

# CONTINGENCY PLAN COVID-19

ENGINEERING AND HEALTHCARE SERVICES

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# INTRODUCTION

The COVID-19 Contingency Plan, outlines how the Al Shirawi Engineering and Healthcare Services health and safety system will prepare for and respond to any declared COVID-19 emergency. As the COVID-19 outbreak evolves, Al Shirawi strongly encourages the staff to prepare for the possibility of outbreaks in their communities. Creating an emergency plan can help protect you and the health of your community. To follow are recommended actions for preventing the spread of COVID-19. The Before, During and After sections of this guidance offer suggested strategies to help plan and implement the recommendations.

Al Shirawi Engineering and Healthcare Services top management team spearheaded by CEO/COO has created an emergency response committee and will update all possible measures that can enable us to prevent the outbreak based on the contingency plan recommendations

The top management is committed to uphold the safety and security of all employees and family members through regular update of the outbreak based on the notification and periodical updates from DHA/WHO. The control measures identified by OHSE experts as a result of intensive risk assessment is also provided much needed inputs for this plan

## Recommended sites:

<https://www.epi-win.com/advice-and-information/general-public/general-public-simplified-guidance>

<https://www.dha.gov.ae/Pages/encorona.aspx>

## Aim

This plan outlines the strategies to manage a flexible, scalable and proportionate response, with appropriate and timely interventions and allocation of resources, to minimize the health consequences of a COVID-19 emergency..

## Strategic objectives

This plan's strategic objective is to ensure a safe, effective, and coordinated response to COVID-19 emergency by:

- Describing how, when, and where Health resources are mobilized;
- Outlining the process of escalating and de-escalating the Health response;
- Detailing high-level roles, delegations and authorities

## Hazard definition

COVID-19 is an emerging respiratory disease and there is more to learn about its transmission, clinical course, and populations at increased risk of disease and complications. Everyone can do their part to help plan, prepare, and respond to this emerging public health threat.

CDC has developed recommended actions for preventing the spread of COVID-19 at mass gatherings and large community events. The Before, During, and After sections of this guidance offer suggested strategies to help you plan for and implement these recommendations. Special and immediate actions are required to limit the spread of disease from infected persons and other sources of infections to the wider community

## Before, During and After

Dubai Health Authority - Health Regulation Sector (HRS) appreciates the ongoing support and collaboration offered by its Strategic Partners to improve the provision of healthcare services in the Emirate of Dubai. And with reference to the above mentioned subject, please refer to the instructions in the current circular on Novel Coronavirus (2019- nCoV) alert, and to abide by it.

## Epidemiology

Recent reports from World Health Organization (WHO) confirmed that Novel (new) Coronavirus (nCoV-2019) is a new strain of coronavirus that was first identified in a cluster of pneumonia cases in Wuhan City, Hubei Province of China.

In addition, cases were confirmed in several cities in china, and confirmed cases in several countries outside China, including Thailand, Japan, South Korea and the United States. More cases may appear in more countries in the future.

## Mode of Transmission

Most of the cases have had exposure to a large seafood and animal market, suggesting a possible zoonotic origin to the outbreak, and with proved human-to-human transmission.

According to the information available up to date, the Chinese government has temporarily closed all forms of public transportation in Wuhan, but the World Health Organization does not recommend any travel or trade restriction with other cities in China or with other countries with reported cases.

## Clinical Feature

Most of the cases have shown respiratory symptoms, fever, shortness of breath and pneumonia.

# TREATMENT

Currently, the UAE government has approved two vaccines to prevent the further spread of COVID-19; The Sinopharm vaccine and Pfizer/BioNtech vaccine. Both the vaccines are free to all citizens and visa holders in UAE.

## Definition Case Surveillance

Suspected nCoV-2019 is defined as:

A person with acute respiratory illness (fever with cough and/or shortness of breath) and any of the following symptoms:

A history of travel to China and affected countries in the 14 days prior to symptoms onset.

A close physical contact\* in the past 14 days with a confirmed case of nCoV-2019 infection.

Confirmed 2019-nCoV is defined as: A Confirmed case is defined as a suspected case with laboratory confirmation of nCoV-2019 infection.

## Laboratory Diagnosis

At this stage, the laboratory testing for 2019-nCoV is performed at the leading laboratories recommended by WHO. All samples from suspected cases should be send to Dubai Health Authority Lab Testing is performed to confirm a clinically suspected case and to screen contacts.

Preventive medicine section in Public Health protection department- DHA strongly emphasizes that all health care providers need to be more vigilant about managing cases with acute respiratory symptoms and related to a travel history to China and any other sensitive countries as per the situation report during the last 14 days prior to the onset of symptoms.

