



بسم الله الرحمن الرحيم



Circular No. (36) 2020

تعميم رقم (٣٦) لعام ٢٠٢٠م

إلى:

To:
All Employees of Saudi Ports Authority

جميع منسوبي الهيئة العامة للموانئ

All Ports Operators

جميع الشركات المشغلة العاملة بالموانئ

Subject: The necessary perceptions and protections to prevent the outbreak of the new Coronavirus (COVID-19) in the meantime.

الموضوع: الإجراءات المتخذة والاحتياطات الاحترازية اللازمة لمنع تفشي فيروس كورونا الجديد (COVID-19) في الوقت الراهن

Reference to the necessary precautions and measures to prevent its spread new Corona Virus (COVID-19) in the Kingdom please find attached the precautions for employees and facilities in the ports.

في ظل الجهود المتخذة من قبل الجهات الحكومية بالمملكة حيال الإجراءات والاحتياطات الاحترازية اللازمة لمنع دخول فيروس كورونا (COVID-19) للمملكة، نرفق لكم الإجراءات الوقائية للموظفين والمنشآت بالموانئ.

For your kind concern and to act accordingly in your respective areas of competence and provide the necessary needs.

للاطلاع واتخاذ الإجراءات اللازمة للبدء في تطبيق تلك الإجراءات، كلا فيما يخصه وتوفير الاحتياجات اللازمة.

نائب الرئيس
للخدمات المشتركة والأعمال المساندة
Vice President
Business Support and Shared Services

مساعدة بن عبد الرحمن الدريس
Musaad Abdulrahman Aldrees

In the Name of Allah, the Most Gracious, the Most Merciful



The measures taken and the preventive precautions necessary to prevent the outbreak of the new Coronavirus (COVID-19) at the Saudi Ports Authority

Brief:

In light of the efforts made by government agencies in the Kingdom regarding the necessary precautionary measures to prevent the entry of the Coronavirus into the Kingdom, some preventive measures must be announced for employees and facilities in the ports.

Instructions:

1- Health precautions for the facility:

- Providing sterilizers at the main entrance to the facility.
- Suspending the use of fingerprint scan until the danger is removed.
- Intensifying the cleaning of external surfaces such as desks, door handles, elevators, and others.

2- Personal protection for departmental employees:

- Avoiding direct contact with anyone who has symptoms of respiratory disease.
- Washing hands thoroughly with soap or sterilizer.
- A mask should not be worn unless you are suffering from respiratory diseases or are caring for a person with respiratory symptoms.
- Avoiding touching contaminated objects and surfaces, reducing the load of paperwork, and relying on digital content.
- Stopping assignments to countries where the epidemic is spreading, according to the reports of the Ministry of Health.
- Not to stimulate anxiety, panic, or confusion in connection with the disease.

3- Personal protection for employees who have direct contact with ports (pilots or inspectors):

- Wearing appropriate personal protective equipment (protective clothing, medical masks, and goggles).
- Keeping a distance of one meter or more from the crew members, unless they are wearing appropriate personal protective equipment.
- Limiting communication of people with the main crew on board ships as much as possible.
- Replacing masks if they become wet or dirty.
- Washing hands frequently, while on board ships, with soap and water, or using an alcohol-based hand sanitizer.
- If any infected person is found on board the ship, following the measures taken in such cases according to the instructions of the port's health control center.