



In the interest of the safety of all workers in the Ministry and as a follow-up on the recent developments regarding the outbreak of the 2019 Novel Coronavirus (COVID-19), everyone is kindly requested to abide by and adhere to the following procedures:

- Activating and using electronic correspondence in coordination with the concerned authorities in the Ministry and reducing the use of paper mail.
- Suspending the use of the prevailing attendance recording device (Fingerprint Time Attendance System) for one month, with the ongoing and institutional importance of the commitment of all supervisory personnel to follow up on the attendance and departure of the employees subject to their supervision.
- Strictly adhering to hygiene habits using sterilizers, washing hands with water and soap, and using tissue paper when coughing or sneezing, knowing that sterilizers have been provided at elevators, doors and internal locations exposed to repeated use.
- Avoid each and every convention or mannerism that would necessitate coming in contact with people, including shaking hands.
- The staff should not move between offices except for the necessity of official business, and avoid all gatherings amongst them.
- Do not share cups and mugs amongst or more than one person, and it is preferable to use disposable paper cups and mugs.
- Any employee who suffers from a suspected disease symptom must go immediately to the nearest hospital or health center.
- Directing all visitors to use sterilizers before entering the ministry's buildings and before meeting the employee. Such procedures should be under the cursory supervision of security guard members.
- Announcing to all visitors the need to submit requests and correspondences electronically, especially those who are familiar with this protocol through the Ministry's website, as well as its online accounts via social media.
- Postponing all social activities, events and any formal or informal gatherings until further notice.
- Following the directions from the official sources who are most closely tasked with following up on the developments resulting from the indicated virus.

May Allah save everyone from all harm...

Issued on Rajab 20, 1441 AH

Corresponding to 15 March 2020