The mode of transmission of 2019-nCoV remains unknown. But the recommendation is to ensure that the infection control team or its representative in every health care facility following contact and droplet precautions, and perform the necessary awareness and education regarding the novel Corona disease In general, the following are recommended:

- 1. Perform Hand Hygiene**
- 2. Activate triage at the entry point of the healthcare facility, for early identification of all patients with acute respiratory illness.**
- 3. Practice contact and droplet precautions while handling 2019-nCoV patient (suspected/ confirmed), or any related specimens.**
- 4. Practice additional precautions for aerosol-generating procedures; wear a fit-tested N95 mask, eye protection (i.e. goggles or a face shield), gloves and impermeableapron.**

Recommended infection control measures

- Voluntarily reporting any symptom related to COVID 19 to the nurses at office or any work premises

- In case of return from any of the affected areas, consult the nurse before proceeding for work
- Practice non hand shake policy
- No use of biometric machine instead entering the details of attendance in the register

Top management is responsible to communicate the recommendation through COVID update bulletin duly authenticated by COO.

## RISK MANAGEMENT

As an employer, we required by law to protect our employees, and others, from harm. Considering our responsibility to handle the risk associated with the COVID 19, the HSE council members will be conducting periodical risk assessments in the office, site and accommodation area. The control measures will vary depends on the intensity which we have terms as

**Yellow: Be Aware.** Outbreak which is controllable (when declared as epidemic in a region) there possibility that it will spread in other region in the next few days and could affect people in the area concerned. Yellow means that people should plan ahead thinking about possible travel delays, or the disruption of your day-to-day activities. HSE alerts will be send during these days for possible corrective measures and how to control the decease spread

Communication channel: HSE alert/ General awareness through TBT

**Amber: Be Prepared.** There is an increased likelihood of severely or the person get effected in the region and day by day there is an increase trend of affected people, which could potentially disrupt people's plans and possibly cause travel delays, regress checks on people, interruption in business because of delay in service, shortage of PPEs and increase the volunteers to cover the outbreak. Amber means people need to be prepared to change plans and protect themselves, their family and community from the impacts of COVID 19

Communication channel: HSE ALERT/ COO EMAILS

**Green: Extra care:** TThe employees who are returning after vacation/ affected by any flu symptoms but not covid19 will be encouraged to work from home till full recovery is made. Incase on arrival the test result turns positive for COVID 19 the isolation facilities will be arranged for those who are in company accommodation in a designated area to avoid cross contamination. All direct contacts with the affected person will be quarantined during this stage people will be shifted to dedicated quarantine/Isolation areas for further probing and all precaution will be taken to ensure employees will not get any panic due to trauma, isolations from colleagues and key contacts

**Red: Take Action.** Any one of the employee or family member of employee tested positive on virus. This means control measures should be robust enough to keep themselves and others safe from the impact of COVID 19. Widespread fear, isolation from family members, business disruption. Partial or complete lock out, increased medical concern and shortage of monitoring equipment's will be the risk  
Communication channel: CEO/COO Emails, Medical Bulletin, Incident investigation report

The strategies to manage risk typically include transferring the risk to another party, avoiding the risk, reducing the negative effect or probability of the risk, or even accepting some or all of the potential or actual consequences of a particular risk.

## Management program

This includes:

- Sending daily alerts/ regular update on outbreak spread (Yellow stage\*)
- 100% Screening of employees/ visitors & installation of sanitizers and increase spending on PPEs (Amber stage\*\*)
- 100% screening of employees, permit to work system, work from home program declaration (Red stage\*\*\*)

## Management program implementation

The implementation of various management contingency plan will be done by the trained / competent resources. The applicable control measures and its viability will be regularly checked against the extremal treats

### General Risk Area 1 – Offices /Site and Accommodation

Risk Description	Likelihood	Consequence	Risk Rating	Control measures	Contingency Plans
Cold, Cough, Fever Causing Diarrhea, pneumonia / WHO declaration as epidemic	likely	Minor	High	<ul style="list-style-type: none"> <li>• Ensure covering of face while coughing</li> <li>• Ensure body temperature is less than 37.3 Degrees</li> <li>• Seek immediate medical attention in case of any ill health</li> <li>• Ensure frequent use of alcohol based hand sanitizer</li> <li>• Wash hands frequently with soap and water</li> <li>• Maintain at least 1 meter's distance while having conversation with anybody</li> <li>• Avoid direct body contact</li> <li>• Avoid visiting any place where more number of people are observed (e.g. social gathering, events, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure close watch on all people</li> <li>• Ensure all people are wearing mask to avoid direct contact between each other</li> <li>• Ensure use of alcohol based hand sanitizers (Touchless)</li> <li>• Ensure adequate stock of PPE such as Mask</li> <li>• Prepare an isolated room</li> <li>• Provide periodical HSE alerts</li> <li>• Briefing the HSE committee on a regular intervals</li> </ul>

