

**Note:**  
**This Circular has been replaced by  
Registration Authority Circular No. 13 of 2021**

11 August 2020

To: All ADGM Licenced Persons

**REGISTRATION AUTHORITY CIRCULAR NO. (31) OF 2020: ADGM workplace health & safety requirements for office based businesses, including financial and professional services firms**

This circular replaces Registration Authority Circular No. (27) of 2020.

The purpose of this circular is to inform Abu Dhabi Global Market (ADGM) Licenced Persons of 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 – Office Capacity and Eligible Personnel**

1. Each Licenced Person's office workforce occupancy must not exceed sixty per cent (60%) of its maximum capacity at any given time during each day. For business centers, the 60% occupancy cap applies to the office of each tenant. Workforce occupancy consists of a Licenced Person's Eligible Personnel, it does not include clients or visitors.
2. Eligible Personnel are 'low risk' individuals, that is individuals:
  - a. between 18 and 70 years of age; and
  - b. who are not themselves suffering from a Medical Condition\*.

\*Medical Conditions include 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 must work from home.
4. Personnel who are the primary carer of children of nursery age are exempted from returning to the office.
5. Licenced Persons must not place pressure on, or penalise, Personnel who are unable to return to the office if they do not meet the eligibility criteria.

## **Section 2 – ADGM Licenced Persons’ Office Requirements**

6. Facemasks must be worn at all times when entering or exiting the office, in office common areas and when in close proximity to others.
7. Hand sanitiser must be available at all office entry points / receptions.
8. Kitchens and canteens must be closed unless there is strict adherence with social distancing requirements and regular disinfection during the day.
9. Social distancing must be adhered to throughout the office, including floor markings of 2m distancing where relevant.
10. Daily disinfection of desks and meeting tables, and twice daily for high-touch surfaces.
11. Equipment is to be assigned to Personnel individually or thoroughly disinfected if it must be shared.
12. Staggered shifts or splitting Personnel into groups to work from the office on rotation, e.g. fortnightly to ensure social distancing in the office, is encouraged.
13. Daily (or more frequently if relevant) handheld temperature checks of Personnel is encouraged.
14. If a member of Personnel develops fever or any noticeable COVID19 symptoms, Licensed Persons must immediately contact the Abu Dhabi Department of Health for further advice (contact details below).
15. Up to a maximum of four (4) persons per elevator.
16. Promotion of health and safety requirements and habits, including posters, meetings and training for Personnel is encouraged.
17. Face to face meetings must only occur if absolutely necessary and with all attendees wearing a facemask throughout the meeting and maintaining appropriate social distancing.
18. Licensed Persons are encouraged to install screens and / or barriers at receptions / service windows.
19. Seating in office receptions and common areas is to be closed unless socially distant seating arrangements / markers are implemented and strictly adhered to.

## **Section 3 – ADGM Square Office Building Requirements**

20. Entry is prohibited to ADGM Square office buildings for individuals above 70 years of age.

21. Facemasks must be worn by all persons from four (4) years and above 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 and avoid queuing.
25. Maximum of four (4) persons per elevator.
26. Close 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.**

The Registration Authority monitors adherence with these requirements. Non-compliance may result in a financial penalty of up to USD 10,000.

*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.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,



**ABU DHABI GLOBAL MARKET**  
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Registration Authority