



المركز الكندي الطبي  
CANADIAN MEDICAL CENTER

Ref: CMC/HR/21-673

Date: 8<sup>th</sup> September 2021

## MEMO: HOME QUARANTINE DUE TO CLOSE CONTACT

Dear All,

Being a well facilitated Medical Center, CMC is thoroughly committed to your health and wellbeing, especially with the current outbreak of Novel Coronavirus (COVID-19). In order to provide maximum preventive measures, please note that all employees who needs to undergo home quarantine, will be required to provide supporting documents to HR Department immediately.

Working in the healthcare industry, we trust that all employees will be responsible for their close contacts, environment and take precautionary measures. If any employee is requested to do home quarantine, the below points are to be taken into action, effective immediately:

1. Employee must notify and provide supporting documents (SMS, etc.) to HR department
2. Work From Home, under any circumstances will not be permitted and is subject to CEO approval only
3. Home quarantine period will be considered as Annual Leave or Unpaid Leave

Let's be responsible and work together in harmony and safety.

Sincerely,

Sallam Naji  
Admin. Manager

FOR INFORMATION  
800 262



ABU DHABI

DUBAI

SHARJAH

