COVID-19

The Guidelines
for Office and Workplace Environment during Emergency Conditions

University of Sharjah

2020
Coming back with the recommendations at the University of Sharjah
Within the framework of the continuity of work and the gradual return of employees to their workplaces at the University of Sharjah and in parallel with the implementation of the distance working system for the categories that were excluded in a previous decision and as shown below. The committee concerned with following up the precautionary and awareness-raising procedures formed by a decision of the chancellor. The committee requests that all staff working at the university in its various departments, colleges, branches and all its facilities to adhere with the following:
Determining the permitted percentage of work from 100% in the various workplaces at the university, gradually from 3/8/2020, and gradually increasing the percentage based on the developments and instructions issued by government agencies, and they are studied on a weekly basis as a minimum. The chancellor shall have the right to fix the ratio for a longer period, reduce it or raise it based on the data of government agencies and the possibility of commitment to health precautions and social and safe distance among the employees according to the guidelines issued by the committee on the office and counterpart working environment.
Second:

Considering the continued exception of the categories below from returning to work, provided that their job duties do not require the necessity of being in the workplace:

1. Pregnant
2. People of determination
3. People with chronic diseases, weakened immunity and respiratory symptoms such as asthma and diabetes, according to approved medical reports.
4. Employees aged 60 years and over

5. Female employees who take care of their children from the ninth grade in the third circle or less until the end of the current school year

6. Mothers who have children in foster care or who care for at home those whose health defendant requires permanent care considering emergency conditions, based on a report from official health authorities in the country
The commitment of all employees at the university level and in all facilities to the health precautionary measures related to the social distancing between employees and the readiness of offices and preparing them to receive employees, dealers and suppliers in accordance with the precautionary measures and procedures mentioned in this decision. In addition to the commitment to the staff in the planning process.
1. Providing all the necessary capabilities to ensure the safety of the employees present at their workplaces in the various facilities of the university

2. Confirm the presence of instructions and the facilities necessary to carry out the work remotely
3. Communication and coordination between the top management, human resources department and the general services regarding all the measures and procedures required to return to the workplaces set by the Preventive Procedures and Awareness Committee by issuing a decision by His Excellency the Chancellor.
4. The application of the flexible working hours system in terms of attendance and departure for the safety of employees at entry and exit to and from workplaces, so that they are divided into groups, each of which begins with difference from the other group to be decided by the HR department.
General guidelines and instructions for follow-up by, Deans of Colleges, Directors and all responsible for staff presence on campus.
- Make distance between each other and reduce direct contact.

- Reorganizing offices and allocating staff places to reduce direct contact between the attendees, bearing in mind that the distance between them is not less than two meters, to limit the transmission of epidemics between employees.
➤ Prevent people from entering the workplace without face masks; stressing the need to wear face masks and gloves while at work and any university facilities.

➤ Encourage the use of sterilizers, including alcohol disinfectant.
Assign a place to dispose of used masks and gloves, so that they are disposed of according to the instructions throughout the day.

Adopt effective technical and electronic and smart programs to accomplish, follow-up and document tasks, daily work and follow-up of employee productivity.
Replacing paper procedures or personal attendance to accomplish services with digital and smart technologies to complete the workflow as possible

Encouraging employees to reduce the accumulation of papers and files on offices, with a focus on continued cleaning and daily sterilization after the end of working hours.
Immediately notify when flu signs are suspected by the following:

- Encouraging the culture of staying at home and taking isolation measures in case of suspected symptoms of infection.
- Every employee must disclose that he/she has been in contact with a suspected person during the two weeks preceding his/her return to the workplace.
Emphasizing the role of everyone in maintaining the health of the entire society. Everyone is responsible for all:

- Increased individual responsibility and accountability for self-reporting and staying at home to avoid infection in case of any flu symptoms.

- Working place responsibility is part of our nature. Therefore, advice must be provided to colleagues on safe practices and awareness of the consequences of non-compliance with preventive measures.
Emphasizing the role of everyone in maintaining the health of the entire society. Everyone is responsible for all:

- Instructions for removing common tools (for example: coffee machines used by all employees with independent devices to prepare them by less groups of employees, and the use of individual water bottles).

- Follow directions for non-contact with surfaces to reduce the risk of employees exposed to contaminated surfaces.

- Employees can be educated to minimize the use of door handles. It is best to leave the doors open if possible.
Employment general guidelines:

► Protect yourself, society, and always follow safety guideline

► Put the mask when outside and avoid crowded places.

► Follow and apply all instructions of the competent authorities.

► Make sure to spend the shortest possible time outside the home, except when necessary.

► Go straight home after working hours.
Important instructions while you are at the workplace:

- Continuously review the precautionary instructions through the university’s website and the brochures containing the instructions.
- Continue to hold meetings remotely using modern technologies.
- Attention and personal care outside and inside the workplace.
- All employees, faculties, and students should always use the masks in the workplace starting from the entrance, and the disassociation is prohibited all the time.
Hands placed in the elevator should be sterilized after touching the buttons, making sure to wash hands constantly during the day, especially after arriving at home.

Disposable water bottles, cups and utensils should be used at work.

Ensure disposal of face masks and gloves used in waste bins or boxes designated for this purpose.

See continuously the precautionary instructions through the university’s website and the brochures that contain the instructions.

Maintain social spacing by leaving two meters between you and others, respect social spacing and be sure to apply it.

We encourage you to use the electronic self-service channels to accomplish the various services.

Avoid shaking hands with others.

If you have a flu symptom, take the necessary precautions and be careful not to go to work and report it after consulting your doctor.

Avoid touching the eyes, mouth, and nose with unwashed hands always.
thank you