



# WEST VILLE

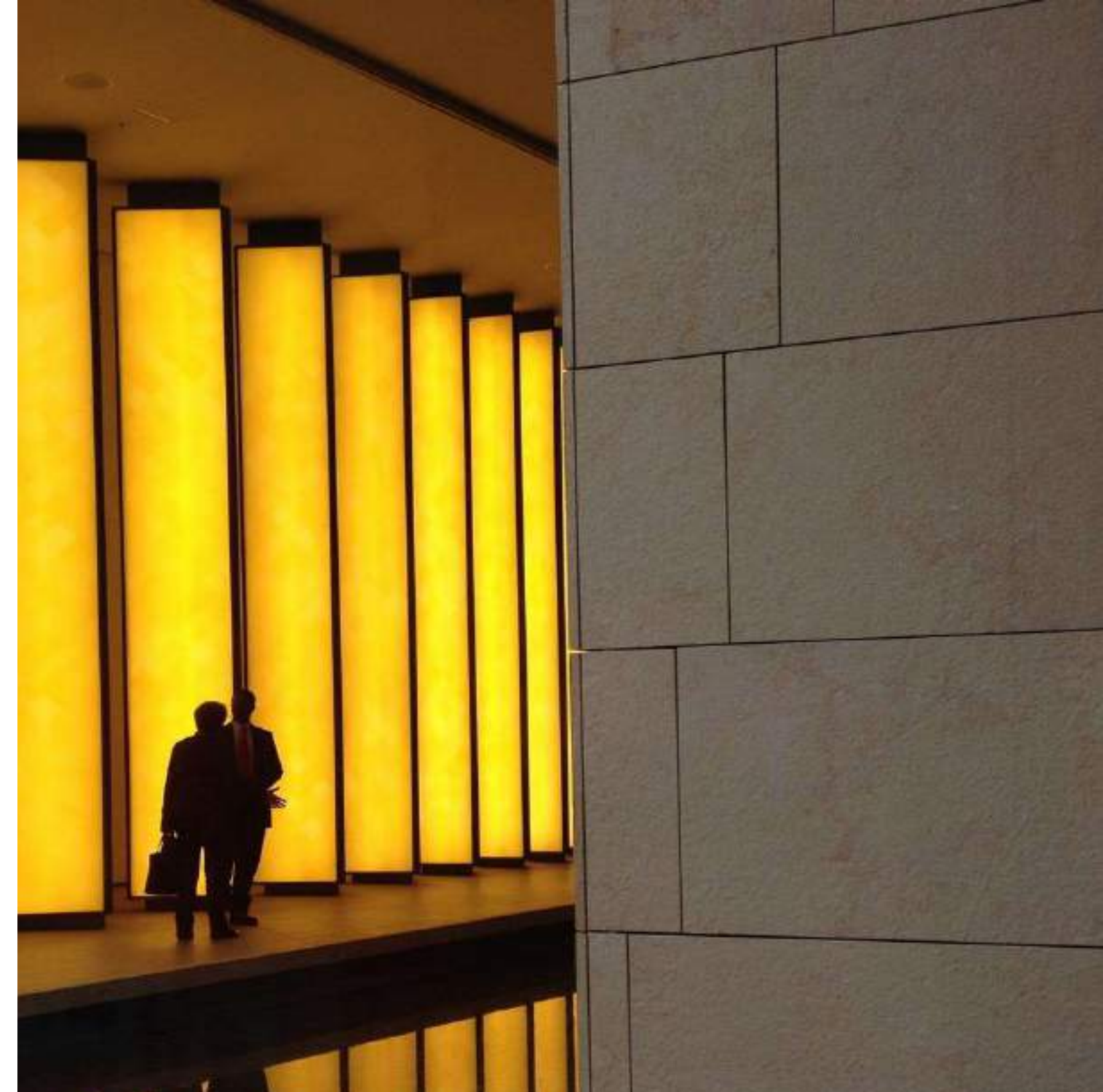
Real Estate Management LLC

## SERVICES BROCHURE

MEG-CB-WVREM-OCT-20-002

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# 1. Our Parent Company Profile



# MIDDLE EAST

GROUP OF COMPANIES

EST. 2005





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# COMPANY DETAILS

COMPANY NAME : MIDDLE EAST CO LLC

ESTABLISHMENT : 2005

COMPANY LOCATION : MIDDLE EAST HQ, I-BLOCK, AL HAYL  
INDUSTRIAL AREA, FUJAIRAH, UAE P.O. 556

COMPANY CONTACT: +971 9 2222 492

BANK ACCOUNT: ABU DHABI COMMERCIAL BANK

BASE CREDIT LIMIT: AED 500,000/-

COMPANY E-MAIL : INFO@MEGROUPS.ORG

COMPANY WEBSITE: WWW.MEGROUPS.ORG

ANNUAL TURNOVER: AED 36 MILLION



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WEBSITE



# THE CHAIRMAN AND DIRECTOR



**SAJI CHERIYAN**  
CHAIRMAN



**ELSY SAJI**  
MANAGING DIRECTOR

Mr. Saji Cheriyan, Owner and Managing Director of Middle East Group of Companies along with his Wife, Mrs. Elsy Saji touched the soil of the land of opportunities and tolerance, the UAE in the year 2003 as a job aspirant with lots of dreams in his mind. Initially he started working with a general contracting company and in the year 2005; he started his entrepreneurial journey from the emirate of Fujairah in the UAE in a most modest & humble fashion and manner by venturing himself into the business of Building Materials and Sanitary-ware trading. Soon after procuring a stretch of land at Al Hayl in Fujairah in the year 2013; he constructed a huge accommodation complex therein to house families and labourers with a total accommodation capacity of up to 8000 PAX. He opened several commercial outlets in the same campus such as Grocery Stores, Restaurants, Salon, Laundry. Etc to cater to the various needs and requirements of the people living in the campus. He was very keen to ensure a totally clean and hygienic environment inside of the campus with lots of greenery, public coolers. Etc. He ensured basic transportation facility for the occupants by introducing bus shuttle services to and from various key locations in Fujairah. He is supported by a team of highly professional and technically qualified staff members to help him fulfil all his dreams and to deliver world class customer satisfaction to all his customers. He and his team strictly adhere to high standards of strictly professional quality management policies and controls which allow the company to achieve all its goals with respect to customer satisfaction.



He is an incredible philanthropist that he constructed a mosque in the year 2018, totally free of cost, to help all the Muslim occupants living inside of his campus offer their daily routine prayers to Allah, The Almighty. Built at a cost of Dh1.3 million in the East Ville Real Estate complex of Al Hayl Industrial Estate, the mosque named Mariam Um Eissa (Mary, the Mother of Jesus Mosque) can accommodate 250 worshippers at a time. Several more hundreds pray on the courtyard of the mosque shaded with neem trees too. Several workers live in the accommodation complex that Saji Cheriyan rented out to 53 companies in Fujairah. This Mosque has become a great blessing to all Muslims staying in the campus to offer their daily routine prayers without any inconvenience or delay; but for this, they would have been in a difficult situation to travel a long way from the campus to the nearest mosque to offer their daily routine prayers. Saji hosted iftars (end of the fast) also, for about 28000 people during the holy month of Ramadan 2019. Saji, an Orthodox Christian by birth, had previously built a church for his parish at Dibba in Fujairah. In the year 2012. Mr. Saji Cheriyan was recently honoured as one of the 'UAE Pioneers' 2019; making him the First Indian to have won this award in its history. The prestigious award was conferred upon Mr. Saji Cheriyan on the 26th of Nov. 2019 by His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Honourable Vice President & Prime Minister of the UAE and Ruler of the emirate of Dubai. He was recognized, for promoting the values of tolerance and cohesion in the society in the United Arab Emirates. Mr. Saji Cheriyan was dubbed an ambassador of peace and tolerance when he gifted the mosque to Muslim workers in Fujairah. He has huge respect for all religions in the world and believes that all humans are created by a single almighty power. He dreams of a world where there is no discrimination on the basis of caste, creed, religion, race or nationality.



أوائل الإمارات  
UAE Pioneers







PROUD TO BE A PART  
OF UAE'S  
DEVELOPMENT



# OUR COMPANIES

- AL SHAMSS WATER PURIFICATION
- EAST VILLE REAL ESTATE
- AL MAHA TRANSPORTS
- MIDDLE EAST BUILDING MATERIALS
- ROTARY AND CENTURY GENERAL CONSTRUCTIONS
- THE MEDIA PARK CONVENTION CENTER
- PIT STOP AUTO SERVICE CENTER
- CENTURY GARBAGE & SEWAGE COLLECTION
- FILTRATE RECYCLING
- PETROPACK OILFIELD SERVICES







## OUR OBJECTIVE

Our objective is to become one of the leading market share holder in one of the most competitive, emerging market in the world.

## OUR GOAL

Customer satisfaction is the ultimate goal of our company.

## MISSION STATEMENT

We are committed to provide our products and services at the right time at the right place with zero tolerance.

## VISION STATEMENT

To be referred as the most favorable company within the scopes of our work.

## ENVIRONMENT HEALTH AND SAFETY POLICY

We are following the best environment, health and safety policies in the Industry.





Our Mineral Water manufacturing company, Al Shamss (Est. 2016) runs water supply for Residential Accommodation, General Constructions and Temporary labor camps with no easy access to water.

Al Shamss operates in strategically chosen regions in Fujairah and Manama to ensure low cost transportation and maintain a steady flow of supply.





