



new habits for safe living

Your essential COVID guide for
Saudi Aramco facilities and communities



introduction

As life gets back to a slightly different kind of normal, use the helpful information in this guide to keep yourself and others safe and healthy.

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Everyday Life:

transportation

Get there without getting infected

Public Transportation: Bus or Taxi

Are you sick or experiencing symptoms?

Yes. Do not use any bus or taxi service. Call your healthcare provider and follow their guidance.

No. Follow these guidelines:

- Wear a face mask, as it is mandatory for all Saudi Aramco buses and taxis
- Make sure the driver is wearing a mask

- Maintain physical distance between yourself and other passengers
- Remain on a designated seat while riding the bus, and avoid gathering with other passengers
- Avoid touching common surfaces inside the bus or taxi
- Open your window for ventilation when riding in a taxi

Private Transportation: U-Drive

Are you sick or experiencing symptoms?

Yes. Do not use a U-Drive vehicle. Call your healthcare provider and follow their guidance.

No. Follow these guidelines:

- Wear a face mask, as it is mandatory in all Saudi Aramco U-Drive vehicles
- Maintain a physical distance between yourself and other passengers

- Avoid touching common surfaces inside the U-drive vehicle
- Open your window for ventilation when sharing the U-Drive with other passengers

Did you know?

- Buses are sanitized twice a day, U-Drive vehicles once a day and before every trip, and taxis once a day and after every trip.
- Bus services are for business use only, and capacity has been reduced to 50%.



Everyday Life: supermarkets

Stock up without catching corona

Are you sick or experiencing symptoms?

Yes. Do not go to the supermarket. Call your healthcare provider and follow their guidance

No. Follow these guidelines:

- Use an app or delivery service when possible
- Prepare a detailed shopping list to limit the time you spend in the supermarket
- Wash or sanitize your hands before leaving your house
- Wear a face mask
- Take disinfectants, disposable gloves, and your own shopping bags
- Avoid touching your face
- Disinfect the shopping trolley handle
- Avoid entering crowded supermarkets
- Keep a distance of 2 meters between yourself and other shoppers
- Stick to buying packaged or sealed items whenever you can
- Avoid touching products you are not going to buy
- Avoid paying with cash
- Remove and dispose of your gloves before you get in your car
- Wipe the products you bought before storing at home
- Wash or sanitize your hands

Did you know?

- Some studies indicate that the COVID-19 virus can survive on plastic for nearly 7 hours, stainless steel for around 5.5 hours, and cardboard for a little over 3.5 hours.



Everyday Life: parks and outdoor recreation

Stretching your legs and staying healthy

Are you sick or experiencing symptoms?

