مستشفى الملك فيصل التخصصي ومركز الأبحاث
King Faisal Specialist Hospital & Research Centre
Gen. Org. مؤسسة عامة

GENERAL DISTRIBUTION

TO:	**All Departments** **King Faisal Specialist Hospital & Research Centre** **(General Organization) - Riyadh**	**DATE:**	4 Shawwal 1441 27 May 2020
	King Faisal Specialist Hospital & Research Centre **(General Organization) - Jeddah**	**REF:**	GD:758-41
	King Faisal Specialist Hospital & Research Centre **(General Organization) - Madinah**		
FROM:	**Majid Alfayyadh, MD, MMM** Chief Executive Officer, Kfsh&Rc Office Of The CEO		

SUBJECT: **CURFEW TIMING UPDATE AND WORK ARRANGEMENTS**

In reference to the Governmental announcement, please be informed of the updated curfew timing and its related effective dates as follows:

S/N	Effective Date	Allowed Time During Curfew
1	Thursday, 05 Shawwal 1441 until Saturday, 07 Shawwal 1441 (Thursday, 28 May 2020 until Saturday, 30 May 2020)	6:00 a.m. - 3:00 p.m.
2	Sunday, 08 Shawwal 1441 until Saturday, 28 Shawwal 1441 (Sunday, 31 May 2020 until Saturday, 20 June 2020)	6:00 a.m. - 8:00 p.m.
3	Sunday, 29 Shawwal 1441 (21 June 2020) and onwards	No Curfew

Since King Faisal Specialist Hospital and Research Centre is already one of the entities that have been exempted from the curfew restrictions, the Hospital operations have been conducted in line with the Business Continuity Plan. Therefore, Managers and Supervisors are required to maintain their work plans including telework arrangements. Employees who are currently working remotely are required to continue their telework arrangements unless otherwise asked by their Managers or Supervisors.

Managers and Supervisors are responsible to communicate with their employees who are required to work onsite based on operational needs and demands in their areas.

We appreciate employees' full compliance with the Hospital precautionary measures and policies related to COVID-19, and will update you on any changes as necessary.

Thank you.

MIF

CC: Ahmed Essa, MS, Director, Organization & Management, O&M
       Yousef Alharbi, PhD, Chief Human Capital Officer, HRM-CL
       Mohammed Alotaibi, MD, MBA, Deputy Chief Executive Officer, Healthcare Delivery , CEO-HD