## **WEST VILLE**

REAL ESTATE MANAGEMENT LLC

West Ville, our Real Estate firm (Est. 2005) provides Commercial Spaces, Family Accommodation and Labor Accommodation, tailored to the individual and/or company's needs. A fully loaded camp can have 8000 labors. (Adnoc Certified Camps Available)

With 24/7 security and CCTV monitored common areas, on-call maintenance team, Fully equipped Gym, game room, TV Hall, Groceries, Restaurants, Laundry Services, Mess Services, clean atmosphere with lots of greenery, Public Coolers, shuttle bus transportation services and Mosque, all within the compound.

West Ville is the GO-TO for Labor Accommodation in the North-Eastern Emirates.





## AL MAHA TRANSPORTS

Al Maha Transports represents a high quality, professional and well established company producing a wide range of solutions ranging from material transportation to sewage transportation and disposal.

With a fleet of over 40 Trucks and 52 Trailers, we can guarantee any form of services in a timely manner. Our fleet of vehicles are fully compliant with all traffic legislation and are less than five years old. Trust worthy truck models of Mercedes Benz, Volvo and Man runs for various client requirements such as: Water Transportation, Sewage Collection and disposal, etc.

Our comprehensive fleet of vehicles are able to deliver to all destinations within the UAE, 365 days a year and will also operate out of working hours around the clock where required to meet specific customer needs





# Moving for all your needs.







Middle East Building Materials and Sanitary Ware Co. LLC is our Trading Firm (Est. 2005) that helped the company grow into our present heights. One of the Leading Traders in the region has 3 Warehouses and a fully equipped transportation facility ensuring timely delivery, and speedy services with A-Z building materials under one roof.

With a Large client database, we have proven our abilities and the Trust we have in our name.

We have earned a number of distributorships over the years. We have a large number of high-end clientele and earned unshakable trust amongst all our customers.







Our Construction firms, Rotary General Constructions (Est. 2016) and Century Constructions, are ISO certified companies, they have opened new opportunities for us to engage more in the market. We always ensure that we follow Environmental Compliance by strictly conforming to environmental laws, regulations, standards and other requirements such as site permits to operate, pre-processing, performing calculations and validating the data for compliance with relevant alert systems/reporting levels.

Streamlining of processes and smooth professional modes-operandi will surely result in more rapid construction, assured quality, and timely completion.

We completed and successfully handed 45+ homes and 30+ civil constructions in a short span of 3 years and secured a top position amongst the leading players in the market. Our tallest construction so far is G + 22.



Pavilion  
HALL

FAITH  
HALL

AVENUE  
HALL







# *The* MEDIA PARK

“DEDICATED FOR CREATING PROGRAMES THAT INFORM, EDUCATE AND ENTERTAIN”

Established in 2018, The Media Park Convention Center has hosted for 100+ events. With 3 halls in our possession, we have solutions to all your event needs. May it be a small business meet, a wedding, a convention, a recreation center or a mere birthday party. We got you covered. The 3 halls, 300/600/1800 capacities has the names, Faith, Avenue and Pavilion, respectively, are equipped with state of the art speaker systems, Indoor and Outdoor LED Walls. With the Indoor LED Wall spanning to 16x9 meters, the Pavilion hall could be used for Expos and Talk shows and even display live MAJOR FOOTBALL MATCHES such as EL CLASSICO, FIFA World Cup, etc.





**PITSTOP** **بيت ستوب**  
**AUTO SERVICE CENTER** **لغسيل السيارات**

Established in 2016, our Service Center and Fleet Maintenance Team, Pit Stop Auto Service Center is the only stockiest in the North Eastern Emirates for Mobil 1 Lubricants.

With Major Clients in our database such as, ENOC, PEPSICO, EPPCO, Sijimix, Oryx Crushers, Al Sahraa, FNDI, Autobahn, Technical Drilling and Blasting, Modern Tobacco, Fujairah Insurance (AFNIC), Buhairah Insurance, Oman Insurance and many more.

With Pit Stop, taking care of the customer's vehicle in all aspects, may it be external or internal. We also deal with Major works, light vehicle and heavy vehicle washing, greasing and oil change.

Computerized wheel balancing, minor and major vehicle body repairs. We take care of our own fleet with this start up. Hence, more interdependency.







Our Garbage and sewage collection team works 24 hours a day. With such flexible timings, we can assure on-time collection, waste segregation, and disposal. With

## 450+ Skips Deployed

we have earned our place in the market with strategic pricing, contributing to the society for a cleaner environment, and waste management. Our Sewage collection Teams work overtime in Fujairah during Rains as the roads get flooded in the low rise areas. We have acquired 4 Mementos for our quick action in helping the Fujairah Municipality to clean up the roads for better civilian mobility.



The logo for FILTRATE, featuring the word "FILTRATE" in white, uppercase, sans-serif font, centered within a blue square. The blue square is set against a larger magenta square background.

Recycling Unlimited.

Our newest venture aims to be the one-stop solution for Waste, Plastic, Oil, Rubber and Sludge Treatment. We have been in Business since 2005 and Filtrate is our new Addition. We strive to clean up the world and rid the land of Waste and preserve Nature for the generations to come.

We sort and treat Plastics, Rubbers, Sludge, Oil-Water mixes, and Sludges in a sustainable way. We aim to treat all sorts of waste with the least amount of harm for the environment. Fully Operational by 2021.






The One-Stop Destination for all Manpower needs. From Masons, Carpenters, Welders, Electricians, Plumbers to Engineers and Project Managers.

Started in 2019 for Commercial Projects. Around 350 Deployed Workers. 400 more to join within a year.

SK Engineering, China State, ADNOC are just some of our clients.





"There is no such thing as a self-made man,  
Team work is the key to hard earned success"

-Saji Cheriyan  
CHAIRMAN



# OUR VALUED CLIENTS



**إكسبو 2020**  
 دبي، الإمارات العربية المتحدة  
 DUBAI, UNITED ARAB EMIRATES



الإمارات  
**THE EMIRATES**  
 MAKE IT HAPPEN



عام التسامح  
**YEAR OF TOLERANCE**

Looking forward to doing  
 Business with you.





VISIT  
[WWW.MEGROUPS.ORG](http://WWW.MEGROUPS.ORG)



## **2. West Ville Trade License**

Will be provided on request.





### **3. Our Camp Locations**



# OUR CAMP LOCATIONS

Qidfah Camp



Capacity:  
5000 people

25°15'45.0"N  
56°21'48.7"E

Al Hayl Camp



Capacity:  
4000 people

25°06'23.3"N  
56°17'08.2"E

Manama Camp



Capacity:  
2000 people

25°19'52.1"N  
56°00'43.1"E

Sakamkam Camp



Capacity:  
1200 people

25°10'43.8"N  
56°20'18.0"E

Muroor Camp



Capacity:  
800 people

25°06'59.5"N  
56°16'45.5"E

Rughaylat Camp



Capacity:  
600 people

25°06'42.1"N  
56°21'05.5"E





## 4. Proximity to Key Project Zones





Ettihad Rail

Oil and Gas Projects





## 5. Types of Billing



Whether for 10 or 8000 people. We have a variety of options for your budget.

We supply labour camps in a variety of formats such as:

- Room(s) Only (with or without AC)
- Room(s) with Utilities (Electricity, Water and Sewage).
- Room(s) with Utilities and Basic Furniture.
- Fully Furnished and serviced Room(s) with Utilities and Laundry.
- Fully Furnished and serviced Room(s) with Utilities and Appliances.
- Per head per day basis (incl. all facilities + 3 Meals on-site or on-premises) for three (03) standardized Tiers of Employees.
  - Senior
  - Junior
  - Labour





## 6. Facilities List



# We provide A to Z solutions for your needs.

We can supply fresh water for consumption, offer laundry services, pick-up and drop-off to the site, set up pop-up barber shops, groceries, meet any food/mess requirements, collect and dispose garbage and sewage. We will ensure that the necessities will be taken care of in a timely manner.

Our camp site is filled with greenery. We have many facilities ranging from dedicated areas for smokers to ice-cold drinking water supply within reach. Our on-site maintenance team will ensure smooth operations and our 24/7/365 security will keep a look out on everything within the compound.



