

بنك الكويت المركزي
CENTRAL BANK OF KUWAIT



Central Bank of Kuwait

“Return to Work”

Protocols

Table of Contents

Introduction	1
Return to Work Protocols	2
General Protocols	3
Central Bank of Kuwait Building Entrance Protocols	4
Protocols for Using Building Amenities	5
Cleaning and Sanitizing Measures	6
Working Protocols	7
Measures upon Detection of Symptoms	8
Travel Protocols	9

Introduction



The State of Kuwait has taken many measures to protect its population against the spread of Covid-19. While all measures necessary to safeguard the state's health security are maintained, diligent effort also continues to reinforce economic stability so that, God willing, we succeed in saving both people's lives and their livelihoods.

This guide spells out the precautions and measures that must be observed by Central Bank of Kuwait (CBK) staff upon return to work. The precautions and measures are for the safety of CBK personnel in CBK main and other buildings and aims to curb the spread of the virus.

Colleagues are, thus, urged to observe these guidelines at all times. This includes observing personal hygiene and safe work practices.

Return to Work Protocols



The first phase of return to work starts upon the government's announcement of its plan for the gradual restoration of normalcy in the country, which includes gradual return to work in government bodies, authorities, and institutions.



The workday would follow a flexible five-hour system where attendance is from 7:00 to 8:15 a.m. with a grace period of 15 minutes, meaning attendance may actually start at 8:30 a.m. at the latest.



Some staff would be required to work from CBK offices, while the others must be ready to work from home during the official working hours.

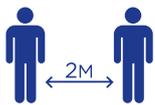


For work related questions, comments and concerns please do not hesitate in contacting your direct supervisor, manager or managing director.



Provision of masks and gloves is the employee's own responsibility, and he/she must make sure to bring enough of both.

General Protocols



All staff must remain vigilant about implementing distancing measures, including maintaining a safe distance of 2 meters between people.



Social distancing and other health measures must all be observed for all meetings.



An employee must not come to work if he/she shows any symptoms associated with Covid-19, and in the case of contact and interaction with a person suspected of having contracted the virus.



Staff must wash hands with soap or use sanitizers frequently.



Staff must use their own tools and equipment and may not use their colleagues' stationary items, phones, or desks.



Staff should mind safety if combustible sanitizers are left in their vehicles and avoid exposing such items to sun and heat and must also avoid transport to and from CBK buildings with other passengers in the same vehicle.

Central Bank of Kuwait Building Entrance Protocols



No one will be allowed into the building without a face mask on.



Health symptom checks (temperature checks) are still to be implemented for all CBK staff, contractors' staff, and visitors upon entry, in cooperation with specialized medical authorities.



Masks must be worn on the face for the duration of the staff's time in the building, including when they are in their offices; wearing protective gloves is also recommended.



Removing/not wearing a face mask during the employee's presence in CBK building subjects him/her to penal measures in line with provisions of law 8/1969 concerned with health precautions against contagious disease, Health Minister Resolution 83/2020, dated 8-5-2020.



Elevator occupancy will be limited to 4 people only to maintain social distancing measures.

Protocols for Using Building Amenities



Elevators:

Social distancing measures are maintained while using elevators, with no more than four people entering at a time. It is also preferable to use the stairs between adjacent or near floors.



Prayer rooms:

Congregational prayer will be held in the prayer hall. Please maintain all safety measures and use your personal prayer mat.



Cafeteria:

The cafés on the second floor will not be operational till further notice.



Pantries:

For your safety, pantries will be closed in all floors. Water bottles will be provided for staff. As always, the use of personal electric appliances in offices is prohibited.



Delivery services:

Food deliveries will not be allowed into the building.

Cleaning and Sanitizing Measures



The Central Bank of Kuwait has taken several precautions to protect people in the building, including disinfecting all building facilities and offices. Cleaning and disinfecting procedures will be as follows:



The CBK shall provide sanitization products for all floors of the main and other buildings, as well as cleaning supplies needed for implementation of precautionary measures.



Cleaning services would only be provided after official working hours and on the weekend and official holidays, except cleaning services required for bathrooms and service rooms.

Working Protocols



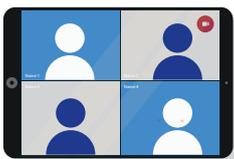
Correspondences are to rely on email rather than hardcopy, and should hardcopy delivery be necessary, an employee delivers the material to the intended recipient in person.



Employees who are not called to resume work from the office shall work remotely to guarantee smooth running of business through holding meetings during working hours using electronic means (secure audio and video communications and file sharing programs). All staff must therefore be ready to participate and carry out what they are tasked with remotely.



A specific point is designated for receipt of mail in each department in a manner that prevents direct interaction between sender and recipient.



Meetings with representatives of other parties are conducted through electronic means, and where this is not feasible, it is imperative the guide for measures observed while visiting CBK premises be sent to the visitors in advance, so they may implement the measures therein. Meetings are to be held in rooms spacious enough to allow for social distancing.



Measures upon Detection of Symptoms



Staff who start to show symptoms while present at CBK offices must head to and remain in the confinement rooms immediately and wait for transport to a medical facility.



In case of any medical emergency or signs of distress while in the CBK building, please call extension 5959 to arrange for an ambulance if needed. Stay calm, and respond responsibly without panic.



Staff who have chronic health conditions or are pregnant are requested to not come to the building until health authorities reverse this decision, or unless called upon by the Central Bank.

Travel Protocols



Once the airport and land ports are re-opened and travel is allowed, each employee must inform Human Resources of his/her intended destination. Upon return from travel, he/she shall inform HR of the return date as well as the country from which he/she arrived.



Thank you...