**Note:** During yellow alert stage periodical review of applicable legal and regulatory requirements are suggested. **All alerts should be sent from HSE department to all users to ensure preventive actions get communicated.**

The risk assessment has to be reviewed based upon the change in risk levels. The regular monitoring of following aspects suggested to upgrade and downgrade the risk level

1. Regions mitigation plan against the outbreak of COVID-19
2. Control measures taken by government and WHO against the outbreak
3. Situational report review published by WHO

**Applicable link:** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

## General Risk Area 2 – Offices /Site and Accommodation

Risk Description	Likelihood	Consequence	Risk Rating	Control measures	Contingency Plans
Cold, Cough, Fever Causing Diarrhea, pneumonia/ WHO declaration as pandemic	possible	Major	extreme	<ul style="list-style-type: none"> <li>• Ensure covering of face while coughing</li> <li>• Ensure body temperature is less than 37.3 Degrees</li> <li>• Seek immediate medical attention in case of any ill health</li> <li>• Ensure frequent use of alcohol based hand sanitizer</li> <li>• Wash hands frequently with soap and water</li> <li>• Maintain at least 1 Meters distance while having conversation with anybody</li> <li>• Additional controls</li> <li>• Avoid direct body contact</li> <li>• Avoid visiting any place where more number of people are observed (e.g. social gathering, events, etc.)</li> <li>• No handshake policy</li> <li>• Compulsory temperature reading of all visitors and employees</li> <li>• No conference and meetings</li> <li>• No biometric punch for attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Compulsory self-declaration form to be filled.</li> <li>• Ensure compulsory temperature reading of all employees/visitors</li> <li>• Conduct regular TBT and communicate do's and Nots</li> <li>• Periodical email from COO</li> <li>• Prepare an isolated room for possible infected person</li> <li>• Provide sanitizer's in the strategic location</li> <li>• Regular refilling and maintenance of sanitizers</li> <li>• Develop disaster management team</li> <li>• Train resources to handle contingency</li> <li>• Distribution of PPE</li> </ul>

**Note:** During Amber alert stage the employees, visitors and other relevant stake holders will be briefed about the control measures through various means. **Alert posters and dos and do-nots** will be regularly communicated in order to ensure preventive actions were taken to avoid the outbreak of disease to any of the employees'/family members.

COO alert will be sent to all users once in three days detailing control measures and current situation of outbreak.

### General Risk Area 3 – Offices /Site and Accommodation

Risk Description	Likelihood	Consequence	Risk Rating	Control measures	Contingency Plans
Diagnosis of COVID-19 case to the employee ( contamination and spreading of the virus )	Rare	Major	High	<ul style="list-style-type: none"> <li>• Immediately isolate the employee</li> <li>• Reporting the case to the regional medical authorities and ensure evacuation</li> <li>• Quarantine the entire area and isolate all employees</li> <li>• Complete office closure and announcement of work from home</li> <li>• Compulsory medical test all possible interactors</li> <li>• Notification to store essential goods due to shortage of material</li> </ul>	<ul style="list-style-type: none"> <li>• Travel ban</li> <li>• Activate disaster management plan</li> <li>• Inform health authorities about the case</li> <li>• CEO/COO bulletin on a regular basis about the infected persons progress</li> <li>• Compulsory deep cleaning of the facilities</li> <li>• Sanitation and disinfection on affected area</li> <li>• Suggestion to keep essential commodities &amp; PPEs</li> </ul>

**Note:** In case of any reported incident of COVID -19 to the employee's compulsory medical checkup for all the employees from the regional medical centers will be undertaken.

# SERVICE PROVIDER MANAGEMENT

Service provider's management is a pivotal requirement to contain the diseases spread from subcontractors to main contractors. During various stages of contingencies effective handling of subcontractors were suggested. The control measures will vary depending upon the following circumstances and the contingency plan will get updated accordingly

## Circumstances:

1. The current regional spread of the disease
2. The government declaration and major outbreak prevention announcements
3. The outcome of the risk assessment based upon the situational changes
4. The effectiveness of the action taken by the subcontractors based upon the review meetings conducted by HSE professional

Stages	Control Measures
<b>Yellow (*)</b>	<ul style="list-style-type: none"> <li>● Periodical awareness to employees about the COVID 19 preventive measures through team meetings</li> <li>● Provide posters and dos and do-nots</li> <li>● Conduct review meetings with subcontractors on a weekly basis and provide update on COVID 19 situation</li> <li>● Training on effective utilizing utilization of PPEs and control over myths</li> </ul>
<b>Amber stage (**)</b>	<ul style="list-style-type: none"> <li>● Briefing of contingency plan and control measures taken by the organization to the service provider representatives</li> <li>● Providing alert about vaccination requirements during employee induction</li> <li>● Employees returning from vacation (from a foreign country) Should undergo mandatory tests on arrival at the airport.</li> <li>● Compulsory declaration from the service contractor on preventive measures conducted based upon the contingency plan of Al Shirawi</li> <li>● Engineering and Healthcare Services</li> <li>● Amend terms and conditions of the contract with addendums and</li> <li>● circulate guidelines on COVID 19</li> <li>● Weekly coordination with service provider representative and</li> <li>● review effectiveness of control measures</li> <li>● Random visits of the facilities to ensure the control measures taken by the subcontractors are in align with contingency plan requirements</li> </ul>
<b>Red stage (***)</b>	<ul style="list-style-type: none"> <li>● Isolation of sub-contractors who are affected</li> <li>● Seek information and continuous bulletin on affected person's health conditions</li> <li>● Termination of contracts considering the COVID 19 infection</li> <li>● Review control measures like deep cleaning, sanitation and disinfection treatment reports before re- induction</li> </ul>