## OUR CAMP LOCATIONS

Qidfah Camp



Capacity:  
5000 people

25°15'45.0"N  
56°21'48.7"E

Al Hayl Camp



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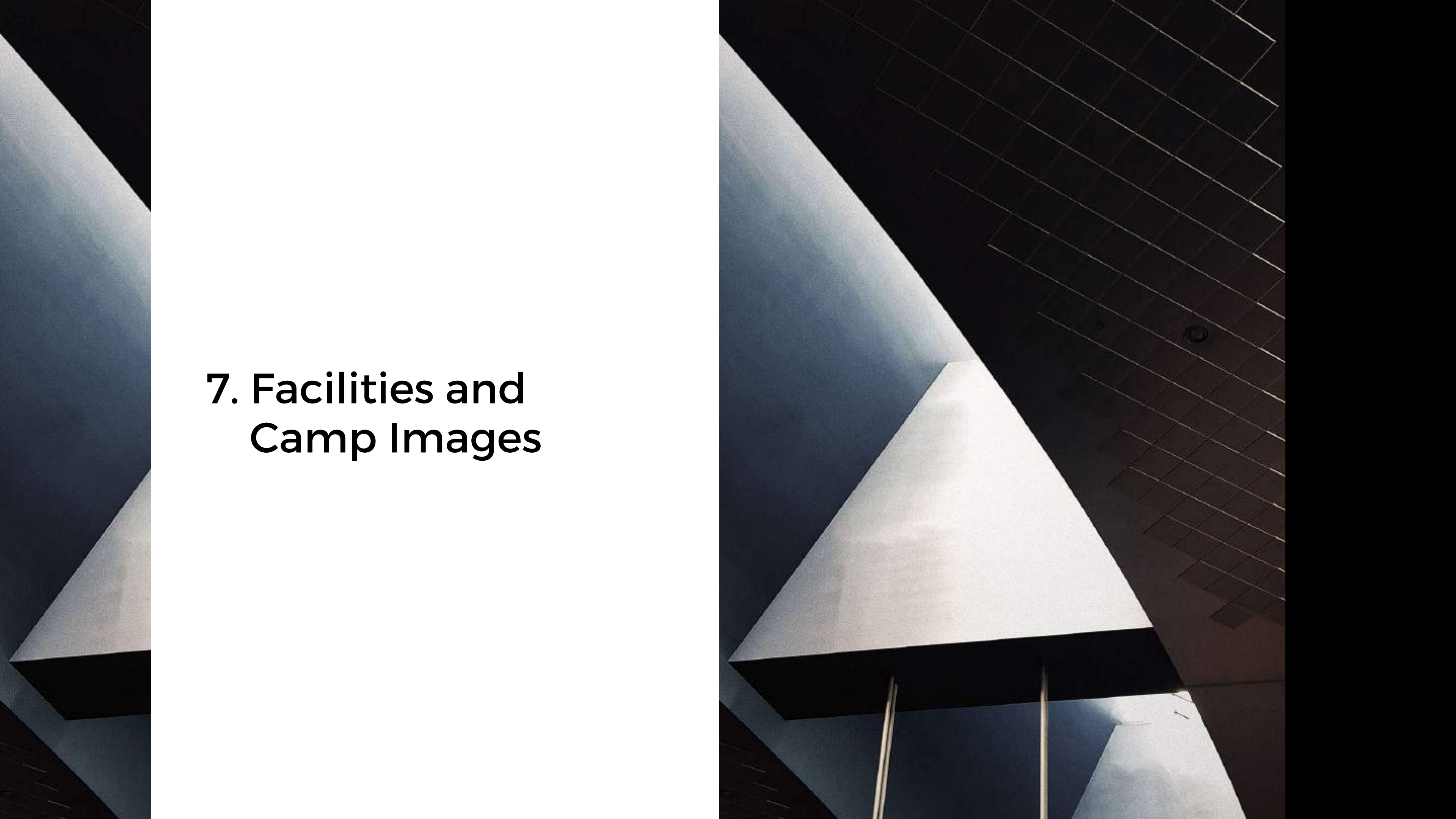


Capacity:  
600 people

25°06'42.1"N  
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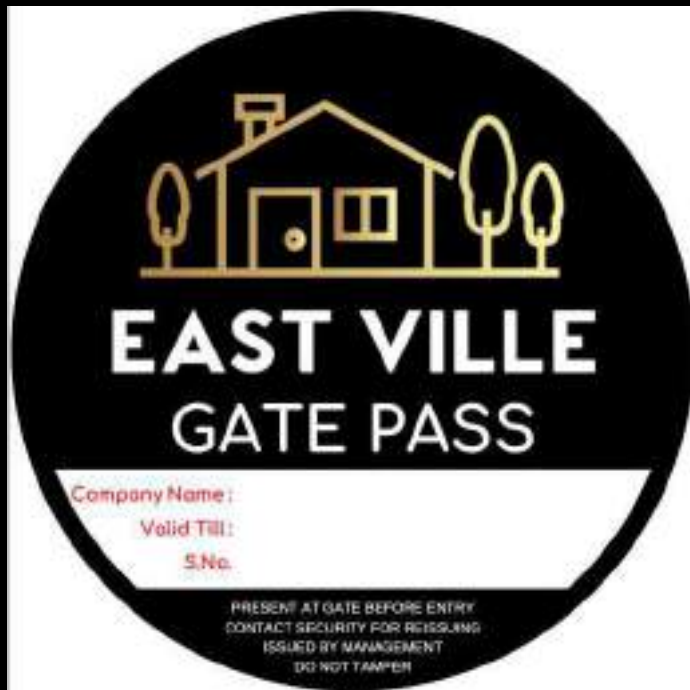
## 7. Facilities and Camp Images







**EAST VILLE**



**Vehicles can only Enter if they have a Gate Pass pre-issued by our office.**

24x7 Security and On-Site Maintenance Team.





**EAST VILLE**



**Front Yard and all other relevant areas inside of the compound walls have always been appropriately cleaned and well maintained.**





**Disinfecting Walk-through Tunnel for personnel.**

**Currently in fabrication.**





EAST VILLE



Thermal Imaging or Infrared Thermometer at entry.

Currently functional.





**Car/Bus/Truck Sanitizing at all entry points. (Will use if required by your company)**

**Currently in negotiation for installation. Will be ready before moving in.**





**Sanitizing and PPE Stations placed at all entry points and common areas.**





**Mess-hall has always been thoroughly cleaned and appropriately maintained.**





**Housekeeping inside of every room is always strictly monitored.**





Fire Extinguishers kept wall mounted.





Laundry Room appropriately cleaned, arranged and organized properly.





**EAST VILLE**



**Waste disposal strictly monitored and all Waste Bins kept properly cleaned and well maintained.**









**Shaded electric water heaters.**





**Water Dispensers in the Mess Hall**





**Racks to keep Gumboots in a safe manner.**





**Laundry Trolleys in the Laundry Drop off & Pick-up Room.**





**High level Hygiene & Sanitation in the Laundry room have always been maintained through deep cleaning and strict monitoring by the Camp Management.**





**EAST VILLE**



**Thorough cleaning inside of every room is always ensured.**





**Thorough outdoor cleaning is always ensured and properly monitored.**





Rack/shelf to keep plates in the mess hall.





Relevant signage posters have been posted.





**EAST VILLE**



**All wash areas have always been well maintained and serviced.**



**Washing Machines have been appropriately kept in properly segregated locations under sufficiently covered shaded roofs.**





