




سلطة مدينة دبي الطبية  
Dubai Healthcare City Authority




# Dubai Healthcare City Authority Infection Control and Preparedness Plan for COVID19 Pandemic

March 2020

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## 1.0 PURPOSE

The DHCA HSE Infection Control and Preparedness Plan guides organizations within DHCC in their business continuity planning in response to COVID19 (Coronavirus Disease 2019) pandemic at various response levels. This Plan is in line with the Dubai Zero Infection initiative to promote community awareness towards infectious diseases of Public Health Emergency of International Concern (PHEIC).


Please note that this guide is non-exhaustive and does not cover all situations and businesses. This guide should be read in conjunction with the latest relevant advisories issued by the Ministry of Health and Prevention (MOHAP) and other government authorities.

## 2.0 DEFINITION AND ABBREVIATIONS

Terms	Definition
<b>Definition</b>	
<b>Business Continuity Plan</b>	Business Continuity Plan (BCP) of an organization is a plan to minimize disruption to operations and ensure that business remains viable during the virus outbreak
<b>Contractor</b>	A person or company, deployed to carry out a scope of work as part of a contract or service agreement. For the purpose of this document, the terms contractor and sub-contractor are interchangeable, and can refer to the employee or a nominated representative engaged to carry out a scope of work in DHCC.


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Terms	Definition
<b>COVID – 19</b>	The COVID-19 belongs to a family of viruses known as the Coronaviruses.
<b>DHCA Owned</b>	Areas administered and maintained directly by Dubai Healthcare City Authority.
<b>Disinfectants</b>	Disinfectants are antimicrobial agents designed to inactivate or destroy microorganisms on inert surfaces.
<b>Hazard</b>	Potential source of harm. The term hazard can be qualified in order to define its origin or the nature of the expected harm (e.g. electric shock hazard, crushing hazard, cutting hazard, toxic hazard, fire hazard, drowning hazard).
<b>Permit to Work – PTW</b>	A permit-to-work is essentially a document which systematically defines how work is to be done, the location, personnel responsible to apply, endorse and approve, date and time and the precautions to be taken.
<b>Public</b>	All visitors, suppliers, vendors, deliveries, contractors entering DHCC premises.
<b>Risk</b>	Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).

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Terms	Definition
<b>Spill Kit</b>	A spill kit is a collection of items to be used in case of a spill, leak or other discharge. They are developed so that a prompt response and clean-up may be performed.
<b>Organizations / Facilities</b>	All organizations in DHCC, Business Partner Facilities, Service Providers and Contractors assigned in DHCC.

Abbreviations	
<b>FBO</b>	Food and Beverage Outlets
<b>DHCC</b>	Dubai Healthcare City
<b>DHCA</b>	Dubai Healthcare City Authority
<b>DM</b>	Dubai Municipality
<b>ALARP</b>	As Low as Reasonably Practicable
<b>DHA</b>	Dubai Health Authority
<b>EPA</b>	Environmental Protection Agency
<b>HSE</b>	Health Safety and Environment
<b>MOHAP</b>	Ministry of Health And Prevention
<b>OSHA</b>	Occupational Safety & Health Administration, USA
<b>PPE</b>	Personal Protective Equipment
<b>PHEIC</b>	Public Health Emergency of International Concern

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<b>Abbreviations</b>	
<b>WHO</b>	World Health Organization

### 3.0 DHCA HSE INFECTION CONTROL AND PREPAREDNESS PLAN

The DHCA HSE Infection Control and Preparedness Plan focuses on the major business operational risks involving the following key entities:


1. Organizations & Facilities in DHCC
2. Employees and Workers in DHCC
3. Public (Visitors, Suppliers, Contractors entering DHCC)

### 4.0 ORGANIZATIONS / FACILITIES

All organizations and facilities in DHCC are advised to take appropriate steps for maximum measures in order to minimize health risk to employees and the risks of premises becoming a node of transmission.

#### 4.1 Environmental measures


- Ensure a clean and hygienic work environment involving thorough regular cleaning and disinfection especially for frequently-touched surfaces in the workplace, such as workstations, countertops, and doorknobs.

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- Provide disposable wipes so that commonly used surfaces (for example doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Publicize the disinfection status on the prominent place, and keep records of disinfection.
- Display posters promoting hand-washing. (*Annex1: 8 Steps to Clean your Hands*)
- Follow safe waste disposal along with provision of closed bins.
- Ensure good indoor ventilation:
  - Keep air-conditioners well-maintained and clean the dust filters frequently.
  - Switch on wall fan and any circulating or exhaust fan to enhance air movement.
  - Windows of office should be opened from time to time for better ventilation wherever possible and safe to do so.