Yes. Do not go outdoors. Call your healthcare provider and follow their guidance

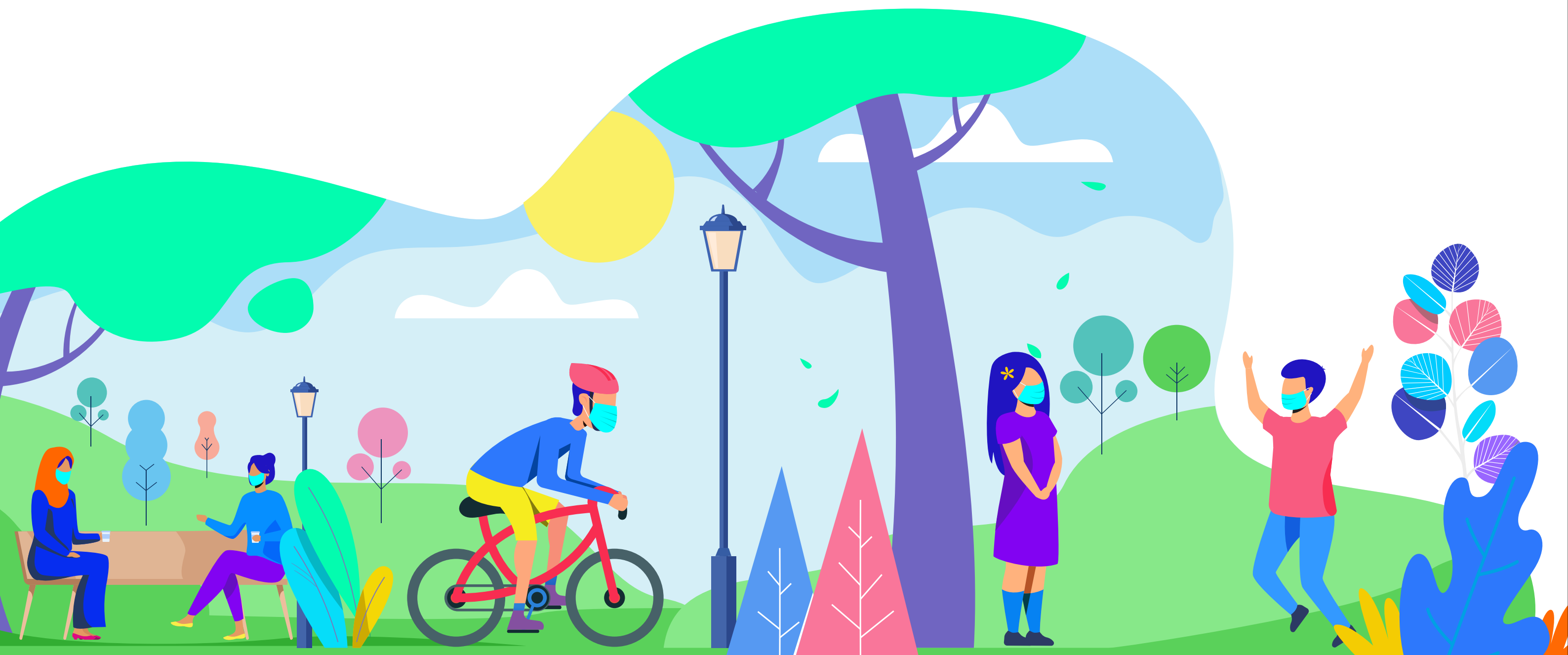
No. Follow these guidelines:

- Wear a face mask (Await confirmation regarding exercising)
- Keep a distance of 2 meters between yourself and others
- Avoid touching any surfaces unnecessarily

- Avoid going out in groups as much as possible
- Dispose of personal garbage safely
- Wash or sanitize your hands before returning to your car and home

Did you know?

- Regular physical activity of moderate intensity – such as walking and cycling – has significant benefits for your health.



Everyday Life: physical gatherings

Welcome friends back with some precautions

Are you sick or experiencing symptoms?

Yes. Do not go to any social gatherings. Call your healthcare provider and follow their guidance

No. Follow these guidelines:

- Adhere to any government restrictions and limit the size of the gathering as much as possible
- Avoid physical greetings
- Keep a distance of 2 meters between yourself and others

- Keep hand sanitizer readily available
- Wash or sanitize your hands before returning to your car and home

Did you know?

- Physically distant greetings can be very meaningful. Practice placing your hand on your heart and nodding your head when you meet someone.



Everyday Life: restaurants and food concessions

Beat corona and your hunger at the same time

Are you sick or experiencing symptoms?

Yes. Do not dine out. Call your healthcare provider and follow their guidance

No. Follow these guidelines:

- Use an app or delivery service when possible
- When interacting with restaurant or delivery staff, wear a face mask
- Keep a distance of 2 meters between yourself and others
- Wash or sterilize your hands before eating

Did you know?

- A good way to boost your immune system is to include citrus fruits, broccoli, garlic, ginger, and spinach in your diet.



Everyday Life:

gyms and fitness centers

Staying fit while fending off the virus

Are you sick or experiencing symptoms?

Yes. Do not go to any fitness centers. Call your healthcare provider and follow their guidance

No. Follow these guidelines:

- Follow gym/fitness center safety guidelines
- Avoid touching surfaces and use a towel between your skin and shared equipment
- Keep a distance of 2 meters between yourself and others

- Shower immediately after completing your workout
- Shower before and after using a jacuzzi or swimming pool
- Wash your workout clothes after every session

Did you know?