**Don't Spit boards and other relevant signage boards appropriately posted.**

**Dedicated shaded Smoking area on premises.**























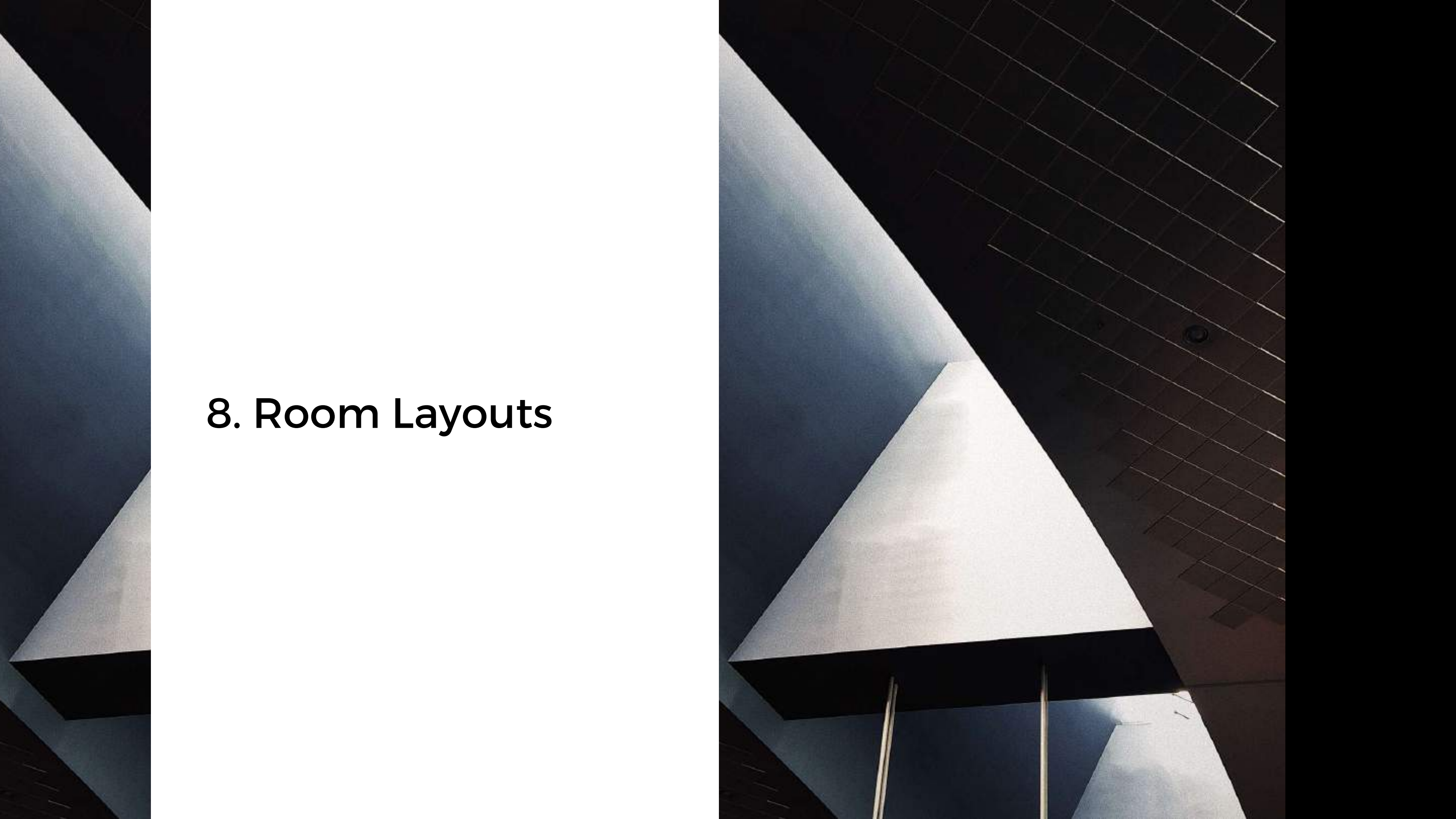






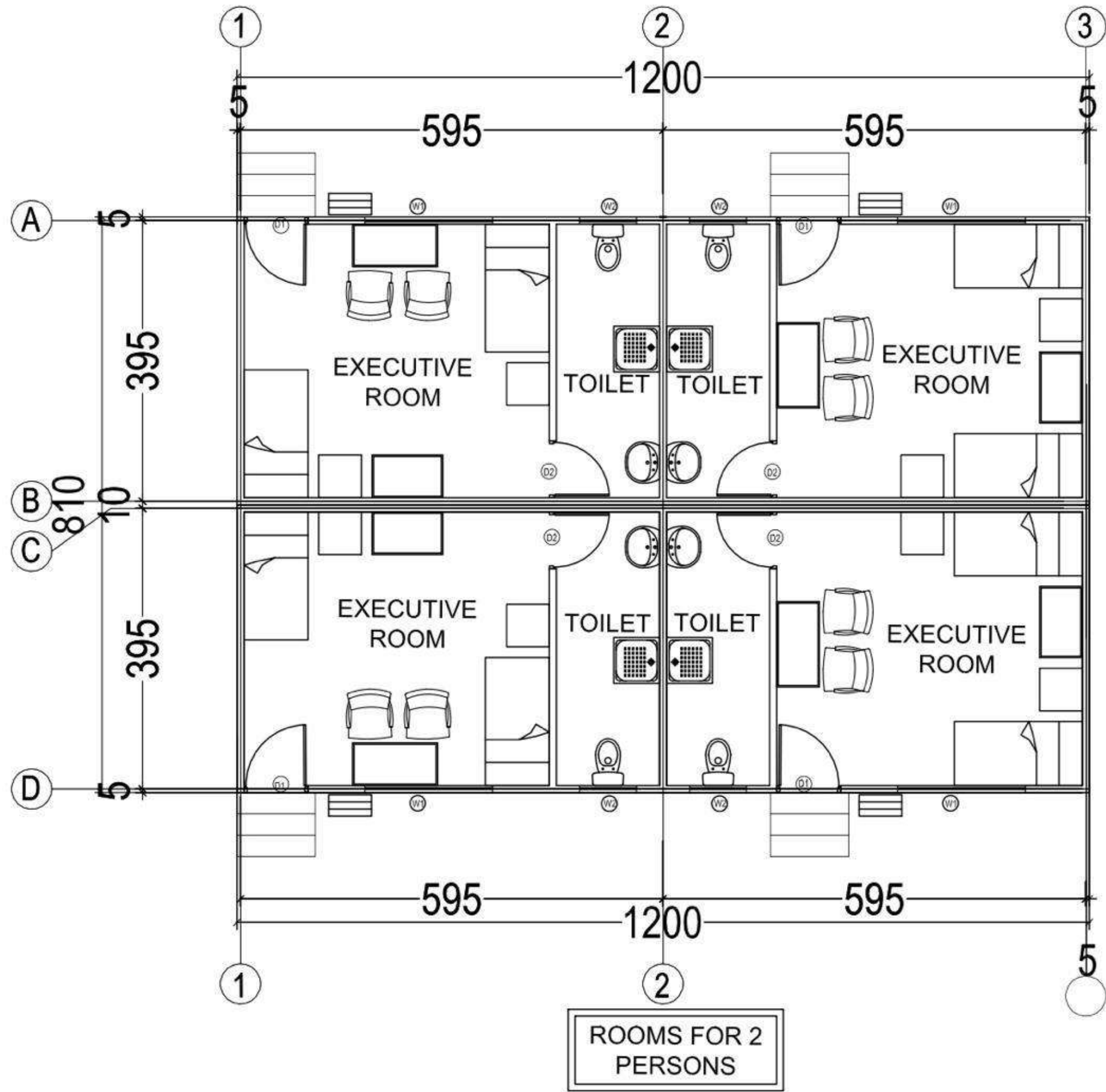


## 8. Room Layouts



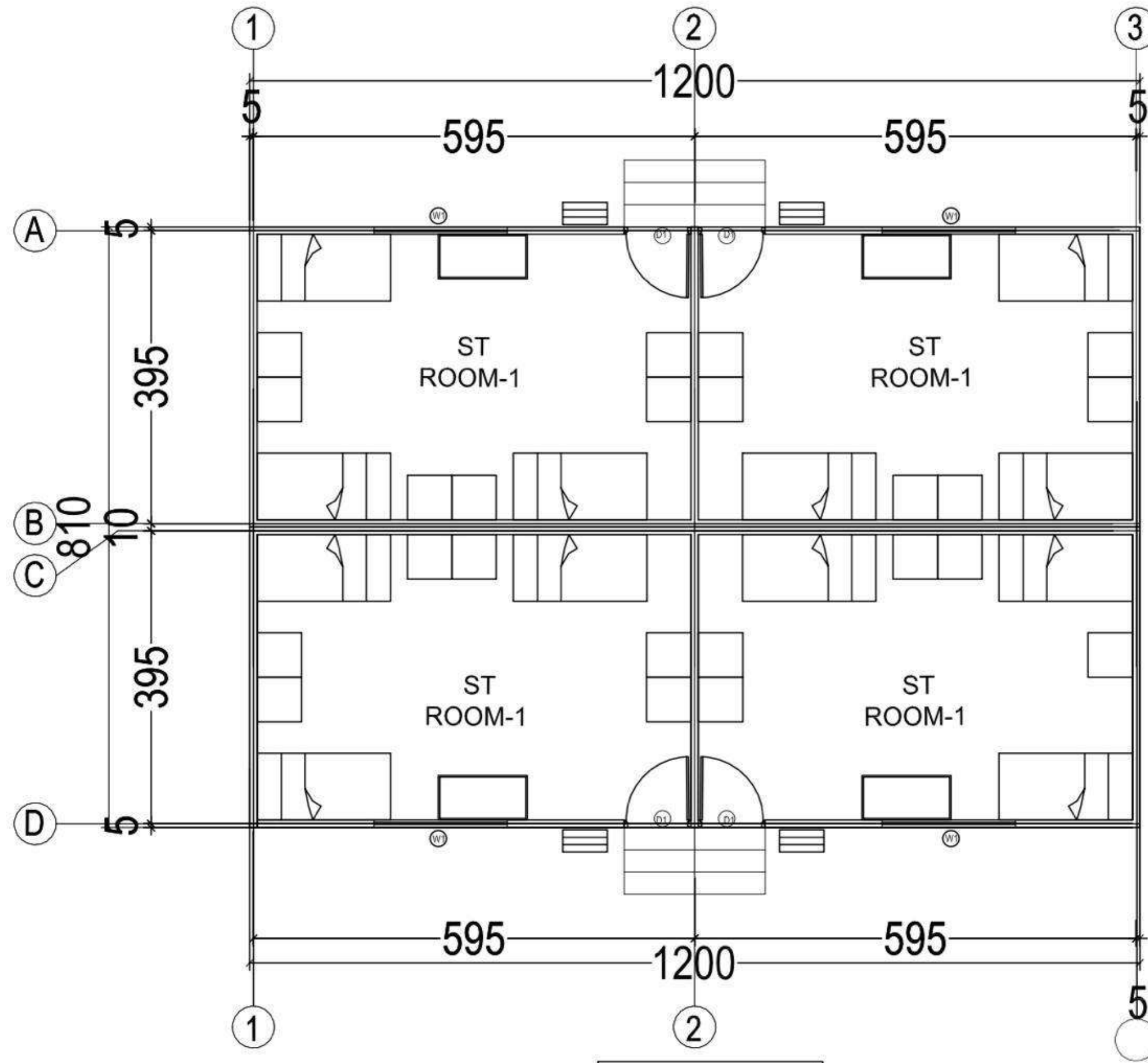
# Layout of Staff Rooms



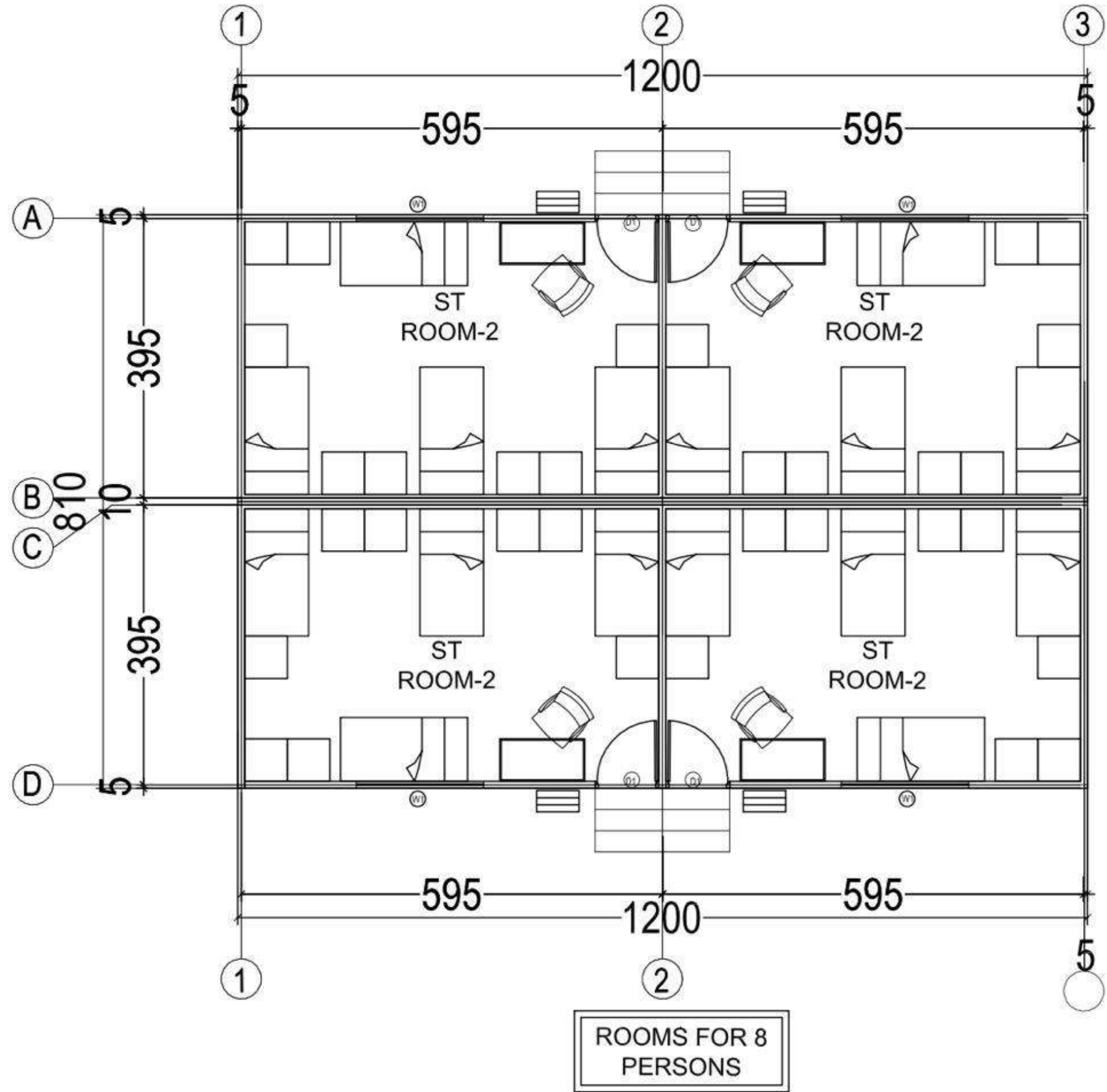


# Layout of Labour Rooms





ROOMS FOR 6 PERSONS





## 9. Meal Menus



**Our partners can provide meals according to the respective nationalities.**

**We currently have a set menu for Indians, Bengaladeshis, Sri Lankans, Arabic, African as well as Pakistani Menus.**

**We can draw up any customized menu as per requirement.**

**\*See next pages for sample Menus\***





**WEEKLY CYCLIC SAMPLE MENU (WEEK 2 & 4)**

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAK FAST</b>	PARATHA & CHAPATHI	PARATHA & CHAPATHI	PARATHA & CHAPATHI	PARATHA & CHAPATHI	PARATHA & CHAPATHI	PARATHA & CHAPATHI	PARATHA & CHAPATHI
	WHITE CHANNA MASALA	GREEN PEAS MASALA	CHANA DAL FRY	BLACK CHANA MASALA	WHITE KIDNEY BEANS	BLACK EYE BEANS	ALOO SABJI SOOKHA
	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE
	JAM	JAM	JAM	JAM	JAM	JAM	JAM
	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG
<b>LUNCH</b>	BARIK RICE	BARIK RICE	BARIK RICE	BARIK RICE	BARIK RICE	BARIK RICE	CHICKEN BIRYANI OR VEGETABLE BIRYANI
	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	VEGETABLE KURMA
	CHICKEN FRY	FISH FILLET FRY	CHICKEN FRY	CHICKEN PEPPER FRY	FISH FILLET FRY	CHICKEN ROAST	PAPAD
	KADI PAKODA	KADHU CUT BEANS MASALA	SNAKE GUARD CHOLE MASALA	WHITE KADHU CHANA DAL SABJI	ALOO MATTAR PANEER	KOOSA MASALA	MIXED RAITA
	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL
	MATTAR DAL	MOONG DAL	TOOR DAL	MATTAR DAL	CHANNA DAL	MATTAR DAL	TOOR DAL
	FRUIT	-	FRUIT	-	FRUIT	-	FRUIT
<b>DINNER</b>	WHITE RICE OR BOILED RICE	GHEE RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE
	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI
	SAMBAR	SAMBAR	RASAM	RASAM	SAMBAR	RASAM	SAMBAR
	CHICKEN KADAI MASALA	BUTTER CHICKEN	ROHU FISH MASALA	MUTTON ROGANJOSH	HYDERABADHI EGG CURRY	CHICKEN KEEMA MATTAR	PESHAWARI CHICKEN KARAHI
	ALOO METHI DRY	FRIED ALOO FRIED GOBI MASALA	PALAK PANEER	FRIED SOYAWADI MASALA	FRIED ALOO FRIED KARELA SABJI	FRIED ALOO CAPSICUM MASALA	MIX VEGETABLE CURRY
	CHANNA DAL	TOOR DAL	MATTAR DAL	CHANNA DAL	MATTAR DAL	MOONG DAL	MATTAR DAL
	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL
	-	RICE KHEER	-	FRUIT CUSTARD	-	SAGOO SWEET	-

PREPARED BY:

APPROVED BY:

APPROVED BY:



**WEEKLY CYCLIC SAMPLE MENU (WEEK 1& 3)**

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAK FAST</b>	PARATHA OR CHAPATHI	PARATHA OR CHAPATHI	PARATHA OR CHAPATHI	PARATHA OR CHAPATHI	PARATHA OR CHAPATHI	PARATHA OR CHAPATHI	PARATHA OR CHAPATHI
	WHITE CHANNA MASALA	WHITE KIDNEY BEANS	CHANA DAL FRY	BLACK CHANA MASALA	GREEN PEAS MASALA	BLACK EYE BEANS	ALOO SABJI SOOKHA
	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE	BREAD SLICE
