

Circular No. (4) of 2021 Concerning The Update of The Procedures to Respond to the COVID-19 Pandemic at The Government Entities and Companies

To all the government entities and companies in the Emirate of Abu Dhabi,

Peace be upon you, and God's mercy and blessings,

We are pleased to greet you and to extend our sincere gratitude for your continuous cooperation to realise the public interest,

Further to the circulars issued on the precautionary and preventive measures to maintain the public health and safety; in order to maintain health and safety of all people at the workplaces of the government entities and companies; in order to keep pace with the procedures addressing the Covid-19 Pandemic which are updated on a regular basis by the competent entities; and based on the approval of the Executive Committee, we urge you to abide by the following:

First: Continuity of Work at the Government Entities and Companies

1. Only 60% of the employees, workers, and operators of the contracts of services and outsourcing may be present at the workplaces of the government entity or company.
2. The general absorptive capacity of the workplaces shall be respected while receiving visitors and customers, as prescribed in the standards of safety and physical distancing.
3. The “Manual of Procedures and Controls for Remote Work during Emergency Conditions” issued by the Human Resources Authority of the Emirate of Abu Dhabi shall be applied in addition to other relevant instructions.
4. The following categories shall work remotely:
 - a. Employees above the age of 60 years old.
 - b. Employees suffering from chronic diseases and weakened immune system, provided that a certified medical report is submitted and updated on a regular basis.
 - c. Employees from among people with determination.
 - d. Pregnant and breastfeeding women employees

- e. One of the parents of a child in grade 10 and below learning from distance, provided that a letter from the educational institution is submitted proving that students are learning remotely. This shall remain valid until the end of the academic year 2020 – 2021. A certificate from the employer of the other parent shall be also submitted to prove that he is not working remotely for the education of the children.

Second: Periodic tests for the Employees, Workers and Operators of the Services and Outsourcing Contracts at the Government Entities and Companies:

1. The employees, workers and operators of the service and outsourcing contracts who are present at the workplace and did not get vaccinated against Covid-19, shall take a PCR test every 7 days and the government entity or company shall not bear the cost of such tests. However, the persons holding a certified medical report proving that they are not eligible to get vaccinated against Covid-19 shall be exempt and the government entity or company shall bear the cost of the PCR tests.
2. The employees, workers and operators of the service and outsourcing contracts who are present at the workplace and got vaccinated against Covid-19, shall be subject to a PCR test once every month and the government entity or company shall not bear the cost of such tests. The persons who got vaccinated as part of the national vaccination programs and have an active “E” status and the volunteers for clinical studies having an active “gold star” status on the Al-Hosn app shall be exempt from the PCR tests.

Third: Contacts of an Infected Person/ People Returning from Abroad, for the Employees and Workers of the Government Entities and Companies:

The quarantine duration shall be calculated – as per the duration prescribed by the competent entities – for a contact of a person infected with Covid-19 or for a person returning from abroad as follows:

1. In case the employee got the two doses of the vaccination against Covid-19 or has a certified medical report proving that he is not eligible for the vaccination, then such employee shall be subject to the remote working system.
2. In case the employee was not vaccinated against Covid-19, then the quarantine duration shall be deducted from the annual leaves and in case

he does not have a leave balance, then this shall be considered as a leave without remuneration, and he shall not be subject to the remote working system.

Fourth: Customers, Visitors, and Temporary Workers present at the Workplaces of the Government Entities and Companies:

Ensure that the customers, visitors and other temporary workers who are not covered in Paragraph 2 of this Circular and present at the workplaces of the Government Entities or Companies have presented the negative results of a PCR test that is not older than (3) days.

Fifth: Precautionary Measures

Apply the occupational health and safety standards, manuals, and instructions, as well as physical distancing and precautionary and preventive health measures deemed necessary and issued by the competent entities to guarantee safety and physical distancing.

Sixth: Periodic Reports

Submit monthly reports to the Human Resources Authority of the Emirate of Abu Dhabi about the developments of the implementation of the provisions of this Circular.

Seventh: This Circular shall become effective from 30/05/2021, and all other circulars and instructions issued in this regard shall remain in force in case they are not contrary to the provisions of this Circular.

We value your efforts and thank you for your cooperation
For your necessary action
May Allah guide you

Dr. Mohammed Rashid Al Hamli

Secretary-General

For inquiry regarding the human resources, contact the Human Resources Authority of the Emirate of Abu Dhabi through the HRA HUB system, and via the following mail: HRA.Support@hra.gov.ae

For inquiry concerning the precautionary and preventive measures against Covid-19 Virus, kindly contact Abu Dhabi Public Health Centre on the following phone number: 0562312171