- There are many fitness apps and resources to help keep you fit without having to leave the house. To explore your options, click [here](#).



Everyday Life:

mosques

Getting back to what you value most

Are you sick or experiencing symptoms?

Yes. Do not go to the mosque. Call your healthcare provider and follow their guidance

No. Follow these guidelines:

- Wear a face mask
- Observe physical distancing of 2 meters during prayer time as outlined by floor markings inside the mosque

- Bring your own dedicated prayer rug (Sejadah) and take it home after prayer
- Children under the age of 15, elderly people, and those with preexisting medical conditions should pray at home
- Everyone is encouraged to perform the ablution "Wudhu" prior to arriving at the mosque, as toilets and ablution areas will be closed

- Bring your own copy of the Qur'an or use a Qur'an app
- Avoid crowds while entering or exiting the mosque

Did you know?

- High touch areas and items at Company mosques are cleaned and disinfected at least twice a day.



Work Life:

offices and industrial facilities

Getting the job done

Are you sick or experiencing symptoms?

Yes. Do not go to work. Call your healthcare provider and follow their guidance

No. Follow these guidelines:

- Wear a face mask
- Keep a distance of 2 meters between yourself and others
- Wash or sanitize your hands frequently
- Avoid touching surfaces, sharing items, and gathering with others

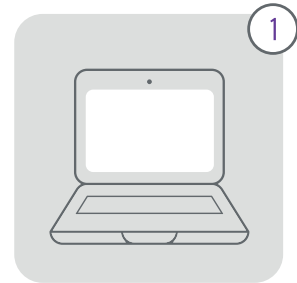
- Use technology to get work done remotely
- Always comply with posted safety instructions

Did you know?

- Showing emotion while wearing a face mask can be achieved through a big smile that shows in your eyes.
- You can eat and drink safely by sanitizing your hands after removing your face mask, following the physical distancing guidelines, and wearing your mask as soon as you are done eating.



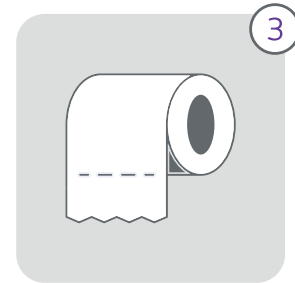
Five moments for hand hygiene in the workplace



After using a colleague's keyboard or tools



After reading newspapers or magazines on your break or in communal areas



Each time you use the restroom



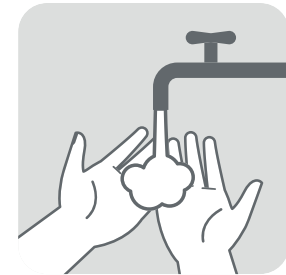
Before and after your lunch



When using shared office equipment like photocopiers, phones, etc.

Handwashing prevents illnesses and the spread of infections to others:

- Wash hands with soap and water for at least 40 - 60 seconds, or use an alcohol-based hand sanitizer
- Reduces respiratory illnesses, such as colds, in the general population by 21%
- Reduces the number of people who get sick with diarrhea by 31%



Work Life:

traveling on company flights

Keep things moving in the right direction

Are you sick or experiencing symptoms?

Yes. Don't go to the airport. Call your healthcare provider and follow their guidance.

No. Follow these guidelines:

- Wear a face mask
- Maintain physical distancing of two meters when in a terminal building
- Avoid touching common surfaces
- Only go to the airport if you have a confirmed booking (flights are restricted for business purposes – personal and family bookings are suspended until further notice)
- Once seated, don't change to a different seat
- Follow cabin crew instructions closely
- If you experience symptoms during a flight, notify a cabin crew member immediately
- All Company aircraft and terminals are disinfected several times a day.
- All airplanes are equipped with special ventilation filters that ensure uncontaminated air in the cabin, and prevent 99.99% of viruses (including COVID-19).
- Seating capacity for the Boeing 737 fleet is restricted to 50%, and no food is served during the flight.

Did you know?



Work Life:

traveling on company marine vessels

Get onboard with health and safety

Are you sick or experiencing symptoms?

Yes. Call your healthcare provider and follow their guidance.