#### 4.2 Cleaning and Disinfection Standards

- As germs can survive on surfaces of different materials for at least 2 to 3 days, surfaces potentially contaminated with microbe should be sanitized.
- An appropriate disinfectant with indication of effectiveness against germs, EPA approved and DM registered can be used.
- Disinfectants should be prepared and applied in accordance with the manufacturer's recommendation and as per MSDS (Material Safety Data Sheet).
- Ensure that appropriate contact time is given before removing any disinfected materials. Please refer to the [‘List of approved professional Use / Business-to-Business “B2B” Biocides’ for a list of biocides that can be used that published on Dubai Municipality website – Health & Safety Department’](#).

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- Bleach can be used as a disinfectant for cleaning and disinfection (dilute 1-part bleach in 49 parts water, 1,000 ppm or according to manufacturer's instructions). Bleach solutions should be prepared fresh. Leaving the bleach solution for a contact time of at least 10 minutes is recommended.
- Alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- If places are contaminated by respiratory secretions, vomitus or excreta, wipe the visible dirt away with highly absorbent disposable towels first. Then, disinfect the surface and 2-meter neighboring areas with an appropriate disinfectant left for 15-30 minutes, then rinse with water and wipe dry unless specified. It is encouraged to install appropriate spill kits and usage by trained employees as per manufacturer's recommendations.
- If places are stained with blood, the blood-stained objects should be wiped with highly absorbent disposable towels dipped in appropriate disinfectant left for 10 minutes, then rinsed with water and wiped dry unless specified. Spill kits should be installed in places with risk of blood spills and usage by trained employees as per manufacturer's recommendations.
  - Elevators
    - ✧ Disinfect and wipe elevators, buttons and handrails with a cloth soaked in appropriate disinfectant regularly.
  - Lobby entrance areas
    - ✧ Disinfect and wipe main building entrances, doorknobs and handles, security locks and buttons regularly.
  - Enquiry counters
    - ✧ Disinfect and wipe counter surfaces and commonly used stationary regularly.
  - Corridors, staircases and floors should be disinfected regularly



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➤ Public facilities


- ✧ Disinfect and wipe public facilities such as chairs, resting areas, public phones, vending machines, information kiosks and handrails regularly.
- ✧ For Food and Beverage outlets, ensure everything in the operation is clean, staff are trained appropriately in food hygiene and any surface that comes into contact with food is cleaned and sanitized. The surfaces must be washed, rinsed and sanitized:
  - Each time it's used.
  - After handling different raw fruits and vegetables.
  - Before handling a different type of food.
  - As often as possible, but at least every 4 hours if items are in constant use.

➤ Outdoor environmental surfaces


- ✧ Clean the potentially contaminated environmental surfaces e.g. floor, platform, stairs regularly with an appropriate disinfectant and rinse with water after 30 minutes.
- ✧ If the surfaces contaminated by dead birds or their excreta, use an appropriate disinfectant and rinse with water after 30 minutes.

➤ Workplace

- ✧ Disinfect and wipe commonly-used furniture and equipment, including telephones, window handles, intercoms, computer keyboards, printers, trolleys regularly and increase the frequency as needed.
- ✧ Clean and clear dustbins regularly with protective gloves and surgical mask on. (*Annex2: How to Wear a Mask*)
- ✧ Vacuum carpets regularly.

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- ✧ Disinfect and mop floors regularly and keep it dry.
- Meeting rooms and lecture rooms
  - ✧ Disinfect and wipe all desks and chairs regularly and increase the frequency as needed.
  - ✧ Vacuum carpets regularly.
  - ✧ Disinfect and mop floors regularly and increase the frequency as needed. Then, keep it dry.
- Toilets
  - ✧ Disinfect and wipe the lids, seats and rims of the toilets with a cloth soaked in an appropriate disinfectant regularly. Do not mix the cloths used for toilets with any other activity.
  - ✧ Disinfect and wipe hand soap dispensers, toilet roll dispensers, hand dryers and cubicle doorknobs regularly.
- Pour some disinfectant in the toilet bowels weekly or place self-dissolving disinfectant blocks in the main flushing water tanks.
  - ✧ Pour disinfectants into urinals weekly.
  - ✧ Pour about half a liter of water into each drain outlet once a week. The water traps must be filled with water.
- Garbage and refuse collection rooms /medical waste rooms
  - ✧ Disinfect and wash floors, walls and collection bins regularly.
- Drains
  - ✧ Pour about half a liter of water into each drain outlet about once a week. The water traps must be filled with water.