Stages	Control Measures
	<ul style="list-style-type: none"> <li>● Circulate memos and control measures at the affected areas and relevant stake holders</li> <li>● Complete quarantine of activities and areas affected</li> <li>● Identifying direct and indirect contacts</li> <li>● Medical assistance and consultation from HSE for recovery</li> <li>● Providing isolation and quarantine help in consultation with the HR department</li> </ul>

## COVID 19 Circular and action plan

The Frequent changes related with the COVID 19 and its impact at work place will be reviewed on a time to time basis with the selected representatives of HSE and HR chaired by COO.

The circular will be prepared and all relevant stakeholders will be informed about the changes for the strict adherence.

Interim inspections will be conducted for the compliance on COVID 19 circular requirements

Violators will be educated about the importance of compliance through induction and disciplinary action will be imposed for repeated violations

Reference: COVID19 Circulars

## Management control for suspected case

Service provider/subcontractor should provide the details on the suspected case or confirmed case in the case report form with control number CP01

Service provider should ensure the close contact with suspected case and therefore concern parties should not be deployed in site and further isolation has to be carried out for the individuals whomever else had direct contact with suspected case or confirmed case

Note: In case of disinfection and sanitation requirements approved specialized subcontractors with DM approval will be selected after careful evaluation of their credentials by HSE department prior to provide contracts for disinfection during Red alert stage

# COVID19 SUSPECT AND POSITIVE CASE TREATMENT PLAN

## Confirmed case

As per the current assessment confirmed case can vary in two types -Symptomatic, asymptomatic

## Symptomatic case

Cases found positive with one or more symptoms like shortness of breath, difficulty in breathing or cough, sore throat, runny nose, vomiting, severe acute respiratory infection and temperature over 37.4 will be accommodated in the quarantine space allotted by the organization as per the availability which is applicable for the all staff and workers whomever else staying under the company accommodation but employees whomever else staying outside is recommended to self-isolate themselves

Reporting towards health authorities will be initiated as per the severity of the case whomever else in quarantined or isolated

## Asymptomatic

Cases found positive without symptoms will be quarantined in space allotted by the organization as per the availability and self-quarantine or isolation is recommended for the employees whomever else staying outside

## Suspected case

Suspected case can be Identified in following area - Direct contact case, Indirect contact case

### Direct contact case and Indirect contact case

As per the process mapping employer or authorized person should identify the people whomever else will be in direct contact or indirect contact with respect to the individual found positive. After identifying the direct contacts, people will be quarantined for 10 days and meanwhile person will be recommended for testing if correspondent symptoms are identified

Indirect contacts will be monitored on a daily basis for any possible symptoms. Incase symptoms persist they will be sent for test

The probability of direct contact or indirect contact can be identified by evaluating the following areas such as living in same household, workspace - (Manhandling, consulting, documentation hand over), Face to face interaction in enclosed space more than 15 minutes within 2meters distance

# MOBILIZATION

Project mobilization and post mobilization will be carried out for the upcoming projects as per the requirement and therefore following control measure should be enhanced or ensured to prevent the attack of covid19

## Control measures on Project mobilization

**Risk assessment** has to be carried out to identify the existing risk as well as to implement the effective control measure to mitigate the risk respectively

**Safety induction** has to be conducted to provide the awareness on stakeholders regarding the severity of disease control measures that has to be enhanced as per the contingency plan to avoid the spread of covid19

**PPE necessities** has to be identified and provided respectively however worker shall use the task based PPE Complementing the PPE required for protection against the covid19

Adequate **sanitizing material** and **trash container** has to be provided at prominent areas with ongoing sterilization of work areas and temporary offices,

**Rest time** and **rest areas** should be well organized and properly distributed to avoid the gathering and adequate space should be provided for office staff to work with 1.5 m gap

Entry of suspected case or confirmed case should be restricted during the project mobilization and further action has to be carried out as per the treatment plan if suspected case is identified

## Control measures on post mobilization

### Temperature reading

Temperature of the employees should be measured on daily basis by using the infrared temperature reader by the responsible person and further observed reading should be recorded and monitored to analyze the trend in the temperature

### Social distance

The employees should maintain 1.5m distance between each other while working in site, boarding or leaving the bus, using the hoist or lift without gathering and further it should be monitored by the concern HSE professional of the site, warehouse, shop floor etc.