	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG	BOILED EGG
	JAM	JAM	JAM	JAM	JAM	JAM	JAM
<b>LUNCH</b>	BARIK RICE	BARIK RICE	BARIK RICE	BARIK RICE	BARIK RICE	BARIK RICE	CHICKEN BIRYANI OR VEGETABLE BIRYANI
	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	VEGETABLE KURMA
	CHICKEN KADAI	FILLET FISH FRY	HARIYALI CHICKEN	CHICKEN KEEMA MATTAR	FILLET FISH FRY	CHICKEN FRY	PAPAD
	KADI PAKODA	FRIED ALOO GOBI MASALA	WHITE KADHU CHANA DAL SABJI	ALOO BINDI MASALA	KADAI PANEER	KOOSA CHILLY MASALA	MIXED RAITA
	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL
	MATTAR DAL	MOONG DAL	TOOR DAL	MATTAR DAL	CHANNA DAL	MATTAR DAL	TOOR DAL
	-	FRUIT	-	FRUIT	-	FRUIT	-
<b>DINNER</b>	WHITE RICE OR BOILED RICE	JEERA RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE	WHITE RICE OR BOILED RICE
	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI	CHAPATHI OR ROTI
	SAMBAR	CABBAGE PORIYAL	SAMBAR	RASAM	SAMBAR	RASAM	SAMBAR
	EGG CURRY	BUTTER CHICKEN	ROHU FISH MASALA	MUTTON ROGANJOSH	HYDERABADHI CHICKEN CURRY	ROHU FISH FRY	CHICKEN KOFTHA CURRY
	ALOO GOBI MASALA	CHOLE MASALA	ALOO MATTAR PANEER	MIX VEGETABLE KADAI SABJI	ALOO KARELA	FRIED ALOO CAPSICUM MASALA	FRIED SOYAWADI MASALA
	CHANNA DAL	TOOR DAL	MATTAR DAL	CHANNA DAL	MATTAR DAL	MOONG DAL	MATTAR DAL
	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL	BANGLA DAL
	SOOJI HALAWA	-	SAGO SWEET	-	VERMICELLI SWEET	-	RICE KHEER

PREPARED BY:

APPROVED BY:

APPROVED BY:



# 10. Terms and Conditions of Contract

Below provided is a sample of the Lease Agreement, **subject to change without notice.**



## LEASE AGREEMENT (DD/MM/YYYY)

Entered into this date *DD-MM-YYYY* by and between:

\_\_\_\_\_, whose principal address is [PO Box 556, Fujairah, UAE], (*hereinafter referred to as Lessor or First Party*)

And

| (*hereinafter referred to as Tenant or Second Party*)

Whereas the First Party possess the labor accommodation located at \_\_\_\_\_, Fujairah which consists of **XXX rooms with attached toilets & Kitchen**, (herein after referred to as **Accommodation or Premises**).

**The Tenant desires to lease the XXX rooms for accommodation purpose and to the terms and conditions set forth herein below and mutually agreed up on;**

### **1. DATE OF RECEIVING THE PREMISES:**

**1.1** The date of receiving the premises is *[DD-MM-YYYY]*

**1.2** The Tenant hereby acknowledges that Tenant has taken over the premises after having carefully inspected and found it fit. The landlord is responsible for 1<sup>st</sup> one-month maintenance of entire camp. After one-month Land lord will be responsible for major maintenance and lessor will be responsible for all minor maintenance including the breakages.

**1.3** The Tenant agrees that the premises will be used for Labor Accommodation only and not for any other purpose whatsoever without the consent of the Lessor in writing.

**1.4** The Lessor shall have the right to enter and inspect the subject premises during Emergencies and with 48 Hrs. notice.

