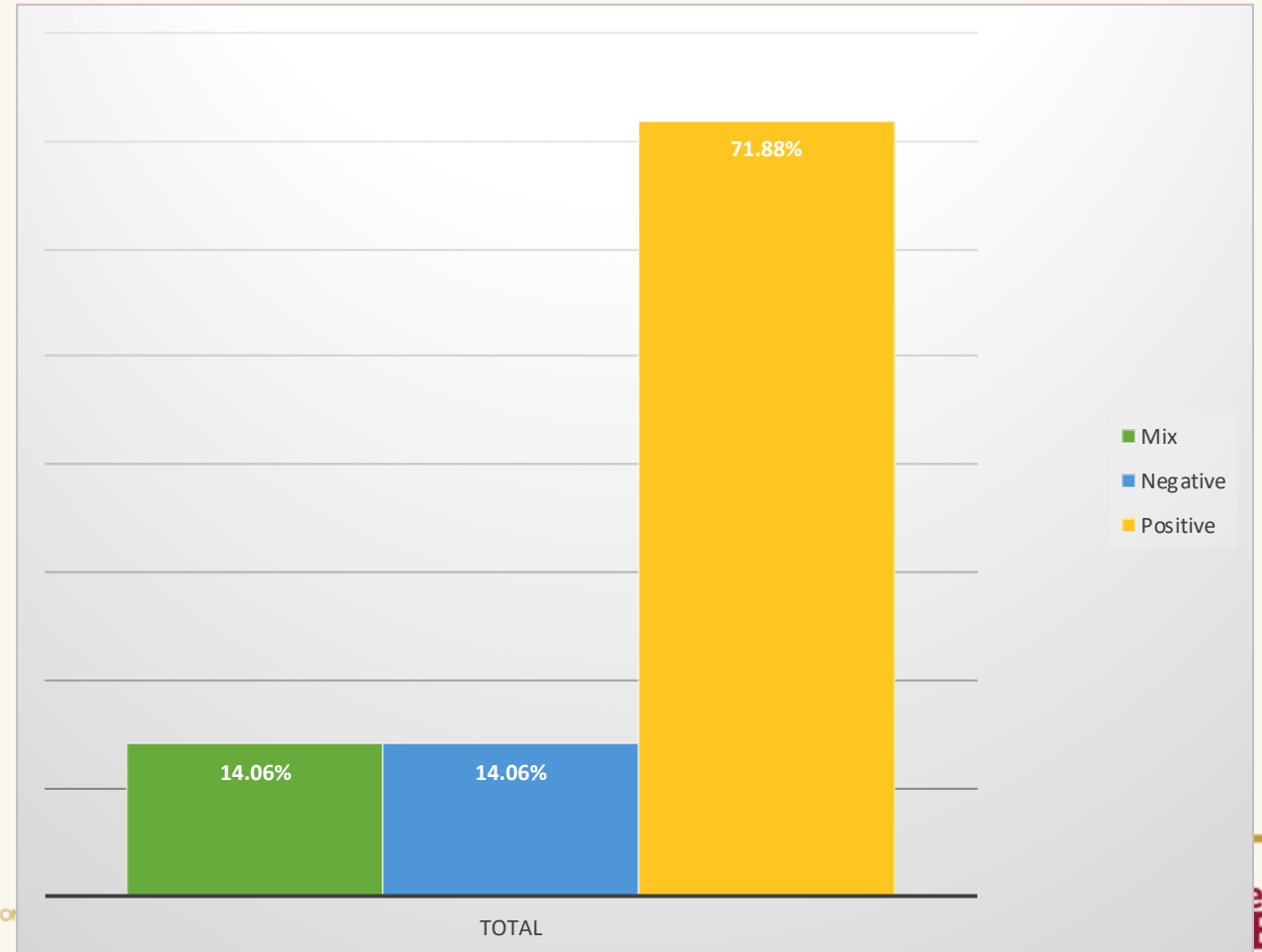
** 71.88% out of total responses answered positive.*

Question 6: What is your opinion about working in the office in shifts during this time?

Categorized Answers:

Categories:	Operational Definition:
Positive	Agree, that it is a good idea
Negative	<ul style="list-style-type: none">* Not workable due to the task i.e. finalizer - files has to be done on anytime it is needed* Not workable because account Client expects help on anytime of the day* Still concern about going out in public
Mix	<ul style="list-style-type: none">* It will work to lessen the contact with other colleagues / people, but the risk in getting infected is still high* Workable depends on the scheduling process

Measured Answers:



Question 7:

As we come up with a new normal, what gestures do you think we, as DHM, can create and make part of our culture, to temporarily replace handshakes and kiss on the cheeks?

