

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



Administrative
communications - the
Authority
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Circular No. (50) for the year 2020 AD

To:

Excellences, General Managers of Ports
All operating companies working in ports
All marine agents,

Subject: Lifting of the suspension of employees' attendance at the main offices of private sector establishments and reducing the number of workers in its branches, offices, and other facilities to a minimum

I refer to the circulars issued by the Saudi Ports Authority Nos. (43), (48), (49) regarding workplace controls for entities operating in Saudi ports, and the working hours of maritime agents.

With reference to the Ministry of Human Resources' announcement of the lifting of the suspension of employees' attendance at the main offices of private sector establishments and reducing the number of workers in its branches, offices and other facilities to a minimum, which was scheduled from 7/22/1441 AH as a precautionary and preventive measure within a set of decisions and measures taken to limit the spread of the Coronavirus, what the Ministry concludes is that all parties in the private sector must start working in accordance with the preventive measures and precautionary measures announced by the Ministry of Health, and the supervisory authorities, and equip their headquarters in accordance with the controls and instructions issued in this regard. This is to ensure that workers return to carry out their work in the office in a safe work environment.

We inform you that the Saudi Ports Authority confirms the following:

First: Continuing the operation of the main offices and branches of the operating companies in the ports, as well as the maritime agents (inside or outside the ports) in accordance with the working hours indicated in the previous circulars, and in conjunction with the relevant authorities, with an emphasis on the following:

1. Adhering to the necessary precautionary measures set by the Ministry of Health, regarding those who attend workplaces, in accordance with the Preventive Guide for Coronavirus (COVID-19) inside the workplace, issued by the Ministry of Health.
2. Continuing awareness campaigns that aim to encourage clients to use electronic channels.
3. Setting a maximum number of clients that are served at one time, making sure that there is sufficient distance between employees of (companies/marine agents) in the workplaces.
4. Continuously sterilizing workplaces and adopting the highest safety standards to ensure the safety of all employees and clients.
5. Providing screening points at workplace entrances to measure the temperature of employees and clients and provide the necessary sterilizers and masks.

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Second: All administrative work in public administrations and branch offices shall be resumed in its natural form, with an emphasis on equipping workplaces in accordance with the controls and instructions issued with regard to preventive and precautionary measures to ensure that workers return to practice their office work in a safe work environment, with an emphasis on the gradual application of the return. This is according to the discretion of each (company/marine agent).

Vice President for Policies and Legislations
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Abdul-Rahman bin Abdullah Al-Ghamdi