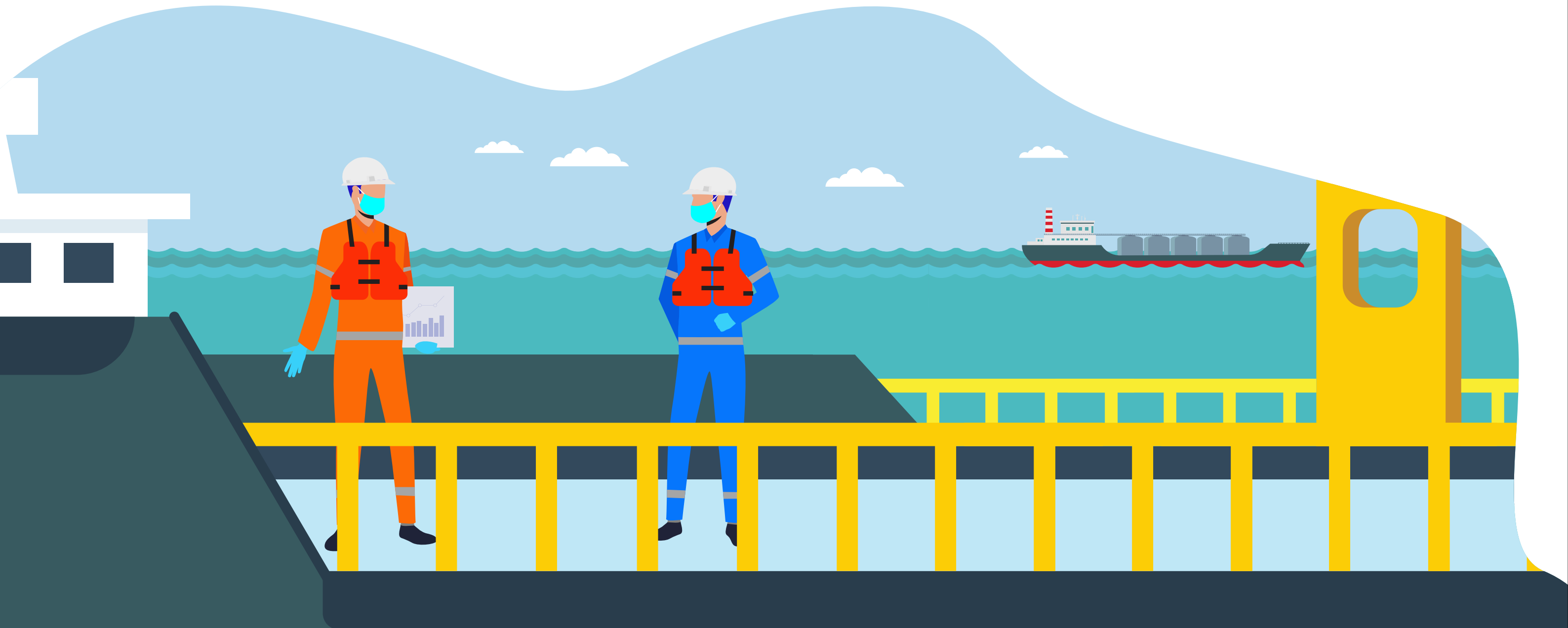
No. Follow these guidelines:

- Wear a face mask
- Maintain physical distancing of two meters
- Avoid touching common surfaces
- Follow vessel crew instructions closely
- Adhere to segregated seating arrangements as indicated onboard the vessel

- All outbound passengers must complete the Health Declaration Form and hand it to the Vessel Dispatcher prior to check-in
- Off-signer passengers must complete the Health Declaration Form and hand it to the Ship's Master prior to boarding the vessel

Did you know?

- Vessels are disinfected after every transfer.
- Passenger capacity is limited to 40% and no food is served onboard.



