



OUTSOURCING • CONSULTING • TOOLS

Coping with Covid

Objective

Objective

Why?

The purpose of these protocols is to ensure the safety of all the members of the SourceitHR when work is resumed in the offices during the pandemic outbreak

How?

Maintaining distance
and avoiding physical
contact

Continuously
disinfecting
workplaces and
utilities/tools

Setting up a flexible
work schedule to
minimize the possibility
of being infected

Flexible Work Schedule

Flexible work Schedule

- We will be setting up a flexible schedule for work in terms of physically attending to the office vs working from home; to reduce the possibility of catching the disease and at the same time ensure that all the work is being done and adequately reviewed on time

| | Bashar | Mohammad | Abdalhaleem | Shatha | Anas | Raed | Hiba |
|-----------|--------|----------|-------------|--------|--------|----------------------|--------|
| Sunday | Office | Office | Office | Home | Home | Separate Schedule | Home |
| Monday | Home | Office | Home | Office | Office | | Office |
| Tuesday | Office | Home | Office | Office | Office | | Home |
| Wednesday | Home | Office | Home | Home | Office | | Office |
| Thursday | Office | Home | Office | Office | Home | | Home |

Schedule is also flexible and dynamic and may change depending on customer requirements and workload, and you will be informed accordingly

Rules to go by @ the Office

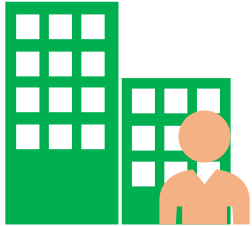
Rules to go by @ the Office



When leaving the house

1. Wear clean and washed clothes before coming to the company
2. Sanitize your hands before leaving
3. Wear a mask and gloves before leaving
4. When getting into your vehicle, sanitize the door handle and the car's steering wheel

Rules to go by @ the Office



When you reach the company

Keep in mind that the most infectious objects are:



Elevator Buttons



Staircase railing

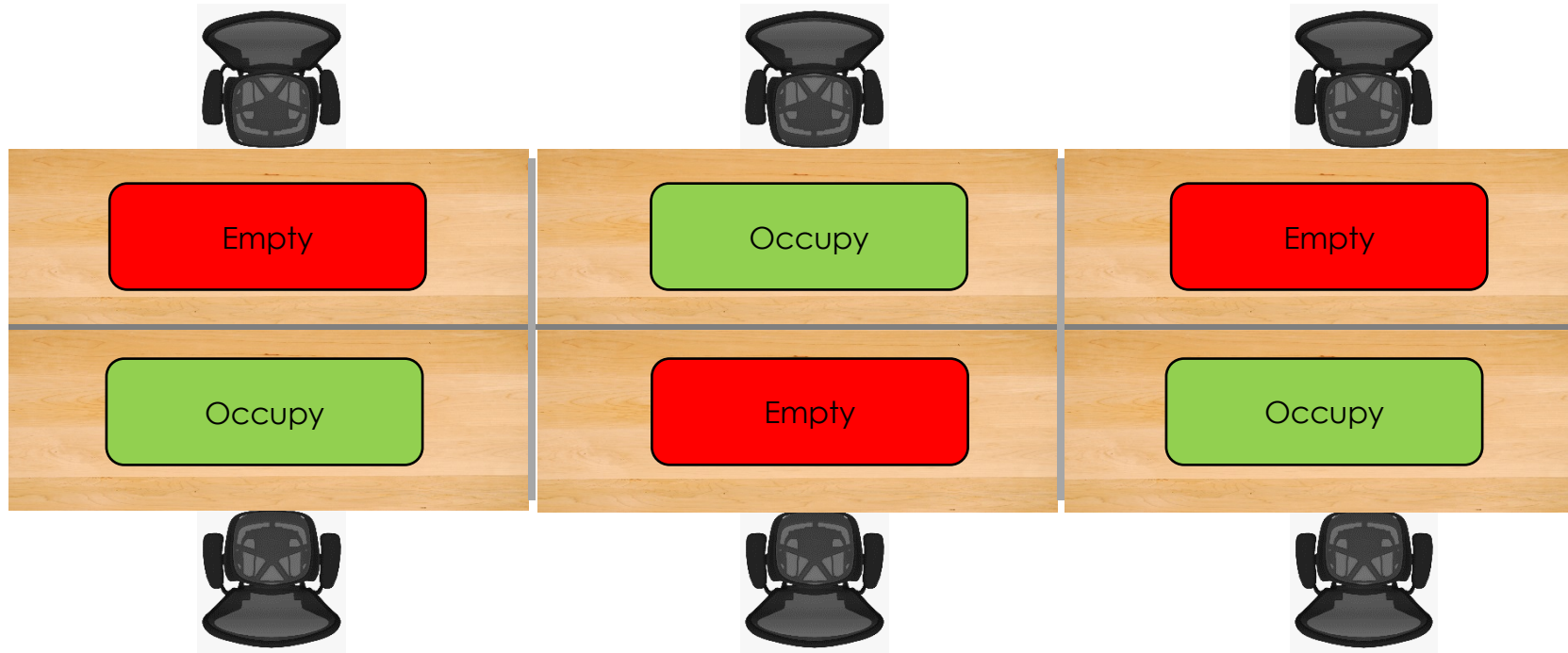


Door handles

So please disinfect your hands using the provided disinfectant as soon as you walk into the office (located on the reception desk)

SourceitHR will be getting a special disinfectant to ensure the safety of the work areas

Rules to go by @ the Office



To ensure maintaining social distancing, seating layout will be as the picture seen on the left

The Meeting room may be used by one person as well.

Renad's Office

Lana's Office

Rules to go by @ the Office



Keep a safe distance

When meeting and speaking, keep at least 2 meters between each other. Avoid common physical contact such as handshakes. If there's a need to cough and sneeze, leave the room if possible and cover mouth with elbow, then wash hands thoroughly before returning to the room.



Wash face and hands diligently

Regularly wash hands for at least 20 seconds with hot water and plenty of soap. Also be sure to clean your wrists and lower arm areas if exposed. Do not touch eyes or nose without washing hands first.



Avoid unnecessary gatherings/meetings

Resort to conference calls and remote meeting sessions using **Microsoft teams** whenever possible. Stay put in your work area as much as possible and avoid frequent movements unless when necessary.



Keep your workstation clean

Maintain an organized and hygienic set up in your personal cubicle or office. Declutter and dispose any unneeded files, tools, and belongings to decrease available surface for virus to inhabit. Wipe down desk, chair, and equipment throughout the day. Please refrain from sharing office equipment and tools (pens, staplers,...etc.) and please make sure to disinfect your hands and the printer before and after using it.



Responsible use of resources

Please make good use of company resources provided to combat this situation, such as hand sanitizers, alcohol wipes, and soap around the office. But be mindful of others' need as well and only use what is needed due to the unpredictability of resource availability.



Timely reporting and Communications

If you feel tired, or sick, it is vital that you inform us accordingly at the soonest to ensure your own safety and that of your colleagues'