

22 July 2021

To: All ADGM Licensed Persons

**REGISTRATION AUTHORITY CIRCULAR NO. (19) OF 2021: Procedural requirements for retail businesses when a staff member tests positive for COVID19 – quarantine period update**

This circular replaces Registration Authority Circular No. (15) of 2021.

The purpose of this circular is to inform Abu Dhabi Global Market (ADGM) Licensed Persons conducting retail business of the procedural requirements that must be followed immediately following becoming aware of a member of staff testing positive for COVID-19.

In the context of ongoing preventative and precautionary measures to ensure individual health and safety as a result of coronavirus (COVID-19), and in line with the precautionary measures issued by Abu Dhabi Government, the Registration Authority (RA) sets out the following requirements applicable to all retail stores in the ADGM.

**Required procedures when a member of staff tests positive for COVID19**

When a member of staff tests positive for COVID19, the following procedures must be followed:

1. The retailer must immediately close the store and inform their landlord / building management.
2. The individual staff member who tested positive (“affected individual”) must be isolated and not return back to work until making a full recovery in accordance with the controls and requirements of the Abu Dhabi Public Health Centre – Department of Health (“Abu Dhabi Health Authorities”).
3. All staff who came in contact with the affected individual must be quarantined for a period of 7 days if vaccinated or 12 days if unvaccinated. These staff may only return to work at the end of the relevant quarantine period if they display no symptoms. Abu Dhabi Health Authorities must be notified immediately if symptoms appear during the quarantine period.
4. The store must remain closed for either a 7 day quarantine period if all staff are vaccinated, or for 12 days if any staff are unvaccinated, unless the following conditions are met.
5. Notwithstanding paragraph 4, the store may re-open prior to the end of the quarantine period subject to meeting all of the following conditions:
  - a. The store owner / operator has readily available staff that have not been in contact with the affected individual, and who are able to safely operate the store in compliance with all applicable health and safety laws (“alternative staff”),

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- b. The alternative staff are PCR tested and provided the store owner / operator with evidence of a negative COVID-19 test result,
  - c. The store is sterilised by a professional sterilisation company, with a sterilisation report provided to the store owner / operator, and
  - d. Details and evidence of the items above are provided to the Abu Dhabi Health Authorities, and a confirmation is received from Abu Dhabi Health Authorities that the store may reopen.
6. Where the store is a food and beverage business, such as restaurant or café, it may only reopen following an inspection by, and confirmation of approval from, the Abu Dhabi Agriculture and Food Safety Authority.
  7. In the event that these requirements conflict with the requirements in previous circulars, the requirements in this circular shall apply.

#### **Penalties for violation of these procedures**

8. Compliance with the above requirements is extremely important for the health and safety of your staff and the community.
9. The ADGM Registration Authority will strictly enforce non-compliance with the requirements set out in this circular.
10. The maximum penalties for non-compliance with the requirements in this circular are USD 10,000 per contravention and / or commercial licence suspension.
11. Factors that would lead to the maximum penalties being imposed include, but are not limited to:
  - a. knowingly failing to immediately close the store and report to the landlord / building management as soon as the store becomes aware of a positive staff member,
  - b. failing to cooperate with the landlord / building management, Abu Dhabi Health Authorities and/or the ADGM Registration Authority in relation to the requirements in this circular, or
  - c. re-opening a closed store prior to completing all requirements in this circular and receiving the relevant re-opening approval from Abu Dhabi Government Authorities.

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

*Further Information*

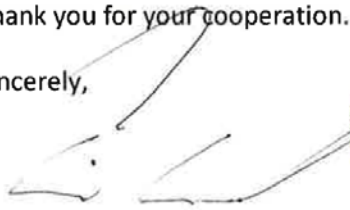
If you have any questions in relation to this circular, please contact the Monitoring & Enforcement Division of the RA by telephone on +971 (0)2 333 8888 or by email: [monitoring@adgm.com](mailto:monitoring@adgm.com).

For further information and official updates on COVID-19 from the Abu Dhabi Department of Health, please go to: <https://doh.gov.ae/covid-19>.

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

Thank you for your cooperation.

Sincerely,



ABU DHABI GLOBAL MARKET  
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Registration Authority