

KIS COVID -19 GUIDELINES FOR FERRY STAFF RETURNING FROM VACATION ABROAD

1.0 Introduction

KIS has expatriate staff hired from abroad who periodically take vacation abroad on rotation basis. In the wake of the COVID -19 pandemic and the requirement to comply with legal requirement of staff taking mandatory annual leave KIS has come up with the following guidance/criteria for staff taking or returning from leave/vacation abroad/overseas.

1.1 Procedure

1. Staff to take leave for one month and on returning, staff be required to observe strict adherence to SOPs and alert KIS COVID – 19 resource in case of any concerns
2. Staff to take COVID -19 test at border post and share the same with management 3 days (72 hrs.) before returning to work
3. On arrival at the work place, whatever the status of the test results, staff will be required to observe strict adherence to SOPs and alert KIS COVID – 19 resource in case of any concerns
4. Staff that present negative results may be required to undergo isolation before resuming normal work.
5. No staff will be allowed to mingle with others at a facility or work site prior to submission of negative results and completion of isolation where necessary

1.2 Responsibility

1. HODs have implementation responsibility of the guidelines.
2. HSEO to ensure compliance and adherence to the guidelines
3. HR to provide resources and guidance on testing and isolation facilities and locations

1.3 Reference policies

1. KIS guidelines on COVID-19 Self quarantine.
2. KIS COVID-19 Standard operating procedures.

Approved by



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