Family Life: adopting safe behaviors

Keep your family close and the virus at a distance

Help protect your family by role modeling these behaviors

- Make sure all the members of your household understand and adhere to basic health and safety guidelines
- Avoid sharing household utensils
- Avoid mixing with people outside your household, in addition to adhering to any curfew restrictions currently in place
- Avoid visits with members of your extended family (parents, cousins, or siblings) who are not a part of your current household
- If you, or someone in your family or household has a fever, cough, and difficulty breathing, contact your healthcare provider immediately. Follow MOH and JHAH guidelines on home isolation and home quarantine
- Spread awareness, not COVID – keep your loved ones safe by making sure everyone is doing their part

Did you know?

- You can help yourself and the members of your family with the COVID-19 Emotional First Aid e-Learning course. Click [here](#) for more information.



Family Life:

mental health is key for resilience

The COVID-19 outbreak is a unique period in our history, stirring up feelings of uncertainty.

For many, these feelings can lead to anxiety or depression that can affect their ability to function — at work and at home. Your health is of the utmost importance, as is the health of your family, colleagues, and community. Here is some information that can play a vital role in protecting the mental health of all concerned.

Covid-19 Mental Health Tool Kit

The COVID-19 Mental Health Tool Kit is an online resource for people in isolation, quarantine, and their family and friends. It provides guidance and practical steps to help manage your emotional health during this stressful time.

[Mental health toolkit](#)

Emotional Help Line

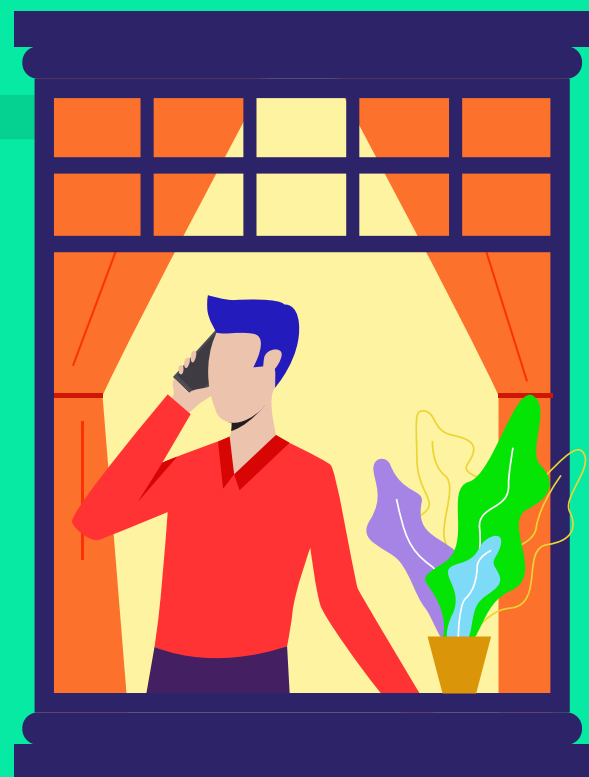
Although everyone recognizes the necessity of precautionary measures, there is growing concern about the impact on people's mental health as a result of periods of isolation or quarantine. JHAH has launched a new service, the Emotional Help Line, for people who are admitted to the JHAH hospital, a quarantine facility, or in home isolation. The Emotional Help Line provides psychological support and counseling when needed. Call **013-870-1919** during the hours of service, Sunday to Thursday, 8 a.m. to 3 p.m.

Video Visits for Psychiatry

To maintain continuity of care with patients during the current physical distancing precautions, JHAH's Mental Health specialists have started MyChart Video Visits. To request a Psychiatry Video visit, call **800-305-4444** (option 5) during normal working hours. Visit [JHAH visit video web page](#) to learn more. If you need help signing up for MyChart or would like to ask a question, please call the MyChart Help Desk at In Kingdom: **800-305-4444** Out of Kingdom: **+966-13-870-3888** (Option 8). Please call MyChart during normal working hours (Sunday to Thursday, 7 a.m. to 4 p.m.).

COVID-19 Care Line

If you have a medical question related to COVID-19, JHAH's doctors and nurses are there to help. Call In Kingdom: **800-305-4444** Out of Kingdom: **+966-13-870-3888** (option 3). The COVID-19 Care Line is open Sunday to Thursday, 7 a.m. to 9 p.m.