WE answered:

Put right hand over chest, make a bow*

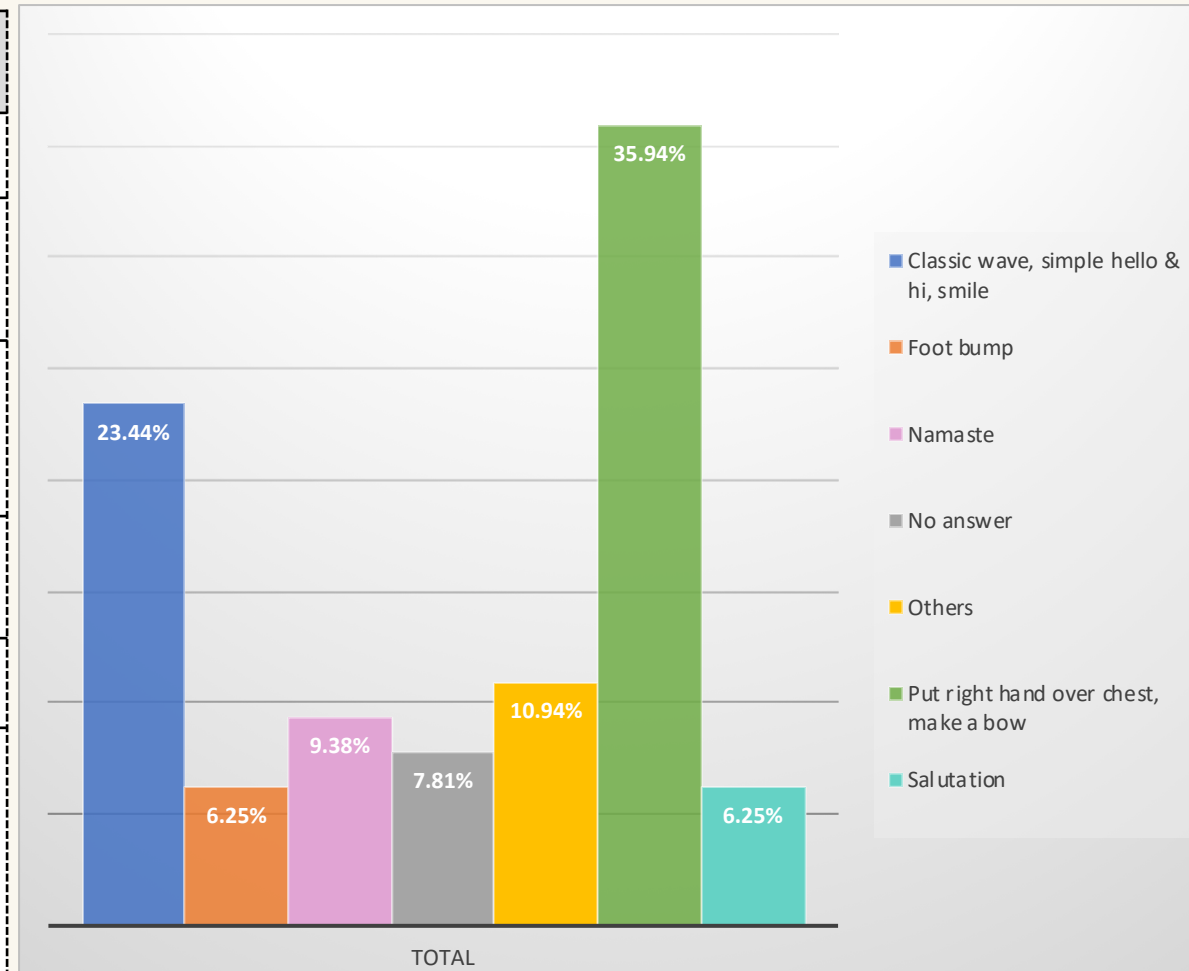
** 35.94% out of total responses answered put right hand over chest, make a bow.*

Question 7: As we come up with a new normal, what gestures do you think we, as DHM, can create and make part of our culture, to temporarily replace handshakes and kiss on the cheeks?

Categorized Answers:

Categories:	Operational Definition:
Foot bump	
Put right hand over chest, make a bow	
Classic wave, simple hello & hi, smile	
Namaste	* Joining own hands together and giving a bow
Salutation	* Military salute, tip of the hat
Others	* Captain Spock's handsign, Wakanda sign, Korean, heart gesture * Create personal sign language * WE in sign language (https://gifer.com/en/7yzR) * Power of WE in sign language (https://www.signasl.org/sign/power)

Measured Answers:



Question 8:

Do you have a recommendation that you would like to be considered before opening our offices again?