### Usage of PPE and sanitizing material

HSE professional whom else handling the site, Warehouse, shop floor should ensure the usage of PPE that complement to prevent the covid19 infection like mask and gloves (N95, Surgical mask, cloth mask) by the employee which is mandatory and usage of sanitizing material like soapy solution and sanitizer to maintain the individual hygiene has to be encouraged

### Maintenance of sanitizing material

Sanitizer dispenser should be well maintained by refilling the chemical as per the requirement and trainer should be cleared regularly

### Safety Induction along with declaration form

Safety induction should be provided to the stakeholders to provide an awareness about covid19 along with Declaration form should be used as an acknowledgement from the interested parties regarding the control measure that need to be complied as per the contingency plan and also to identify the travel history, whether person has undergone any isolation earlier, to identify the symptoms rather than temperature

### Sterilization and control of cases

Sterilization of equipment should be done to irradiate the infection from covid19 while using the machine and also recommended to follow the treatment plan as per the contingency plan if suspected case or positive case has been identified

### Rapid testing

Rapid testing can be superseded in-order to monitor the health screen of the body as per the DHA guideline if resource availability to conduct the covid19 PCR test is less

# INTENSE SPREAD OF DISEASE IN THE REGION

**Note:** In case of high level spread of COVID-19, based upon the government guidelines, red alert will be declared by GM – QHSE and initiate high level disaster management discussion. Control measures and its communication will be decided depending upon the intensity of the outbreak and region's contingency handling plan

## Quarantine.

To minimize the risk of spread of COVID 19 all staff and workers traveling / entering UAE from business or vacation shall be mandatorily quarantined for a period of 10 days (Sharjah /Abu Dhabi) within an allocated area of quarantine for workers in the labor accommodation and staff shall be either home quarantined or adequate space shall be arranged for this purpose with appropriate welfare arrangement along with necessary resource arrangements to deal with the present situation.

However, employees travelling to Dubai will be allowed to report on duty immediate to covid19 PCR negative report intimation to HR and HSE till the PCR test report is released quarantine is required

Quarantine Yard – Labour accommodation	<b>Oasis labor camp, Jabel Ali: A block, 4th floor Room number: A401, A402, A403, A405, A406 and A414</b>
Quarantine Yard – Staff accommodation	<b>Greece accommodation –L10</b>

The quarantine facility identified will be independent from other accommodation and the complete supervision and control will be managed through dedicated security guard. In order to ensure proper housekeeping frequent disinfection and sanitation work will be performed by trained housekeeping staff by complying all applicable regulatory requirements

In order to enter the facility disposable coverall, shoe cover and surgical mask (or N95 protection mask) and safety goggles will be provided.

The appropriate PPEs and training on handling the waste and consumables will be provided to housekeeping staff.

Periodical checks on housekeeping and security staff health will be conducted on a daily basis by competent nurses

Daily monitoring of quarantined staffs will be performed and record will be updated and circulated to relevant stakeholders detailing temperature and any symptoms of COVID 19.

All applicable rules and regulations prescribed by local authorities will be followed to show compliance against the COVID preventive action

Frequent walk around and supervision checks will be performed by HSE and Welfare Manager and the resources requirements will be updated on a daily basis

All applicable rules and regulations prescribed by local authorities will be followed to show compliance against the COVID 19 preventive action

Frequent walk around and supervision checks will be performed by HSE and Welfare Manager and the resources requirements will be updated on a daily basis

#### General Risk stage 4 –Extra Care– Quarantine

Risk Description	Likelihood	Consequence	Risk Rating	Control measures	Contingency Plans
inadequate space for isolation,  Security,  inadequate welfare arrangements,  identifying confirmed cases,  transportation,  Inadequate stock of PPEs	Likely	Minor	High	<ul style="list-style-type: none"> <li>Identify suitable area with adequate welfare facility.</li> <li>Regular monitoring of body vitals for isolated personnel related to COVID 19</li> <li>Dedicated security to be deployed</li> <li>Controlled exit/entry</li> <li>Adequate stock of soap, sanitizers, tissue papers and hand wash post</li> <li>Frequent disinfection and cleaning of the facility</li> <li>Guidance notice on hygiene practices</li> <li>Social distancing</li> <li>Restrict public interaction</li> <li>Availability of dedicated emergency vehicle</li> <li>Adequate PPE to be provided for driver</li> <li>Frequent disinfection of the vehicle</li> <li>Minimum stock of appropriate PPEs (Surgical mask, Latex non powder gloves, Disposable coverall, soap and sanitizers) to be maintained.</li> <li>Appropriate storage of PPE</li> </ul>	<ul style="list-style-type: none"> <li>Ensure close watch on all people quarantined</li> <li>Ensure all people are wearing mask to avoid direct contact between each other</li> <li>Ensure use of alcohol based hand sanitizers (Touchless)</li> <li>Provide periodical HSE alerts</li> <li>Briefing the HSE committee on a regular interval</li> <li>Report temperature reading and quarantined employee conditions daily</li> <li>Daily cleaning by using DM approved disinfectant and sanitation process</li> </ul>

