



Circular No. (04) for 2021 **On Governance of Measures to combat COVID-19 Pandemic**

This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.

Further to previous circulars issued by the Federal Authority for Government Human Resources on the above subject, to organize all procedures related to dealing with coronavirus (COVID-19) Pandemic, and based on coordination with the concerned Authorities, the following decisions has been taken:

First:

Any employee who did not receive the two doses of COVID-19 Vaccine shall undergo a nasal swab test (PCR) every 7 days to protect himself and his family.

Second:

Infected employees and direct contact with infected people:



- 1) An employee who is affected by coronavirus, shows symptoms or tests positive through approved treatment and quarantine measures prescribed by the competent health authorities and in accordance with the procedures mentioned in this circular and the electronic mechanism attached herewith.
- 2) The quarantine period for an employee who has been in contact with a person infected with COVID- 19 virus is treated as follows:
 - a) If the employee has received the two vaccine doses, the quarantine period (as per time frames specified by the competent health authorities in the country) will be treated as Remote Working in accordance with the rules established in this regard.
 - b) If the employee did not receive the two vaccine doses, then the quarantine period shall be deducted from his annual leave balance, if any, otherwise, the period will be considered as unpaid leave, and the employee will perform any tasks assigned to him or her by the employer during the quarantine period if the work interest so requires.

Third:

Any employee who is infected, came to contact with someone infected with COVID-19 or received one or two doses of COVID-19 vaccine, must abide by the measures contained in the electronic mechanism attached herewith. HR departments in Federal entities shall follow up on their employees' compliance with this mechanism, as well as ensure the integrity and accuracy of the information entered according to the mechanism.



Fourth:

All employees must adhere to the precautionary measures issued by the concerned authorities in the country to prevent the spread of the pandemic. The Federal entities must monitor the commitment of violation committees to implement the guideline for employees who breach the precautionary measure contained in the Authority's Circular No (26) of 2020.

Fifth:

All Federal entities must provide the Authority with a weekly report on the number of employees infected with the pandemic, who came to direct contact with infected and who received COVID-19 vaccine, one or two doses.

The Authority will hold a virtual workshop to explain the above mechanisms for all Federal Government employees on **Monday, February 01, 2021 at 12:00 noon**. The link will be sent to all employees so that they can access the workshop through Bayanati System.

Thank you for your cooperation

The Federal Authority for Government Human Resources



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The Federal Government's HR Management Information System

Registering COVID-19 cases and related information on "Bayanati" (for federal entities using "Bayanati")



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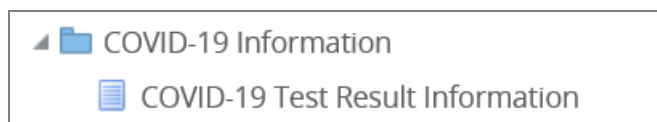
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Registering infected employees with COVID-19 on "Bayanati" System

In the event that an employee gets infected with COVID-19, he/she must officially notify the HR Department with the positive test results. The notification should be sent through "Bayanati" employee self-service. Below are the steps required to be performed on "Bayanati":

1. Log in to "Bayanati" using the employee's username and password.
2. From the Employee self-service menu, open "COVID-19 Information", then choose "COVID-19 Test Results Information".



3. Once the screen loads, click on the "Add" button.
4. Enter the test results information as follows:

✓ **TIP** When "Sick Leave Required" is chosen as YES, A "Sick Committee" leave request for 14 days will be sent for approval.
✓ **TIP** When "Sick Leave Required" is chosen as NO, A "Work From Home" request for 14 days will be sent for approval.

★ Test Date

★ Test Result Issue Date

★ Test Result

Register as sick leave?



- a) Test Date (*Mandatory*)
 - b) Test Result Issue Date (*Mandatory*)
 - c) Test Results (Positive/Negative) (*Mandatory*)
 - d) Register as sick leave? Yes No
 - i. If 'Yes', 14 days will be deducted from the employee's sick-committee balance.
 - ii. If 'No', work from home for 14 days will be registered for the employee.
5. After entering the required fields, click on "Apply".
6. After reviewing the application, click on "Next".
7. Attach the test result to the request and click on "submit."
8. In case the supporting documents are not attached, an error will show to the user, and the employee will not be able to submit the request.



Error

Uploading the supporting document is mandatory. Kindly attach the file in order to proceed further

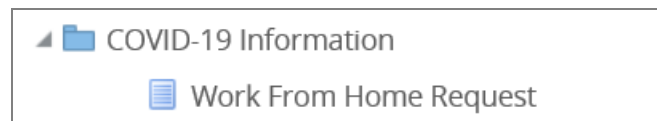
9. The request will go for final review and approval by the HR Department after submitting the request.