Basic Safety Guidelines: avoiding the virus

Prevention is better than the cure

By turning some basic guidelines into daily habits, you're doing your part to keep yourself, your family, and the community safe.

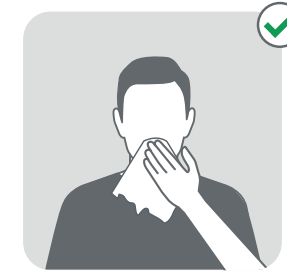
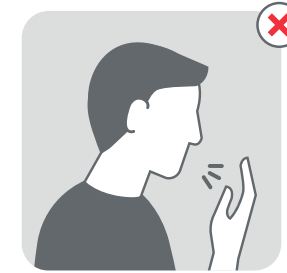
- Wear a face mask when in public
- Frequently wash hands thoroughly with soap and water, or use an alcohol-based hand sanitizer if soap and water are not available, and if your hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands
- Make sure that shared spaces have good air flow, such as air conditioners or open windows
- Practice the highest standards of hand and respiratory hygiene
- Recognize symptoms. If you have a fever, cough, and difficulty breathing, call your healthcare provider immediately.

- Clean high-touch surfaces, such as counters, tabletops, keyboards, doorknobs, bathroom fixtures, toilets, and bedside tables daily. Wear disposable gloves while cleaning surfaces.

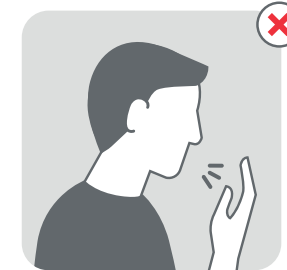
Did you know?

You can make your own bleach solution for cleaning high-touch surfaces at home. Use a diluted bleach solution or household disinfectant. Add 1 tablespoon of bleach to four cups of water. For a larger amount, add a quarter cup of bleach to 16 cups of water

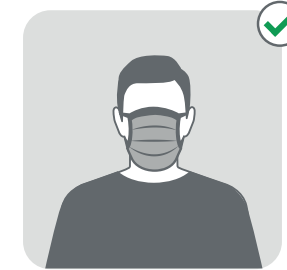
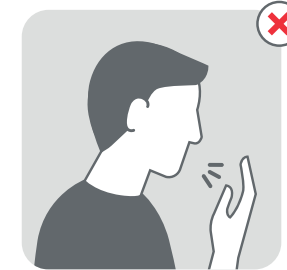
Stop the spread of infection



Cover your cough or sneeze with a tissue. Dispose of the tissue responsibly.



Cough or sneeze into your upper arm if tissue is not available.

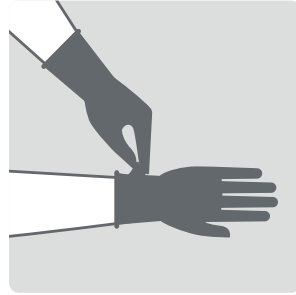


Wear a mask in public to prevent the spread of infection to others.



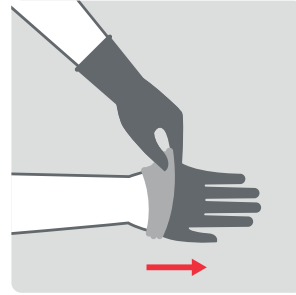
Clean your hands frequently using antiseptic gel, or wash with soap and water for at least 40 - 60 seconds.

How to safely remove and dispose of gloves



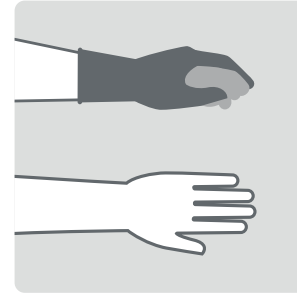
Step 1

Pinch and hold the outside of the glove near the wrist area.



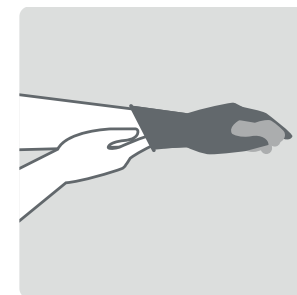
Step 2

Pull downwards and remove the glove inside out.