## Isolation

In case of isolation of any staff due to the COVID 19 syndrome, the DHA authority will be intimated for further action. Suspected people list who are in contact with the confirmed person will be shared with the authority. The further proceeding will be followed as per DHA regulations

The camp will be disinfected immediate to the incident from DM approved disinfection service provider. The disinfection process will be verified by HSE department to ensure strict compliance against the regulatory requirements. The records of disinfection and sanitation work will be shared with Welfare officer for record update.

Additional quarantine facility will be identified based upon the increased cases reported and when the occupancy reaches 80%

During the isolation time, Welfare Manager will periodically follow up the patient's wellbeing and will report to the top management the condition of the patient.

#### General risk: Isolation- affected person in case of COVID 19

Risk Description	Likelihood	Consequence	Risk Rating	Control measures	Contingency Plans
<p>Trauma/ Isolation with near one's</p> <p>Stress due to confirm cases</p> <p>Effect on reputation</p> <p>Prolong absenteeism</p> <p>Effect on business continuity</p>	Likely	Major	Extreme	<ul style="list-style-type: none"> <li>Intimate DHA and health authorities about the case</li> <li>Activate the emergency and disaster management plan</li> <li>Immediate disinfection and sanitation work in the affected area</li> <li>Disinfection of the vehicle travelled</li> <li>Check the health condition of the inmates and close colleagues</li> <li>Increase the stock of PPEs in the quarantine area</li> <li>Maintaining of minimum stock of consumables</li> <li>Declare work from home</li> <li>Medical checkup of all inmates interacted</li> <li>Identify the satellite offices to activate work plan</li> <li>Keep cleaning chemical approved by DM</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all people are wearing mask to avoid direct contact between each other</li> <li>Ensure high level personal hygiene in all facilities</li> <li>Provide frequent health bulletin on patient condition</li> <li>Briefing the HSE committee on a regular interval about the patients</li> <li>Access the risk associated with working from home/satellite office</li> <li>Periodical medical checkup of inmates</li> <li>Disinfection and sanitation of affected areas</li> <li>Educating vaccination requirements during re-induction</li> </ul>

**Note:** Legal documents to be referred:

- **DM-PH&SD-CR2-**  
cleaning and disinfection process for labour accommodation
- **DM-PH&SD-GU88-CDBE 4-**  
Infected areas exposed to non-confirmed cases
- **DM-PH&SD-CR20 -**  
Obligatory instruction for food establishments

#### **Male nurse-**

- Report the condition of quarantined staff /Workers on a daily basis
- Conduct temperature and COVID symptom review and report the case to welfare /HSE officer
- Review the condition of present quarantine areas occupancy and report the status to welfare officer
- Dealing with the emergencies and escalate the action plan to ERT members

#### **HSE Manager/ Sr.HSE Officer-**

- Daily review of quarantine and isolation areas status
- Emergency and disaster management plan activation and matrix communication
- Review of overall standard of quarantine area in terms of hygiene and cleanness
- Conduct review meeting with nurse, HSE officer and security once in three days
- Review and update the contingency plan based on changes in circumstances and risk level
- Review the risk assessment and keep update the control measures
- Update the legal requirements and COVID management program frequently

#### **QHSE GM-**

- Command and Control of escalation and communication process
- Review and report the status to top management on quarantine employee medical status
- Lead & direct disaster management team in case of reported COVID cases in the quarantine area
- Communicate the incident through HSE alert and activate the control measures
- Address management team about the evacuation/ remobilization process
- Facilitate consultation and participation programs with the external stakeholders
- Implement best practices based up on the shared knowledge related to COVID management

## Key contacts of members (Quarantine)

Name	Designation	Phone. No.
Mr. Surendra	Employee Welfare – Engineering Services	056-6833993
Mr. Kripala	Male Nurse	056-839848
Mr. Ravi Moosa	Camp Boss	056-9986197
Security	Quarantine Floor	0563306582
Security	Security	0543606854
Security	Night	0523463510
Mr. Ravi Moosa	Emergency vehicle driver	0569986197
Mr. Martins	Transport Manager	0566553827
Mr. Nayeemuddin	Transport Manager	0508463998
Mr. Saurabh Kapila	Security Manager	0566819832

## Key contacts of members (Quarantine)

**Vehicle Model: ISUZU**

**Vehicle Fleet: F80673**

**Vehicle Capacity: 6 Seater**

## Waste Management and Waste Water (Quarantine)

Waste management and waste water will be collected by M/s. Imdad.