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### 4.3 Facility Inspection Standards

#### ■ Drainage pipes and traps

- All internal drainage pipes and associated sanitary fittings should be inspected such as connected to the floor drain of upper floor, U-shaped trap, common drainage pipe, pipe bracket, drainage pipe, bottle trap and floor drain.
- Make sure that each sanitary fitting is fitted with a suitable trap.
- Make sure that all traps are functioning properly.

#### ■ Report immediately to respective Facilities Management the below:

- Foul smell or odd sound from drainage pipes/sanitary fittings.
- Cracks in or rust stains on the drainage pipes/sanitary fittings.
- Loosened pipe brackets.
- Leakage or blockage of the drainage pipes/sanitary fittings.
- Bubbles coming out of the water closet from time to time.


#### ■ DHCA Common areas

- Ensure refuse is not accumulated in common areas such as corridors, rooftops, staircases or lift pits.

#### ■ Pest control

- If there are any signs of pest or rodent infestation such as excreta of rats, cockroaches, mosquitoes and flies, clean immediately. Engage pest control as per DM Guidelines (at least once in a month for offices and twice a month for Food and Beverage outlets)

#### ■ Water storage tanks

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- Ensure all water storage tanks are properly covered and no overflow.


- Ventilation system

- Ensure all ventilation system are cleaned and maintained regularly to prevent accumulation of dust and dirt.

#### 4.4 Management of staff

- Prevent the spread of COVID-19 by following the below:

- Promote healthy lifestyle.
- Keep abreast of WHO and government advice and communicating this to employees.
- Updating contact details of employees and circulating emergency contact details for key employees.
- Carrying out a risk assessment and providing support to staff to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
- Ensure training employees on the key facts and risks.
- Provision of Screening for Visitors. (*Annex3: DHCC Screening Procedures for Visitors and Employees*)
- Obtain a health and travel declaration from employees, to report on whether they or their close relatives have travelled to high risk/ affected countries recently, or if they have any upcoming travel plans to these countries and regions regardless of whether or not they are exhibiting symptoms. (*Annex3b: Employee Travel Declaration Form*)
- Provision of proper protective material:
  - ✧ Provide hand sanitizers/gloves as precautions to touch unknown belongings


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and anything a visitor would touch frequently e.g. the call buttons in lifts, light switches, door handles, handrails, toilets, telephones, desks, keyboards and the reception counter.

- ✧ Since the staff at reception counters, front desks handling, concierges' waiters etc, are at risk, especially interaction with infectious people, it is important for them to be aware of the risks involved at assigned daily locations and be equipped with appropriate PPE.
- ✧ For FBO's, provide customers with additional napkins or tissues to use when they cough or sneeze in the restaurant. Be sure to segregate the exposed area, clean and sanitize it including the objects, utensils or surfaces that may have been touched. Dispose any food that has been exposed.
- ✧ Make sure alcohol-based hand sanitizer is available for customers to use.
- Offer surgical masks to staff if they have fever and/or respiratory symptoms.
- Ensure the staff notify and report to the management with confirmed, suspected signs or symptoms, or if they suspect they may have come into contact with someone with COVID-19. (*Annexure 3c Notification Forms for Employees*)
- Update HR policies or procedures (e.g. sickness absence, dependent care leave, flexible/home working) which may be affected by an outbreak of COVID-19 and relieve staff from work accordingly in case they have fever.
- Continuously monitor the condition of the staff

#### 4.5 Organizing public events in DHCC

When organizing a public event, all organizations in DHCC are advised to apply for necessary Permit to Work providing information and evidence that the following precautionary measures are taken in account:


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■ Before the event

- Take heed of government announcements with respect to the risk of spread of infections and take appropriate precautionary measures.
- Avoid group activities when outbreak of infectious disease has occurred.
- Prepare essential materials such as alcohol-based hand rub, surgical masks and lidded rubbish bins.
- Do not attend the function if fever and/or respiratory symptoms arise. Consult a doctor promptly.