**1.5** The Tenant shall be responsible to comply with all rules and regulations including but not limited to the environmental, health and safety laws and regulations, etc. whatsoever from time to time announced or enforced by the local government or authority. **The Lessor shall be responsible for uninterrupted supply of Water & Electricity**

**1.6** The Tenant shall be responsible for minor maintenance of the premise as per the regulations of government authorities. Any damage on the premises shall be repaired by the Tenant, fails to which the Lessor will repair and will be charged to the Tenant.



## 2. TERMS OF LEASE, RENEWAL AND TERMINATION:

- 2.1 The period of Tenancy will be for 06 months. According to the hand over date, this shall be from **DD-MM-YYYY** to **DD-MM-YYYY**
- 2.2 The above rooms will be furnished as below: -  
1. Fully furnished rooms with Air conditioning.
- 2.3 Tenant can terminate contract by serving one-month advance notice. In the event the Tenant wishes to renew this lease, it has to advise the Lessor of its intention to renew the lease by giving (30) days' notice prior to the expiry date.
- 2.4 This lease shall terminate, if
- The Tenant fails to pay rentals for any reason whatsoever, at the date of maturity,
  - The Tenant use the premises or part of it for purposes other than those herein agreed to,
  - The Tenant fails to pay any dues, charges, taxes or otherwise owing to the Government of Fujairah or any federal or local agency or departments.
- 2.5 If termination notice is not given then it will be treated as renewed for further 03 months with the following payment plan.
- DD-MM-YYYY** - AED XXXXXX CDC

## 3. RENTALS, UTILITIES:

- 3.1 The rental agreed for the premises for the agreed period as mentioned in 2.1 is AED XXXXXX (AED XXXXXX/room/month) inclusive of Electricity, Water, Garbage & Sewage Disposal and routine MEP works. (AED XXXXXX Only)
- 3.2 Landlord is responsible for civil defense certificate, pest control and water tank cleaning.
- 3.3 Payment Plan: The Following cheques shall be handed over to the Lessor during the signing of this Agreement;

- **DD-MM-YYYY** AED - XXXXXX – CDC (With Contract signing)
- **DD-MM-YYYY** AED - XXXXXX - PDC
- **DD-MM-YYYY** AED - XXXXXX - (Commission) CDC
- **DD-MM-YYYY** AED - XXXXXX - (VAT 5%) CDC

Note: Cheques should be prepared in the name of **EAST VILLE REAL ESTATE L.L.C**



#### **4. MAINTENANCE OF RENTAL PREMISES:**

- 4.1 Any employee, agent or visitor of the Tenant shall for all purposes hereof means the Tenant itself and the Tenant shall be responsible for their acts or omissions as if they were the acts or omissions of the Tenant and the Tenant will be responsible for any damages occurred by such acts.
- 4.2 The Tenant shall take care of the contents of the premises and the belongings and shall not have the right to claim from the Lessor compensations for any losses or injury occurring as a result of the Tenant's own negligence. The Lessor shall not be responsible for any loss, damage or injury resulting from accident, crime or natural disasters.
- 4.3 Kitchen is free of charge and allowed to do alteration. Re fixed at the time of vacating.

#### **5. ALIENATION, ALTERATIONS OR MODIFICATIONS AND SIGNAGE:**

- 5.1 The Tenant undertakes not to transfer the subject premises for tenancy or any other purposes whatsoever under any circumstances. Sub-contractors of Tenant are allowed to stay in above mentioned camp.
- 5.2 If any alterations or modifications made by Tenant should be restored at the time of handing over the leased premises.
- 5.3 It is agreed that no advertising materials or signage shall be displayed on the external walls or in front of the leased premises unless agreed in writing by the Lessor.

#### **6. HANDOVER OF THE PREMISES:**

- 6.1 If no agreements in addendum is signed prior to the expiry of this lease, the Tenant shall handover the premises on or before the date of expiry of the lease.
- 6.2 The Tenant shall obtain a no objection letter from the Lessor before vacating the premises.




**7. COVERING LAW AND SETTLEMENT OF DISPUTES:**

7.1 This Agreement is governed by UAE law and all disputes between both parties shall be referred to the competent authority for settlements.

7.2 The signature of the Tenant in this Agreement is considered as a declaration of receiving the premises from the Lessor.

**For and on behalf of *[first party]***

**For and on behalf of *[second party]***



## **10. COVID-19 Labour Camp Guidelines**



# **COVID-19 – INFORMATION/GUIDELINES/SAFETY MANUAL FOR MANAGERS AND OPERATORS OF EAST VILLE LABOUR CAMP, MIRBAH, FUJAIRAH, UAE.**

## **Overview**

It's required that any place of business that is allowed to operate during the COVID-19 pandemic must:

- Prevent the risk of transmission of infection to co-workers and members of the public by a worker or member of the public,
- Provide for rapid response if a worker or member of the public develops symptoms of illness while at the place of business, and other.
- Maintain high levels of workplace and worker hygiene.

This document has been developed to support managers and operators of labour camps with guidance on risk assessment and management as it relates to COVID-19. Labour camp managers and operators must implement measures to provide for the protection of all individuals at the camp, including staff, clients and visitors (i.e., anyone coming on site that does not register as an overnight client, such as social visitors, delivery persons, repair persons, etc). It is important that information in this document be shared with staff and clients, and visitors to the labour camp, as necessary.

## **Topics covered in this document include:**

- 1) Information about COVID-19.
- 2) Symptom monitoring, notification and isolation.
- 3) Requirement to maintain contact information for all staff, clients and visitors.
- 4) Transportation and coordination with work sites.
- 5) Quarantine requirements
  - Post international travel quarantine requirements.
- 6) Rapid response plan development
- 7) General prevention measures.
  - Physical distancing.
  - Hand hygiene and respiratory etiquette.
  - General cleaning and sanitizing.
  - Screening visitors.
- 8) Managing gatherings
  - Labour camp food facilities.

- 9) Food handling.
- 10) Personal hygiene.
- 11) General Food Hygiene.
- 12) Handling & Preparing Food.
- 13) Cleaning Clothes.

## **A: COVID-19 Rapid Response Plan – Responding to an Elevated Risk of COVID-19.**

### **Information about COVID-19**

What is COVID-19?

- COVID-19 is an infectious disease. It is a member of the coronavirus family of viruses.
- Symptoms of COVID-19 are similar to cold and flu, such as:
  - Cough.
  - Fever.
  - Shortness of breath/difficulty breathing.
  - Running nose or Sore throat.
- COVID-19 is spread from person to person mostly through tiny droplets of liquid produced by people who have the virus.
  - These droplets can be spread by activities such as talking, coughing, sneezing, laughing or singing and can land on people who are within 2 meters (6 feet) of the infected person.
  - COVID-19 may also be spread when a person touches an object or surface the virus has landed on and then touches their eyes, nose or mouth.
  - COVID-19 is not an airborne disease. It cannot spread through the air over long distances, nor does it linger in the air for a long time.
- If you are infected with COVID-19, it can take up to 14 days for you to start to experience symptoms.
  - Most people report experiencing symptoms within about 5 days of being exposed to COVID-19.
  - There is emerging evidence of transmission occurring up to 48 hours before symptom onset or even from people who are asymptomatic or whose symptoms went unnoticed, however, people that have COVID-19 and are symptomatic (e.g., cough, fever, shortness of breath/difficulty breathing, running nose or sore throat) cause the majority of transmissions. Symptom monitoring, notification and isolation are unavoidable.



- Labour camp operators are responsible for ensuring that staff conduct a daily self-check for signs of COVID-19 before reporting to work. Operators should encourage clients to conduct daily self-checks as well.
- Any person experiencing any of these symptoms (cough, fever, shortness of breath, running nose or sore throat) which are not related to a pre-existing illness or health condition must immediately inform camp management and operators must instruct staff not to come to the camp for the start of their shift or rotation cycle if they meet the criteria for isolation.
- Staff and clients should use the East Ville Self-Assessment as follows.
- Any person experiencing any of these symptoms (cough, fever, shortness of breath/difficulty breathing, runny nose or sore throat) which are not related to a pre-existing illness or health condition must be in isolation. See Appendix A for measures that must be taken immediately.

### **Requirements to maintain contact information for all staff, clients and visitors.**

When individuals in a labour camp exhibit COVID-19 symptoms; they must be immediately isolated. Shortly after isolation, individuals may be tested. When a case of COVID-19 is confirmed, those who were exposed to the case must be quarantined to prevent further spread (see Appendix A).

In order to facilitate public health follow-up with symptomatic individuals and those exposed, labour camp operators must maintain a running list of all staff, clients and visitors that have been to the camp. Visitors include anyone coming on site that does not register as an overnight client, such as social visitors, delivery persons, repair persons, etc. This inventory list must be maintained for at least six weeks and must contain:

- The full name and contact information (telephone number, email and physical address) of the individual
- The name and contact information (telephone number, email and physical address) of the individual's employer.

Public health officials will rely heavily on this information for their investigation, and it is imperative that the information is accurate and provided immediately upon request.

### **Transportation and coordination with work sites**

- Where it is under the control of the labour camp operator, physical distancing and mass gathering restrictions are to be applied to areas where workers/clients gather to board vehicles transporting them to the work site.
- The labour camp must ensure that all employers using the camp services work together to prevent the risk of contact and droplet transmission amongst workers while in transport to and from the worksite.
- Workers with relevant symptoms are expected to leave a worksite immediately. The labour camp must work with the work site to implement a strategy to safely transport sick workers from the worksite for the purpose of placing them directly into isolation at the camp.

### **Quarantine.**

Following persons must be in quarantine:

- Any person identified as a close contact of a confirmed case of COVID-19. See Appendix A for measures that must be taken immediately.
- Any person returning to East Ville labour camp after having travelled internationally. See also Post-International Travel Isolation Requirements below.