## Washing arrangement (Quarantine)

Washing machine has been made available for washing clothes, bed sheet etc.

## PPE arrangements (Quarantine)

Necessary PPE has been arranged and available with Male Nurse.

Procurement of PPE's, soaps, sanitizers, tissues and other toiletries etc. will be taken care by welfare manager/HSE Officers

# WORKER ACCOMMODATION CONTINGENCY MANAGEMENT

Al Shirawi Engineering and Healthcare Services ensure strict vigilance on labour welfare in case of any lockdown announcement from government to combat the spread of COVID 19. The risk assessment in this regard has been developed and discussed with HR Managers in the group as well as with welfare officers. ERT members will ensure complete monitoring of camp facilities with well-defined control measures explained as under:

- Ensure enough cash support in case of contingencies
- Ensure stand by arrangement for groceries and key suppliers and ensure proper flow of essential items
- Make sure Jabel Ai labor camp has enough space for quarantining suspected cases, hire camp if required, if anyone infected and complete evacuation is demanded by authorities
- Keep disinfectants approved by DM for emergency use (Service provider to be instructed)
- Ensure the catering agency will maintain enough food to meet requirements for camps
- Poster on "stay calm" meditation instruction or music and full-fledged WIFI system should be in place to reduce stress level.
- In case of any one prone to COVID 19, isolate him and inform disinfection company to conduct intensive disinfection and sanitation work
- Ensure the security guards to restrict visitors and "no visitor" poster in entrance of the camps
- Maintain route tracking based on the camp boss and security guard investigation of confirmed cases and report to DHA for test
- Ensure the stand by camp in case of positive test and requirement of further quarantine the labors in a separate place
- CCTV backup to be made for full time check the camp performance in case of theft or loss of property and damages to property during violence
- ERT members to be trained to handle the emergency and ensure the immediate escalation to police in case of violence.
- Frequent counselling through welfare manager and update the camp boss on contingency measures to stay people calm
- Communication flow is assured through separate contingency what's up activation with related parties which includes camp boss, security staffs, nurses, welfare manager, HR manager, QHSE representatives and ERT members

# KEY CONTACTS OF DISASTER MANAGEMENT COMMITTEE MEMBERS

Name	Designation	Phone. No.
Mr. Navin Valrani	Vice chairman & Group Managing director	navin@alshirawi.ae
Mr. Pramodh Idicheria	COO	pramodh@alshirawi.ae
Mr. Manish Sharma	Group CFO	manish.sharma@alshirawi.ae
Mr. Rajesh Eswara pillai	Sr. Manager -HR	rajesh.pillai@alshirawi.ae
Mr. Krishna Kumar	General Manager – QHSE & Excellence	krishna.k@alshirawi.ae

# Annexure

## Guideline for overseas returnees

**Background: COVID-19** has had a far-reaching impact on the lives of people in the region and still poses significant threat to our lives. Al Shirawi Engineering and Healthcare Services is committed to ensuring all its employees and stakeholders are provided with utmost safety and security at all times. In order to understand the risks and methods of handling this pandemic, a robust contingency plan action plan has been developed and implemented. As per the plan, there are certain guidelines that are being issued for all the overseas returnees

Now that the authorities have permitted resident visa holders stranded in other countries to return to the UAE, certain guidelines shall be adopted to ensure both the health of the employees as well as business continuity is not affected.

### Guidelines:

- Conduct PCR test before boarding (valid for 96 hours) with a negative COVID test report to support the travel plan
- Send COVID-19 negative result report and flight ticket details to HR and HSE in order to formulate an effective quarantine plan.
- Upon arrival a swab is taken to conduct the COVID-19 PCR test for all returning UAE residents at the arrival port
- Travellers are requested to install the smart app "Dubai COVID-19"/ "Hasana" and register yourself in order to activate the quarantine tracking service. The person will also sign the undertaking on the application
- Once the samples reach the lab, the tests will be processed and the laboratory integrated with 'Hasana' will update you once the test results are out
- For negative test results, the laboratory will update on 'Hasana' as well as send an SMS notification for the same
- If the test result is negative, one can lead a normal life and does not require any quarantine, However, social distancing and use of appropriate PPEs shall be followed
- If the test result is positive, the patient is contacted by the investigation team
- For asymptomatic cases or cases with mild symptoms, compliance to home isolation is required
- If a patient refuses home isolation, Individuals should bear the cost of alternative institutional isolation (at a hotel or a building)
- If symptomatic and appeared case is severe, the hospitalization will be done as per recommendations by the investigation team
- The isolation period ends after completing the 10-days duration, with no symptoms or fever (afebrile without antipyretics (37.5 degree Celsius) for a minimum of 3 consecutive days before intended discharge, and after obtaining two consecutive negative PCR test results, within 24 hours
- In case of isolation at the hospital, the patient gets discharged provided he/she completes the required quarantine tenure at the hospital, with no symptoms or fever (afebrile without antipyretics) (<37.5 degree Celsius) for a minimum of 3 consecutive days before intended discharge, and after obtaining two consecutive negative PCR test results, within 24 hours
- The patient is discharged to the community if the quarantine requirements are fulfilled with obtaining a clearance certificate