■ During the event

- Maintain good ventilation and allow plenty of fresh air into indoor environment.
- Avoid overcrowding.
- If places are contaminated by respiratory secretions, vomitus or excreta, wipe the visible dirt away with highly absorbent disposable towels first. Then disinfect the surface and 2- meter neighboring areas with an appropriate disinfectant and leave for 15-30 minutes, then rinse with water and wipe dry. For metallic surfaces, disinfect with 70% alcohol. Use appropriate spill kits.
- Remind participants of the following measures:
  - ✧ Keep hands clean and wash hands properly. Alcohol-based hand rub is also effective when hands are not visibly soiled.
  - ✧ Avoid touching the mouth, nose or eyes.
  - ✧ Cover your nose and mouth with tissue paper when coughing or sneezing.
  - ✧ Avoid sharing food and drinks.
  - ✧ Wear a surgical mask in case of respiratory infection.
  - ✧ Report to the organizer if fever/respiratory symptoms developed.

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- ❖ Do not attend events during a fever; wear a surgical mask and seek medical assistance accordingly.
- ❖ If any of the participants develops fever, the accompanying people should wear surgical masks.
- If catering is arranged, the organizers should provide serving spoons and chopsticks. Food handlers should wear masks and disposable gloves and consider serving individually-packaged food.
- Ensure the events allow:
  - ❖ Adequate time for sleep.
  - ❖ Adequate time for rest and relaxation.
  - ❖ No smoking and no alcohol consumption.
- After the event
  - Clean the venue as soon as possible by using appropriate disinfectant, wait for 15-30 minutes and then rinse with water and wipe dry. For metallic surfaces, disinfect with 70% alcohol.

## 5.0 EMPLOYEES AND WORKERS IN DHCC

Maintaining good personal hygiene is one of the effective ways to stay healthy.

### 5.1.1 Self-protective measures for staff

- Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.
- Pay attention to personal hygiene.
- Wash hands frequently with liquid soap and water especially:


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- ✧ Before touching your eyes, nose, or mouth;
- ✧ Before eating or handling food;
- ✧ After using the toilet; and
- ✧ After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
- Use hand dryer or disposable towel for drying hands.
- Rub hands with 70 - 80% alcohol-based hand rub if hands are not visibly soiled.
- Build up good body immunity by adhering to a balanced diet, regular exercise and adequate rest; do not smoke and avoid alcohol consumption.
- Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.
- Observe food hygiene.
- Report/ declare in case you visit any of the affected countries or plans to travel any of the countries affected by Covid-19 (*Annexure 3b: Employee Travel Declaration Form*)
- If employees/workers develop fever and respiratory symptoms, they should:
  - Consult a doctor promptly.
  - Wear a surgical mask. (*Annexure 2: How to wear a mask*)
  - If a DHCA employee, report to DHCA HR (*Annexure 3c: DHCC Notification Forms for Employees*)

#### 5.1.2 Self-protective measures for food workers

- Food workers must wash hands.




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- ✧ Before starting work.
- ✧ Before handling cooked or ready-to-eat food.
- ✧ After handling or preparing raw food.
- ✧ After handling waste.
- ✧ After cleaning duties.
- ✧ After using the toilet.
- ✧ After blowing nose, sneezing or coughing.
- ✧ After eating drinking or smoking.
- ✧ After handling money.

#### 5.1.3 Self-protective measures for cleaning staff

- Routine cleaning/disinfection.
- Wear surgical mask and cleaning gloves.
- Wash hands before and after wearing the surgical mask and gloves.
- Wash hands before and after touching the surgical mask.
- Replace the surgical mask 2-3 times per day or as soon as it has become damaged/contaminated.
- Dispose the used mask into a covered bin.
- Clean the cleaning cloth after cleaning/disinfection as appropriate.
- Wash hands with liquid soap frequently, particularly after each cleaning operation.
- Routine cleaning/disinfection of high risk areas (e.g. patient toilets):
  - ✧ Wear surgical mask, cleaning gloves and goggles.
  - ✧ Wear disposable plastic apron.


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- ✧ Wash hands before and after wearing the surgical mask and gloves.
- ✧ Avoid touching the surgical mask during cleaning and disinfection.
- ✧ If the surgical mask is being touched, wash hands immediately.
- ✧ Replace the surgical mask after each cleaning or as soon as it has become damaged/ contaminated.
- ✧ Dispose the used surgical mask into a covered bin.
- ✧ Clean the cleaning cloth after cleaning/disinfection as appropriate.
- ✧ Wash hands with liquid soap frequently, particularly after each cleaning operation.