Registering work from home request for employees in contact with infected people with COVID-19 on "Bayanati"

In case the employee got in contact with an infected person with COVID-19, the employee can apply for a work from home request, which will be sent for review and approval by the HR Department. Below are the steps required to be performed on "Bayanati":

1. Log in to "Bayanati" using the employee's username and password.
2. In case the employee received two doses of the COVID-19 vaccine, he/she will be advised to work remotely for coming into contact with an infected person. In case the employee has not received two doses of the vaccine, the quarantine days will be deducted from the employee's annual leave balance, and it is considered as an unpaid leave if the annual leave balance has been already consumed.
3. From the Employee self-service menu, open "COVID-19 Information", then choose "Work From Home Request".



4. Once the screen loads, click on the "Add" button



5. Enter the test results information as follows:

Personalize "Update Details"
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* First Day of work from home

* Last Date of work from home

* Work from home reason **Contact with infected person**

Please specify the other reason

* Infected Person Name

* Infected Person EID

* Contact Date

* Contact Reason

Other Contact Reasons

✓ **TIP** If you have taken 2 doses of vaccine, A "Work From Home" request for 14 days will be sent for approval.
✓ **TIP** If you have not taken 2 doses of vaccine, An "Annual Leave" request for 14 days will be sent for approval. While shortage of Annual Leave balance, HR will create "Unpaid Leave" for exceeding days.
✓ **TIP** Please ensure the entry of the Emirates ID with the correct format XXX-XXXX-XXXXXXX-X. In case there is no Emirates ID, please enter it as follows 784-0000-0000000-0

- a) First Day of work from home (*Mandatory*)
- b) Last Date of work from home (*Mandatory*)
- c) Work from home reason
- d) If you choose the reason "Contact with infected person", add the following information:
 - a) Enter the Infected Person Name (*Mandatory*)
 - b) Enter the Infected Person's Emirates ID within the correct format (or use 784-0000-0000000-0 in case the infected person doesn't have an EID) (*Mandatory*)
 - c) Contact Date (*Mandatory*)
 - d) Contact Reason (Relative Relation, Shared Accommodation, Workplace, Other)
 - e) In the case the contact reason is "Other", the user has to specify the "Other Contact Reason" (contact with a friend ... etc.).



6. After entering the required fields, click on "Apply".
7. After reviewing the application, click on "Next".
8. Attach the valid documents to the request and click on "submit".
9. In case the supporting documents are not attached, an error will show to the user, and the employee will not be able to submit the request.



Error

Uploading the supporting document is mandatory. Kindly attach the file in order to proceed further

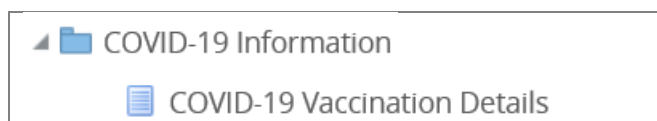
10. The request will go for final review and approval by the HR Department after submitting the request.



Registering **COVID-19 vaccine** information on "Bayanati"

As soon as the employee receives the COVID-19 vaccine, it must be registered in the employees file on "Bayanati" Below are the steps required to be performed on "Bayanati":

1. Log in to "Bayanati" using the employee's username and password.
2. From the Employee self-service menu, open "COVID-19 Information", then choose "COVID-19 Vaccination Details".



3. Once the screen loads, click on the "Add" button.
4. The information related to the vaccine is entered as follows:
 - a) Vaccination Type (Pfizer-BioNTech, Sinopharm, Sputnik V) (*Mandatory*)
 - b) Vaccination Date (*Mandatory*)
 - c) Dose (First Dose, Second Dose) (*Mandatory*)
 - d) Authorised provided source (Abu Dhabi Health Services, Co. – SEHA, Department of Health (AD), Dubai Health Authority, Ministry of Health & Prevention, Other)
 - e) Any additional information regarding obtaining the vaccine can be added in the notes section.



Personalize "Update Details"

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

★ Vaccination Type

★ Vaccination date

★ Dose

★ Authorized provided source

Notes

5. After entering the required fields, click on "Apply".
6. After reviewing the application, click on "Next".
7. Attach the valid documents to the request and click on "submit".
8. In case the supporting documents are not attached, an error will show to the user, and the employee will not be able to submit the request.



Error

Uploading the supporting document is mandatory. Kindly attach the file in order to proceed further

9. The request will go for final review and approval by the HR Department after submitting the request.