- If a person is in home isolation or quarantine, they can obtain the clearance certificate by coordinating with their assigned doctor in COVID-19 DXB Smart App, or by calling DHA hotline at 800342. If a person is in institutional isolation or quarantine, or at the hospital, the attending medical team will provide him/her with the certificate
- Company will provide quarantine facilities only for workers who are staying at company provided accommodation. Staff living outside company accommodation shall be liable to make their own arrangements

## Contact List – Key External

Key contacts	Contact numbers
Police	999
Fire	997
Ambulance	999
Rashid Hospital	04 219 1000
Dubai Hospital	04 219 5000
AL Barsha Health Centre	+971 800 342
Nadd Al Hamar Health Center	+971 800 342

## Appendix – Risk Analysis Matrix

The following risk analysis matrix used in this plan has been developed as a guide.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

## Consequence Scale

The following table provides a description of each consequence descriptor used in this plan.

Descriptor	Description
Insignificant	No disruption to business functionality. No staff affected by the disease.
Minor	Disruption to one or two business functions. Some staff absent from work for 1 week.
Moderate	Disruption to a number of business functions. Long term alternatives are available. Staff may be absent from work for more than a week.
Major	Considerable disruption to business functions due to outbreak of corona virus and complete business lockout and disruption of business services for a week. Staff displaced for weeks or months. Significant damage to facilities.
Catastrophic	High exposure of diseases in the region resulting into complete lockout of business. Long term duration of leave for all employees. All business functions not available. Extensive damage to facilities requiring rebuilding.

## Likelihood scale

Descriptor	Description
Almost Certain	Is expected to occur in most circumstances.
Likely	Will probably occur in most circumstances.
Possible	Might occur at some time.
Unlikely	Not expected to occur.
Rare	May occur only in exceptional circumstances.

# Vaccination

Vaccination is the most important weapon to prevent and protect us from pandemic. Vaccination will help to strengthen our immunity system against the specific disease with the help of required antibody.

At alshirawi we have the following mechanism to promote and induce the staff to vaccinate

- HSE Alert specifying the requirements of vaccination
- Spreading the message related to vaccination success stories
- Tie up health authorities and hospitals for prioritizing vaccination program
- Vaccination dashboard review during weekly meetings with the management

## ROLES AND RESPONSIBILITIES

### Welfare Manager –

- Identify and allocate adequate space for quarantine & Isolation
- Arrangement of frequent disinfection
- Identification of competent cleaners and disposal of waste
- Oversee welfare arrangements
- Vaccination awareness and updates of report
- Ensure the cleaner and security guards carry competent certificates
- Identify alternative quarantine area in case the occupancy is reached 80% of the capacity

### Security Manager –

- Deployment of adequate and trained resources
- Control panic situation with ERT members
- Disinfection and sanitation program monitoring
- Escalation of emergency cases to the ERT members

### Transportation Manager –

- Provide vehicle and responsible driver
- Arrangement of frequent disinfection
- Response within 30 minutes on emergency to be assured
- Carry first aid boxes and emergency kits in the vehicle all times
- Report the transfer of quarantine staffs/workers to HSE officer

### HSE Officer –

- Availability of on call in house nurse
- Calibrated, monitoring and measuring devices
- Awareness, information and instructions
- Frequent walk around and ensure report on monitoring and patrolling of security reviewed
- Minimum stock level for PPEs and Chemical review
- Cleaning standard reporting to welfare officer
- Daily monitoring of temperature reading & its impact escalation to GM-QHSE

# ENGINEERING AND HEALTHCARE SERVICES

Al Shirawi Engineering and Healthcare Services consists of the following companies of Oasis Investment Company (Parent company) with diversified business operations within its scope of work.

- Al Shirawi Electrical and Mechanical Engineering Company LLC
- Al Shirawi Facilities Management LLC
- Al Shirawi Contracting Company LLC
- Oasis Coils and Coating LLC
- Vision wood International LLC
- SP Corporation Car Parking Management LLC
- Leminar Air conditioning Company LLC
- Leminar Air Conditioning Industries LLC
- Al Shirawi Infrastructure Company LLC
- CU Air Conditioning Industries LLC
- Alshirawi US Chiller services LLC
- Al Shirawi Healthcare solutions
- Al Shirawi Firefighting services

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