

Note:
This Circular has been replaced by
Registration Authority Circular No. 31 of 2020

10 June 2020

To: All ADGM Licenced Persons

REGISTRATION AUTHORITY CIRCULAR NO. (27) OF 2020: ADGM workplace health & safety requirements for office based businesses, including financial and professional services firms

This circular replaces Registration Authority Circular No. (14) of 2020.

The purpose of this circular is to inform all Abu Dhabi Global Market (ADGM) Licenced Persons regarding the health and safety requirements for working from offices in the ADGM Financial Free Zone (Al Maryah Island). This circular applies to office-based businesses in ADGM. It does not apply to retail businesses.

In the context of ongoing preventative and precautionary measures to ensure individual health and safety as a result of coronavirus (COVID-19), the Registration Authority (RA) sets out the following office working requirements for ADGM Licenced Persons.

In this circular, Personnel means employees as defined in the Employment Regulations 2019 and non-employees as set out in the Employment Regulations 2019 (Engaging Non-Employees) Rules 2020 (i.e. secondees, outsourced individuals, temporary freelancers and interns).

Section 1 – Capacity and Eligible Personnel

1. Each Licenced Person's office occupancy must not exceed thirty per cent (30%) of its maximum capacity at any given time, including a firm's Eligible Personnel and visitors. For business centers, the 30% occupancy cap applies to the office of each tenant Licensed Person.
2. Eligible Personnel are individuals:
 - a. between 18 and 60 years of age;
 - b. who live alone or with Lower Risk Individuals*; and
 - c. are not themselves suffering from a Medical Condition**.

*Lower Risk Individuals are individuals who are below 60 years of age, not pregnant and those not suffering from a Medical Condition.

**Medical Conditions include, obesity, immunodeficiency, respiratory diseases (including but not limited to asthma), kidney or heart issues, or any other chronic diseases, including but not limited to high blood pressure, diabetes, cancer and chronic inflammation.

3. Personnel who do not meet the eligibility criteria above, or who are pregnant (or who live with someone suffering from a Medical Condition or persons above 60 years of age), must work from home.

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4. Parents or legal guardians of children in grade 9 / year 10 and below are exempt from returning to the office until the end of the current academic year. Parents or legal guardians of children of nursery age are exempted until further notice.
5. Licenced Persons must not place pressure on, or penalise, Personnel who are unable to return to the office as they do not meet the eligibility criteria, are pregnant or who are parents or legal guardians of school children.

Section 2 – ADGM Licenced Persons’ Office Requirements

6. Face masks must be worn at all times when in the presence of others.
7. Hand sanitiser must be available at all office entry points / receptions.
8. Kitchens and canteens are to be closed unless there is strict adherence with social distancing requirements, gloves to be worn and regular disinfection during the day.
9. Social distancing wherever possible, with a separation of 2m in receptions and between desks.
10. If a member of Personnel develops fever or noticeable symptoms, Licensed Persons must contact the Abu Dhabi Department of Health for further advice.
11. Daily disinfection of desks and meeting tables, while twice daily for high-touch surfaces.
12. Equipment is to be assigned to Personnel individually or thoroughly disinfected if it must be shared.
13. Splitting Personnel into groups to work from the office on rotation, e.g. fortnightly rotations (rather than all Personnel working in the office continuously), is encouraged.
14. Licensed Persons are encouraged to install screens at receptions / service windows.
15. Daily (or more frequently if relevant) handheld temperature checks of Personnel is encouraged.
16. Seating in office receptions and common areas is to be closed unless socially distant seating is implemented and strictly adhered to.
17. Maximum of four (4) persons per elevator.
18. Promotion of health and safety requirements and habits, including posters, meetings and training for Personnel is highly encouraged.
19. Face to face meetings are to be discouraged but where absolutely required, social distancing must be strictly adhered to.

Section 3 – ADGM Square Office Building Requirements

20. Entry is prohibited to ADGM Square office buildings for children below the age of 12 and individuals above 60 years of age.
21. Face masks must be worn by all persons on entry and exit. Entry must be denied for those failing to comply.
22. Thermal screening is required at all entrances. Entry must be denied to any person registering a temperature of 38°C, or higher. However, persons may be re-screened after a cool-down period.
23. Hand sanitiser must be available at entry points and reception areas.
24. Floors and elevators must be marked to ensure social distancing.
25. Maximum of four (4) persons per elevator.
26. Restrict or allocate socially distant seating in lobby receptions and common areas.
27. Frequency of disinfection and cleaning of common areas and high touch surfaces must be increased.

The above requirements are mandatory for all ADGM Licenced Persons and are effective until further notice.

Further Information

If you have any questions in relation to this circular, please contact the Monitoring & Enforcement Division of the RA by telephone on +971 (0)2 333 8888 or by email: monitoring@adgm.com.

For further information and official updates on COVID-19 from the Abu Dhabi Department of Health, please go to: <https://doh.saal.ai/> or phone: 800 1717.

For the most recent updates on COVID-19 related ADGM Circulars and Services, please go to: <https://www.adgm.com/registration-authority/covid-19-circulars>.

Thank you for your cooperation.

Sincerely,



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