## 6.0 PUBLIC (VISITORS/SUPPLIERS/CONTRACTOR/DELIVERIES) ENTERING DHCC

The compliance of DHCC visitors in relation to hand hygiene is largely unmonitored, and unreported. It is important to prevent transmission of potentially harmful pathogens, acquired in the community, to already vulnerable admitted patients. All visitors including customers, contractors, suppliers, delivery staff, etc are thus under an obligation to maintain hygiene habits when they are in DHCC.

- Any visitor should clean their hands each time they enter or leave DHCC premises.
- Provision of hand sanitizer bottle/ dispenser at the main entrances of the buildings along with awareness posters to remind staff/visitors to wash their hands.
- Establish a procedure to manage the flow of visitors in their premises (*Annex3: Screening Procedures for Visitors and Employees*)

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- Consider the health of those already in the building and those around you as you enter DHCC premises.

## 7.0 SUSPECTED/CONFIRMED CASE MANAGEMENT FOR COVID-19

- Report to DHCA authorities

Emergency Contact No.	Emails
<ul style="list-style-type: none"> <li>• DHCC Security: 043838900</li> <li>• Securities Manager : 055 6081369</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="mailto:Security@dhcc.ae">Security@dhcc.ae</a></li> <li>• <a href="mailto:HSE@dhcc.ae">HSE@dhcc.ae</a></li> </ul>

- If a DHCA employee, submit the Notification Forms for Employees (*Annexure 3c: DHCC Notification Forms for Employees*).
- Cooperate with the Dubai Health Authority (DHA) in case investigation and contact tracing are required. (e.g. provide details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the floor plan of the workplace; arrange interviews with staff/clients; facilitate visits to the workplaces.
- Comply with DHA's instructions if any (e.g. closure of workplace; suspension of workflow; disinfection of workplace with chlorine-containing disinfectant; assisting in the follow up of health status of the workforce; advise and facilitate any staff who develop respiratory symptoms to consult doctors etc.)
- Report any suspected or confirmed case (based on case definition) immediately to DHA Preventive Medicine.

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Hotline 24/7	Emails
<ul style="list-style-type: none"> <li>• Epidemiology on Call: 0562253800</li> <li>• Doctor on Call: 056 2256769</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="mailto:ashabdallah@dha.gov.ae">ashabdallah@dha.gov.ae</a></li> <li>• <a href="mailto:aaaamir@dha.gov.ae">aaaamir@dha.gov.ae</a></li> <li>• <a href="mailto:saabbas@dha.gov.ae">saabbas@dha.gov.ae</a></li> <li>• <a href="mailto:aeahmed@dha.gov.ae">aeahmed@dha.gov.ae</a></li> </ul>

## 8.0 DHCA CONTINGENCY PLANNING

- Review the contingency plan for all organizations in DHCA. This includes defining the essential services, updating the contact list of your staff/students, designating at least 2 persons responsible for each key position. You should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.

## 9.0 REFERENCE

- DHA Dubai Zero Infection Initiative Covid 19
- Dubai Municipality Technical Guidelines for Cleaning and Disinfection
- Dubai Municipality List of Approved Professional Use for Business-to-Business “B2B” Biocides
- <https://www.foodsafetyfocus.com/>
- <https://www.who.int/health-topics/coronavirus>

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- [https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-\(ncov\)-infection-is-suspected](https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-(ncov)-infection-is-suspected)
- WHO Getting Workplace Ready for Covid 19



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## 10.0 APPENDIX

### 10.1 Annexure 1: 8 Steps to Clean your hands

# خطوات غسل اليدين HOW TO HANDWASH?

مدة غسل الأيدي 40-60 ثانية



Duration of the entire procedure: 40-60 seconds

1



بلل اليدين بالماء  
Wet hands with water;

2



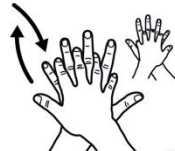
ضع الصابون على اليدين  
Apply enough soap to cover  
all hand surfaces;

3



قم بفرك راحتي اليدين  
Rub hands palm to palm;

4



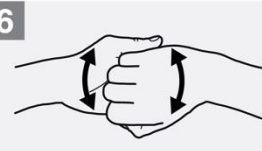
افرك ظهر اليد اليسرى براحة اليد اليمنى مع تداخل  
الأصابع والعكس  
Right palm over left dorsum with  
interlaced fingers and vice versa;