WE answered:

Impose safety measure, informing employees to ensure strict compliance*

- Increase cleanliness & sanitation in all office areas, posters and signage regarding proper hygiene and deep sanitizing should be available within office premises
- Conduct a proper orientation with the steps that company is taking to protect employees health when going back to work
- Employees should disclose any necessary medical records

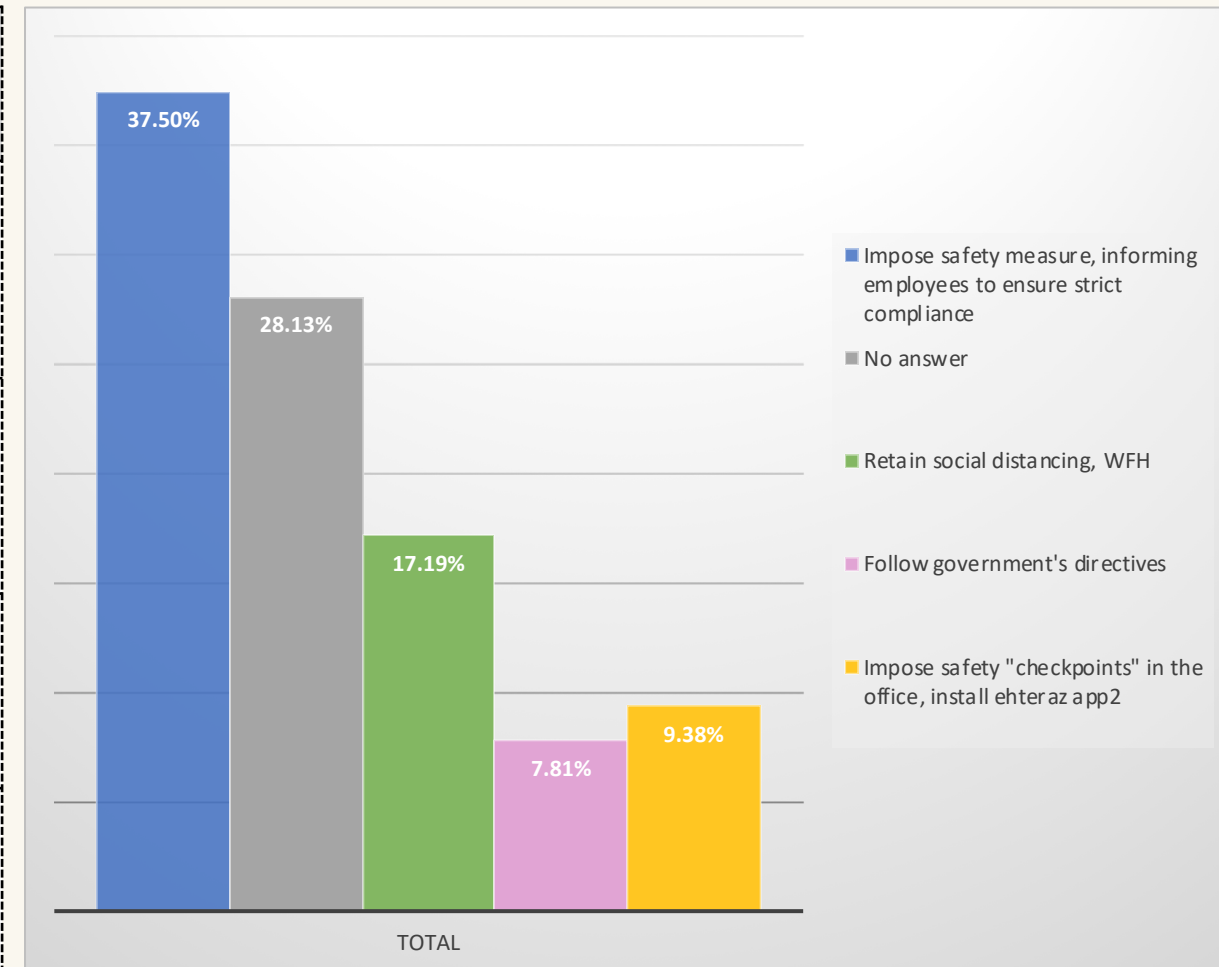
** 37.50% out of total responses answered impose safety measure, informing employees to ensure strict compliance.*

Question 8: Do you have a recommendation that you would like to be considered before opening our offices again?

Categorized Answers:

Categories:	Operational Definition:
Impose safety measure, informing employees to ensure strict compliance	<ul style="list-style-type: none"> * Employees should disclose any medical records * Increase cleanliness & sanitation in all office areas * Posters and signage regarding proper hygiene and deep sanitizing should be available within office premises * Conduct a proper orientation with the steps that company is taking to protect employees health when going back to work
Retain social distancing, WFH	<ul style="list-style-type: none"> * Not all employees are in the office at the same time * Keep some employees working at home * Flexible working hours
Impose safety "checkpoints" in the office, install ehteraz app	<ul style="list-style-type: none"> * To ensure that all employees are not infected
Follow government's directives	<ul style="list-style-type: none"> * Follow government's rules * Follow government's announcement when the number of cases decreases

Measured Answers:



THANK YOU!

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