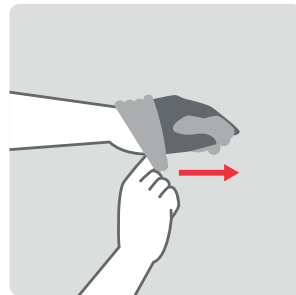
Step 3

Hold the removed glove with the gloved hand.



Step 4

Slide fingers under the remaining glove making sure not to touch the outer surface of the glove.



Step 5

Remove the glove by pulling inside out taking care to not to drop the first glove.



Step 6

Used gloves should be treated with extra precaution.



Step 7

Keep COVID-19 contained. Only dispose of the gloves in a closed and plastic-lined bin.



Step 8

Wash your hands with soap and water for at least 40 seconds or use an alcohol-based hand sanitizer.

Basic Safety Guidelines:

the face mask guide

When and how to wear a face mask

It is strongly encouraged that all employees, contractors, and SMPs, wear protective face masks in the workplace at all times. It is also strongly recommended that you and your families wear face masks when leaving home to go to public areas where you may be near people.

Face masks are not a substitute for physical distancing.

Wearing a face mask

Masks are effective only when used in combination with frequent hand cleaning. They are not a substitute for physical distancing.

Face masks should NOT be used by children under 2 years old, or on people who are unconscious.

Removing a face mask

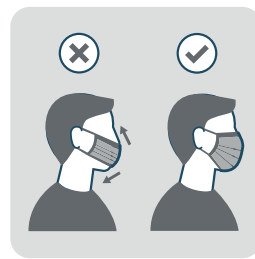
Single-use mask

Replace the mask with a new one as soon as it is damp and do not reuse.



Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



Step 2

Cover your mouth and nose with the mask, and make sure there are no gaps between your face and the mask. It should fit squarely to the sides of the face and chin.



Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



Step 2

Remove the mask from behind (do not touch the front of the mask).



Step 3

Discard immediately in a closed bin, and then clean hands with soap and water or hand sanitizer.



Step 3

Mold or pinch the nose strip to conform to the shape of your nose.



Step 4

While wearing a mask, avoid touching it, or your eyes, nose, and mouth.



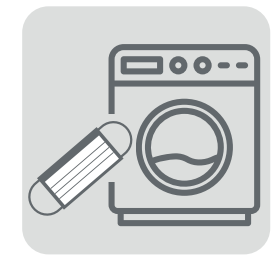
Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



Step 2

Remove it from behind (do not touch the front of the mask). Then clean hands with soap and water or hand sanitizer.



Step 3

Cloth masks should be machine or hand washed in hot water with laundry soap, when visibly soiled or after each day. Machine or air dry thoroughly. This is sufficient for disinfection.

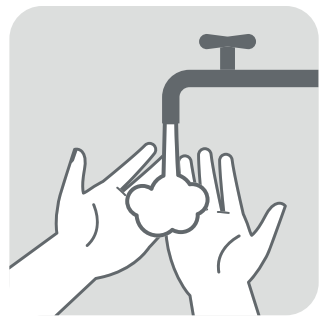
Basic Safety Guidelines:

how to wash your hands correctly

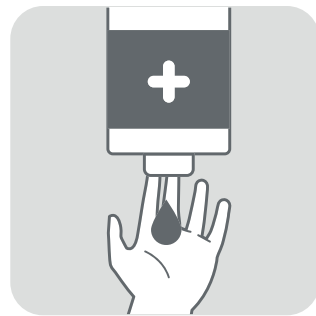
How long should you wash your hands?

Experts say the proper length of time to wash your hands is for 40 - 60 seconds. That's nearly the time it takes to sing the chorus of 'Happy Birthday' twice.