5



افرك اليدين بدعك الراحتين مع التشبيك  
Palm to palm with fingers interlaced;

6



قم بفرك ظهر الأصابع بشكل متشابك  
Baks of fingers to opposing palms  
with fingers interlocked;

7



قم بفرك ظهر الكف الأيسر بإبهام اليد اليمنى  
والعكس  
Rotational rubbing of left thumb  
clasped in right palm and vice versa;

8



قم بفرك رؤوس أصابع اليد اليمنى براحة اليد  
اليسرى والعكس  
Rotational rubbing, backwards and  
forwards with clasped fingers of right  
hand in left palm and vice versa;

9



اشطف اليدين بالماء جيداً  
Rinse hands with water;

10



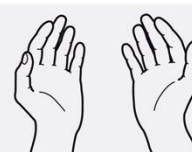
جفف اليدين جيداً  
Dry hands thoroughly  
with a single use towel;

11




استخدم المنشفة أو المناديل لإغلاق صنوبر الماء  
Use towel to turn off faucet;

12



الآن يداك نظيفتان وأمتتان  
Your hands are now safe.

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## 10.2 Annexure 2:

# HOW TO WEAR A MASK?



It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



**PINCH THE METAL EDGE OF THE MASK** so that it presses gently on your nose bridge.



Remove a used mask by **HOLDING ONLY THE EAR LOOPS.**



## DO NOT WEAR A MASK IF YOU ARE WELL

There are sufficient masks in the warehouses and government stockpiles, if they are used responsibly.

## WEAR A MASK ONLY IF




- You have a **FEVER, COUGH OR RUNNY NOSE**
- You are **RECOVERING FROM ILLNESS**



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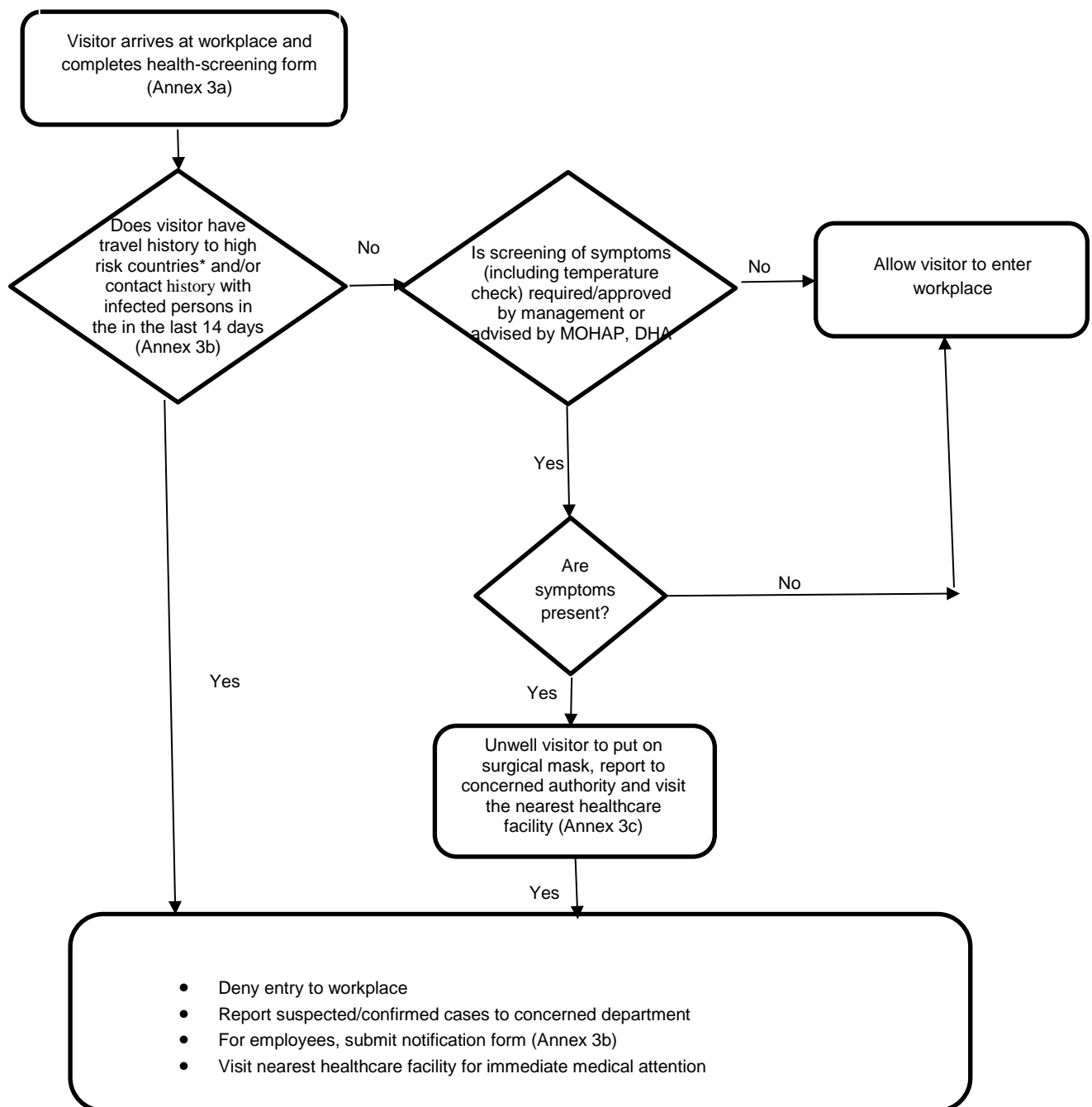
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### 10.3 Annexure 3:

