



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

FOOD SERVICES DEPARTMENT - RIYADH

MBC: 39, Ext: 27200 , Fax: 27202

INTERNAL MEMO

TO: **Norah Almalhoq**
Acting Director, Corporate Communications
Corporate Communications Division - Riyadh

DATE: 11 Shawwal 1441
03 June 2020

THRU: **Nawaf Almutairi, EMBA**
Director, Support Services
Support Services Division - Riyadh

REF: FS/610/41

FROM: **Saud Alhelal**
Head, Food Services
Food Services Department - Riyadh

SUBJECT: **RE: REQUIREMENTS FOR RETURNING EMPLOYEES TO THE WORKPLACE AND REOPENING THE CLINICS FOR THE PATIENTS**
CC/353/41, ICHE/1244/41

In reference to your memo (CC/353/41), please find Food Services new cafeteria guidelines as recommended by Infection Control and Hospital Epidemiology (ICHE) for the new phase of returning employees to their workplace as follows:

1. Universal masking of employees as per GD:752/41 applies to all Food Services Cafeteria
2. Social distancing in the queue to the cafeteria will be observed. Stick-on floor markers 1.5 meters apart were in place along the cafeteria queue line to support social distancing among employees
3. Hand gel dispensers are available at the entrances and exits of the Cafeteria, employees entering and leaving the cafeteria will be required to practice hand hygiene
4. Food Services re-configured the tables 1.5 meters apart and to seat only one (1) person per table. Only one chair is available per table for employees who wish to dine in the cafeteria.
5. All chairs not in use in the cafeteria were removed. In cases where the furniture is huge and cannot be moved i.e. sofa, couch, a barrier tape or caution tape are in place to restrict employees from using the seat.
6. Only disposable utensils will be used in all Food Services cafeterias
7. Coffee and tea will not be served in the cafeterias for the current time
8. The time of dining in the cafeteria will be minimized. Reminders are posted in the cafeteria allowing employees not to exceed fifteen (15) minutes in the cafeteria to accommodate other employees.

Thank you.

SHH/mb

CC: Saad Albahli, Chief Capital Projects And Facilities Officer, CP&F
Shareefa Alabdulmunem, Chief Transformation Officer, T-HQ
Ahmed Althumairi, PhD, Executive Director, Hospital Operations, EDAA