### **Post-international travel quarantine requirements**

- Individuals returning from travel outside of the UAE are legally required to quarantine for 14-days and monitor for symptoms. If symptoms develop in that time, they must isolate for at least 10 additional days from the onset of symptoms or until symptoms resolve, whichever is longer.
- Individuals returning from outside of the UAE must complete their quarantine and/or isolation, as necessary, before returning to the labour camp.

### **Rapid response plan development**

- Labour camps must develop Rapid Response Plans to support the management of symptomatic individuals and confirmed cases of COVID-19, and to facilitate outbreak preparation and response.
- As set out at the beginning of this document, labour camp operators have a responsibility to prevent the risk of transmission of infection to staff, clients and visitors at labour camps and to provide for rapid response if a person develops relevant symptoms.
- Appendix A (COVID-19 Rapid Response Plan – Responding to an Elevated Risk of COVID-19) further details the steps that operators must take in order to develop a rapid response plan to manage symptomatic individuals, confirmed cases of COVID-19 and to prepare for an outbreak, should one occur.
- While the Government of the UAE and Fujairah Health Services can provide some direction and support, there is much that operators must do to prepare. It is important that Appendix A be reviewed and fully complied with.

### **General prevention measures**

- Restrict visitors to only those necessary for the safe and effective operation of the labour camp/worksite (e.g., prohibit social visiting).
- Maintain a list of all visitors and their contact information in case contact tracing is required.
- Provide tissues and lined garbage bins for use by staff and clients. No-touch garbage cans are preferred.
- Post relevant posters and signage throughout your facility as follows:
  - COVID-19 information posters.
  - COVID-19 preventive and precautionary measures posters.
  - COVID-19 recovery measures posters
  - COVID-19 Infection Prevention and Control posters.



## **Physical distancing**

- Physical distancing involves taking steps to limit the number of people you come into close contact with. It is a critical step in slowing down the spread of COVID-19.
- Staff should practice physical distancing, including minimizing close contact with others and limiting the number of clients in given areas at any one time to enable physical distancing by everyone.
- Advise clients to also practice physical distancing. Include information on control measures when this is not feasible (e.g., when two or more individuals are required to turn valves or lift heavy objects).
- All reasonable steps should be taken to maintain a distance of at least 2 metres (6 feet) between individuals at all times.
- Encourage clients to limit widespread social interaction and to develop routines that reduce potential spread and enable easier contact tracing if a confirmed case of COVID-19 appears.

## **Hand hygiene and respiratory etiquette**

- Hand hygiene is one of the most effective ways to prevent the spread of communicable diseases and infections.
- Promote and facilitate frequent, proper hand hygiene for staff and clients.
  - Ensure common areas have adequate supplies to facilitate proper hand hygiene:
    - ♣ Provide a sink with soap/hand sanitizers, running water and paper towels /hot air dryers, and instruct staff to wash their hands often with soap/hand sanitizers and water for at least 20 seconds, or more.
    - ♣ Provide alcohol-based hand sanitizer (greater than 60% alcohol content) for staff, clients and visitors. A list of hand sanitizers authorized by the UAE Health Authorities can be found online.
    - ♣ Include educational posters and information at hand cleaning/sanitizing locations.
- Remind staff and clients of the importance of hand hygiene and respiratory etiquette (e.g., cover coughs and sneezes with sleeve or disposable tissues) and the importance of not touching eyes, nose and mouth. Encourage them to also remind one another.
- Staff must wash their hands frequently with soap/hand sanitizer and warm water. This includes when they first arrive at the facility, before preparing food, after any contact with saliva or nasal secretions (e.g., used tissues), after handling client belongings, after cleaning activities, and after using the washroom.
- If using disposable gloves for any tasks, hand washing is still important and must be done before putting on and after removing the gloves. If using gloves, they must be changed frequently, especially if they become dirty or torn.

- Cover your cough and sneezes and then wash your hands. Respiratory etiquette guidance can be found online. Ensure that all wear Face Masks and Hand Gloves 24/7, while they are both inside of the labour camp and outside of the labour camp.

### **General cleaning and sanitizing**

- Increase daily cleaning and disinfection of common areas and surfaces to at least three times per day. Pay particular attention to door knobs, light switches, staff rooms, desktops, stair railings, washrooms, toilets, kitchens and other high touch surfaces.
- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Disinfecting refers to using chemicals to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
- Use a disinfectant that has a Drug Identification Number (DIN) and a veridical claim. Alternatively, use a bleach-water solution with 100 ml of unscented bleach in 900 ml of water.
  - There should be a DIN on any disinfectant purchased in the UAE. To confirm, look for an 8-digit number (normally found near the bottom of a disinfectant's label).
  - A list of the UAE Health authority approved disinfectants can be found online. Alternatively, you can prepare a bleach water solution with 100 ml of unscented household bleach per 900 ml of water.
- Be sure to follow the instructions on the label to disinfect effectively.
- Clean and disinfect all accommodation rooms before a change in occupants. Since individuals can be infectious 2 days before symptoms, there is a chance that an apparently healthy individual could contaminate the room just before rotating out.

Screen visitors for COVID-19 upon arrival:

- Labour camp operators should limit the number of external visitors to sites as much as possible. When a site visit is essential, the operator or managers must screen visitors before they enter the site, using the following tool:

<b>1.</b>	<b>Do you have any of the below symptoms:</b>		
	• Fever (greater than 38.0 C)	<b>YES</b>	<b>NO</b>
	• Cough	<b>YES</b>	<b>NO</b>
	• Shortness of Breath / Difficulty Breathing	<b>YES</b>	<b>NO</b>
		<b>YES</b>	<b>NO</b>



	· Sore throat		
	· Running nose	<b>YES</b>	<b>NO</b>
<b>2.</b>	Have you, or anyone in your household travelled outside of the UAE in the last 14 days?	<b>YES</b>	<b>NO</b>
<b>3.</b>	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	<b>YES</b>	<b>NO</b>
<b>4.</b>	Are you currently being investigated as a suspect case of COVID-19?	<b>YES</b>	<b>NO</b>
<b>5.</b>	Have you tested positive for COVID-19 within the last 10 days?	<b>YES</b>	<b>NO</b>

### **Managing gatherings**

- The UAE Health Authorities prohibit both indoor and outdoor gatherings of more than 15 people, to protect the health of the public by limiting the spread of COVID-19. A gathering is any event or assembling that brings people together in a single space at the same time.
  - UAE Health authority does not prohibit the operation of workplaces of essential services with more than 15 people; however, such workplaces must apply physical distancing practices.
- All restrictions on gatherings must be implemented in labour camps including, but not limited to, the following:
  - Social amenities, gyms, swimming pools and recreational facilities must be closed.
  - Church, Temples, Mosques and other religious houses must remain closed.
  - All in-person meetings on site, including toolbox meetings, must follow mass gathering restrictions and physical distancing practices.
  - Food facilities, such as dining halls, are exempt from the 15-person maximum, as long as other measures set out in this document are followed.

### **Labour camp food facilities**

- Labour camp food facilities must use alternate processes to reduce the numbers of people dining together at one time:
  - Remove/rearrange dining tables to maintain physical distancing.
  - Place tape or other markings on floors to maintain a physical distancing of no less than 2 metres.

- Stagger meal service times to reduce the numbers of people present at any one time.
- Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
- Provide take-out meals or having workers/clients take meals to their rooms or other areas for consumption.
- Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.

### **Food handling**

- Germs from ill clients/staff (or from contaminated surfaces) can be transferred to food or serving utensils.
- There is no evidence at this time to suggest that COVID-19 is foodborne. However, labour camps need to reinforce routine food safety and sanitation practices. Wherever possible, implement measures to minimize labours/clients handling of shared food and items that may touch another client's food. Steps to achieve this include:
  - Dispensing food onto plates for labours/clients.
  - Dispensing cutlery, napkins and other items to labours/clients, rather than allowing them to pick up their own items.
  - Removing shared food containers from dining areas (e.g., water pitchers, coffee cream dispensers, salt & pepper shakers).
  - Using pre-packaged condiments.
  - Dispensing snacks directly to labours/clients and using pre-packaged snacks only.
- Remember to clean first and then sanitize food contact surfaces. Follow regular sanitizing practices: bleach solution at 100 ppm (approximately 1 teaspoon of unscented 5.25% household bleach mixed with 1 litre of water), or 200 ppm QUATS sanitizer, or 12.5-25 ppm iodine solution.
- Ensure that food handling staff are in good health and practice good hand hygiene.
- Ensure that all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.
- Staff assigned to housekeeping duties should not be involved in food preparation or food service, if possible.
- Provide information on physical distancing for staff working in the kitchen and including when on breaks (e.g., smoke break).
- Continue to follow all minimum requirements set out in the Food Regulation and any conditions placed on the food handling permits issued by the UAE Health Services. The use of gloves or other personal protective equipment may be considered if necessary.



## **COVID-19 RAPID RESPONSE PLAN – RESPONDING TO AN ELEVATED RISK OF COVID-19**

Labour camp operators have a responsibility to prevent the risk of COVID-19 transmission to staff, clients and visitors at labour camps and to provide for rapid response when a person develops relevant symptoms and is required to be in isolation or is required to be in quarantine.

This Appendix details the minimum criteria that operators must incorporate into their written rapid response plans to ensure their readiness to manage symptomatic individuals, confirmed cases of COVID-19 and to respond to an outbreak, should one occur.

Completed rapid response plans will be reviewed and assessed by East Ville Health and Safety Division for completeness.