#### DHCC Screening procedures of visitors and employees



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### 10.3.1 Annexure 3a:

## DHCC Health Screening Form for Visitors

Dear Valued Visitor,

To prevent the spread of COVID-19 in the Dubai Healthcare City Community and reduce the risk of exposure to our staff and visitors, we are conducting a screening questionnaire. Your participation is important to help us to take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's name:	Personal contact number (Mobile number/Home):
EID / Passport no*:	Nationality:
Organization of visitor (if applicable):	
Meeting venue / level / department to visit:	Name of host:
Temperature reading of visitor:	Recorded by staff (name):
Self-declaration by visitor	
1	<input type="checkbox"/> <b>No symptom</b> If you have the following symptom(s), please tick the relevant box(es) Fever <input type="checkbox"/> Dry cough <input type="checkbox"/> Body aches <input type="checkbox"/> Headaches <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Tiredness <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Others _____
2	Have you been in contact with a confirmed COVID-19 patient in the past 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you been to Mainland China or any high/risk affected countries or area(s) in the past 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>

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	If yes, please indicate the affected country(s) or area(s) : _____
--	--

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Information captured is used for contact tracing if require

### 10.3.2 Annexure 3b:


#### Employee Travel Declaration Form

Dear Employees,

In order to ensure the continuous wellbeing of our staff, the workplace and all members of the society, and as per the current prevention and control policy of COVID-19, Dubai Healthcare City Authority requires you to provide information regarding your history of travel in the last 28 days.

Please complete the below form **ONLY** if you or your close relatives/contacts have travelled abroad in the past 28 days. Please make sure to return the form to the management as soon as you or your close relatives/contacts return to the UAE

Employee name			
Organization			
Employee history of travel in the last 28 days	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Close relative history of travel	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Country / countries visited			
Date/s of travel		Date/s of return	

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Duration of stay	
Any history of contact with confirmed Covid 19 case	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fever or flu symptom during or after return from travel	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact number	
Other notes	

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake responsibility to inform you of any changes therein, immediately.

Date of declaration:

Signature:

### 10.3.3 Annex 3c:

#### Notification Form for Employees

Suspected infection case at work

##### Details of affected employee

Employee name	Organization	Department
Job title:	Nationality:	EID/ Passport no*:
Employee history of travel in the last 28 days		
Address:		
Contact number:		




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----- (W) ----- (H) ----- (M)	
Symptoms:	
<input type="checkbox"/> Fever	<input type="checkbox"/> Body aches
<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Runny nose
<input type="checkbox"/> Sore throat	<input type="checkbox"/> Tiredness
<input type="checkbox"/> Dry cough	<input type="checkbox"/> Headache
Others Details: -----	
Date & time of fever onset	
Date & time of isolation	
Travel history over the last 14 days	
Countries visited	
Flights taken	

#### Details of recording employee

Employee name:	Organization:	Department:
Job title:	Nationality:	EID/ Passport no*:
Address:		
Contact number:	----- (W) ----- (H) ----- (M)	

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Date & time of recording	
--------------------------	--

\*Note: Information captured is used for contact tracing, if required.