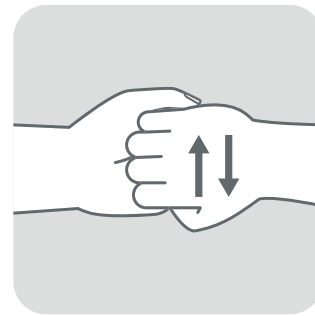
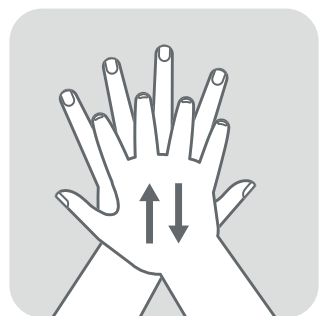
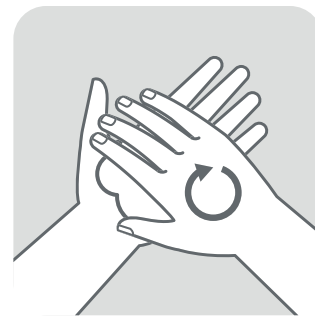
Rub soap on the front and back of your hands, between your fingers and under your nails



Wet your hands



Dispense soap



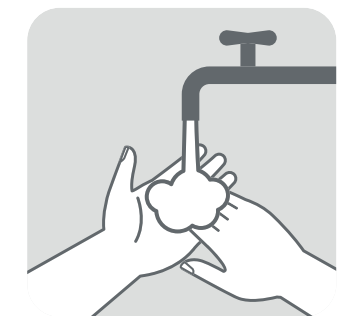
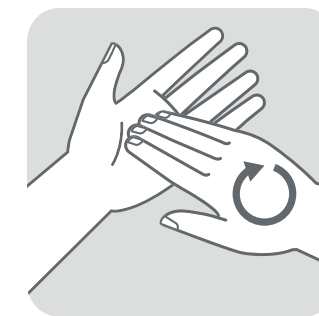
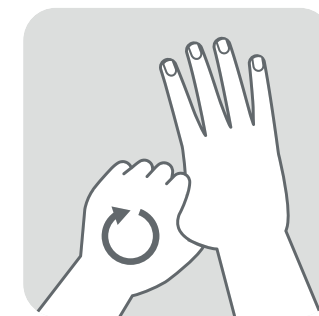
Sing the 'Happy Birthday' song twice to track the time!

“Happy birthday to you, happy birthday to you,” “Happy birthday to you, happy birthday to you,” “Happy birthday to you, happy birthday to you,”

“Happy birthday to you, happy birthday to you,” “Happy birthday to you, happy birthday to you,” “Happy birthday to you, happy birthday to you,”

Did you know?

- Alcohol-based hand sanitizer should be at least 62% alcohol to kill the virus effectively.



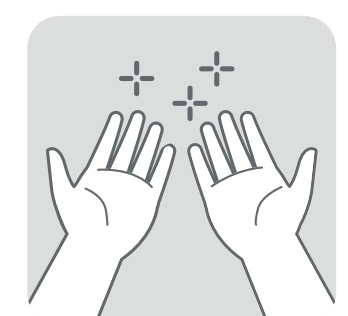
Rinse your hands



Dry them thoroughly



Use the towel to turn off the faucet



Your hands are clean

Additional Information, Resources and Links

Follow these basic safety guidelines to help fight against the spread of COVID-19.



Wash your hands

Wash your hands with soap and water for 40 to 60 seconds. Or use hand sanitizer for 20 seconds.



Don't touch your face

Avoid touching your eyes, nose, and mouth.



Maintain physical distance

Keep a distance of 2 meters from others.



Cover your cough or sneeze

Use a tissue and dispose of it responsibly. If you don't have a tissue, cough or sneeze into your upper arm.



Wear a face mask in public

Face masks should be worn when you may be near people. Wearing a face mask is not a substitute for physical distancing.



Recognize symptoms

If you have a fever, cough, or difficulty breathing, call your health care provider immediately.



Stay informed

Follow your health care provider's advice. Avoid rumors and unverified information in social media.



Join the fight against COVID-19 and do your part in adhering to these safety guidelines.

[Saudi Aramco's Response to COVID-19](#)

[Johns Hopkins Aramco Hospital](#)

[World Health Organization](#)

[Home Isolation Guide](#)

[Saudi Aramco Training & Development](#)

[Ministry of Health](#)

Helpdesk 87-COVID (013 872 6843) JHAH 800-305-4444 (Option 3)