### **Quarantine vs. Isolation**

One of the first critical steps to preventing further transmission of disease is the implementation of quarantine and isolation procedures. It is important to understand the difference and the mandatory requirements for each.

When someone is exposed to a contagious disease, they may not always get sick. If they do become sick, there will be a period of time between being exposed and becoming sick. It can take up to 14 days for people to start experiencing COVID-19 symptoms (e.g., fever, cough, shortness of breath/difficulty breathing, sore throat or running nose).

Quarantine and isolation refer to separating and restricting people from contact with all others to prevent transmission.

<b>QUARANTINE</b>	<b>ISOLATION</b>
Done when people are not yet sick, but have been exposed	Done when people are sick, to keep them from infecting others
The quarantine period for COVID-19 is 14 days <ul style="list-style-type: none"><li>This is because it can take up to 14 days for an individual to develop symptoms</li></ul>	The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer

- Following conditions are legally required to be in quarantine for 14 days either:
  - Immediately upon return from travel outside of the UAE.
  - If they are a close contact of a person who tested positive for COVID-19.
- All are legally required to be in isolation for 10 days, or until symptoms resolve, whichever takes longer, if they:
  - Are diagnosed with COVID-19.

- Develop a cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat not related to a pre-existing illness or health condition.
- Following are some of the restrictions and requirements for isolation:
  - Remaining at home, and 2 metres distant from others at all times;
  - Not attending work, school, social events or any other public gatherings;
  - Not taking public transportation.
- Note: In labour camp settings, this means the individual must stay in his/her room unless absolutely necessary to leave (e.g., go to bathroom).
- People are not required to remain in isolation if they test negative for COVID-19 and have no known exposure to COVID-19. However, they must not return to work or to the general population of the camp, until symptoms have resolved. Returning while still ill may result in others being infected with their illness (e.g., cold or flu) and forcing those persons to isolate.
- Following are the restrictions and requirements for quarantine:
  - Remaining at home.
  - Not attending work, school, social events or any other public gatherings.
  - Not taking public transportation.
  - Watching for relevant symptoms.
- Note: In labour camp settings, this means the individual must stay in his/her room unless absolutely necessary to leave (e.g., go to bathroom).

If persons in quarantine begin to experience symptoms (cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat) not related to a pre-existing illness or health condition or to a known exposure to COVID-19, they must enter isolation for a period of 10 additional days from the start of their symptoms, or until symptom resolve, whichever is longer. However, in no case shall the total stay in quarantine/isolation be less than 14 days.

**Labour Camp operators must incorporate, at a minimum, the following criteria into their written rapid response plans:**

1. Site map.
  - a. Configuration and drawing of labour camp site that identifies all areas of the labour camp site, including:
    - i. Residences.
    - ii. Dining areas.
    - iii. Recreational activity areas (e.g., fitness facilities, games rooms, etc.).



- iv. Swimming Pool, if any.
- v. Religious houses.
- vi. Wash areas.
- vii. Ablutions area.
- viii. Generator, Transformer Area.
- ix. Electrical Room, if any.
- x. Washrooms, toilets and showers.
- xi. Laundry Collection Rooms.
- xii. Clothes iron-pressing area.
- xiii. Smoking Area.
- xiv. Laundry Area.
- xv. Areas intended for isolation and quarantine.
- xvi. Medical and first aid offices and resources.
- xvii. Site entry and exit points.
- xviii. Client lodging check in and check out (i.e. front desk).

2. Staff, client and visitor inventory.

a. Strategy for maintaining a rolling 6-week inventory of all individuals working in, residing in and visiting the labour camp, including duration of stay. (Visitors include anyone coming on site that does not register as an overnight client, such as social visitors, delivery persons, repair persons, etc.).

i. Consider shift schedules for labours/clients.

ii. Consider check in and check out procedures.

b. Means to collect full name, address, phone number and employer name & contact information.

c. Full name and contact information of all labour camp medical personnel and qualifications, including.

I. OH & S representatives.

II. Nurses.

III. First aid trained staff.

IV. Other responsible persons.

d. If possible, it will be beneficial for the labour camp to maintain the same information for the employers (i.e. work site) it serves, if different from the labour camp operator.

3. Enhanced screening of labour camp staff, clients and visitors.

a. Enhanced screening for any individual entering the labour camp site.

I. Screening of clients and camp staff returning to the labour camp from leave, vacation or days off.

II. Screening of labours/clients returning from a work shift.

III. Screening of any visitor to the labour camp.

IV. Use of asymptomatic testing.

b. Enhanced self-reporting of illness.

I. Frequency must be enhanced from passive reporting of illness to mandatory reporting daily or more frequently (i.e. before and after shifts).

II. Temperature of all the labors/clients residing in the camp must be checked and recorded twice a day, once in the morning and the other in the evening.

c. Procedures used by onsite health and safety staff to screen individuals.

i. Questionnaire.

ii. Temperature checks.

iii. Visual observation.

iv. Other.

d. Labour camp and work site communication protocols.

i. Protocol for notification between employers on work sites and the labour camp when workers become symptomatic "at work".

ii. Protocol for labour camp to notify work site(s) when symptomatic labours/clients are identified, when labours/clients are isolating and when labours/clients are quarantined.

iii. Protocol for notification to the labour camp by the work site(s) of any workers who left a work site with symptoms - for the purposes of identifying close contact with labour camp staff and/or labours/clients.



e. Rapid response procedures when issues are identified through screening, self-reporting or through communication from the work site.

i. Dedicated transport of symptomatic workers from work site to labour camp.

ii. Immediate isolation procedures for symptomatic individuals.

iii. When to notify UAE Health Authorities.

iv. Identification of close contacts of symptomatic individuals.

4. Site-specific isolation and quarantine response plans.

a. Protocol to immediately notify UAE Health Authorities (e.g., one or two individuals symptomatic).

b. Describe how and where individuals will be isolated / quarantined.

i. Within the labour camp, if chosen.

ii. Procedures for safe transport of individuals to allow isolation/quarantine at an offsite location (e.g., individual's home, off-site facility). If no capacity to quarantine/isolate onsite, describe alternatives:

1. Identify off-site facilities (e.g., sister labour camps with capacity).

2. Notification of, and arrangements made with, off-site facilities.

3. Safe transportation to homes or offsite facilities without exposing others.

4. How will transportation vehicles be cleaned/disinfected?

iii. Informing individual of legal obligations to prevent exposure to others during transportation and isolation / quarantine periods at home or in off-site facilities

iv. Protocol for consultation with the UAE Health Authorities before allowing any individual to leave the labour camp or work site for isolation / quarantine.

c. Describe physical and staffing capacity to isolate/quarantine individuals on site.

i. Policy for when labours/clients can stay in their own existing rooms to observe isolation or quarantine period.

ii. Policy for when to relocate individuals to a designated separate group of rooms (e.g. dedicated wing).

1. Consider the safe handling of movement of client belongings, wherever necessary.

iii. Number of rooms available for quarantine/isolation (e.g. one person per room).

iv. Consider access to washrooms and showers.

1. Describe how common bathrooms used by quarantined/isolated individuals will be cleaned/disinfected after each use.

v. Describe protective measures for staff that interact with and support clients in isolation/quarantine.

vi. Describe capacity to care for symptomatic individuals.

1. Describe capacity to serve meals to quarantined/isolated individuals in their rooms.

vii. Describe how quarantine/isolation rooms will be safely cleaned/disinfected during the individual's stay and after isolation period ends (i.e. before others can occupy the room).

1. If an individual in quarantine does not develop symptoms during the quarantine period, no special cleaning is required at the end of the period.

viii. Describe how clothes/bed-linens will be laundered for individuals in quarantine/isolation.

d. Describe how isolating/quarantining individuals, shall be monitored for deteriorating health.

i. Describe capacity for emergency transportation – i.e. transportation before the need for 998.

ii. Describe capacity to have emergency vehicles response in short time frame?

iii. Call 998 for individuals requiring emergency medical assistance. Let the operator know that they could have COVID-19, so they can make appropriate arrangements to support and help them.

### **Personal hygiene**

Simple hygiene measures can help protect your family's health and everyone else's.

1. Don't touch your face.
2. Avoid touching your eyes, nose and mouth.
3. Don't cough or sneeze into your hands.
4. Cover your mouth and nose with your elbow or tissue when coughing or sneezing. Dispose of all used tissues immediately.

### **Steps to Good Oral Health**

1. Keep Your Mouth Clean. Brush your teeth and tongue at least twice a day and floss once a day.
2. Follow a Healthy Diet. ...
3. Check Your Mouth Regularly. ...
4. Avoid Tobacco Products.
5. Ensure that your tooth brush is thoroughly washed in clean water, at least, twice every day.

### **Keep your distance**

Maintain a distance of at least 02 meters (03 feet) from people who are coughing or sneezing.



## **Wash, wash, and wash your hands**

Yes, you're hearing it everywhere, because it's the best line of defense. Wash hands frequently with soap and water for at least 20-30 seconds, on a daily basis.

Make sure to wash hands after you blow your nose, sneeze into a tissue, use the restroom, when you leave and return to your home, before preparing or eating food, applying make-up, handling contact lenses etc.

If using a hand sanitizer; please ensure that it contains at least 60 per cent alcohol, ensure coverage on all parts of the hands and rub hands together for 20-30 seconds until hands feel dry. If hands are visibly dirty, always wash hands with soap and water.

Cold water and warm water are equally effective at killing germs and viruses — as long as you use soap and wash your hands the right way!

## **General food hygiene tips**

1. Wash your hands thoroughly with soap and water for at least 20 seconds before preparing any food.
2. Use separate chopping boards to prepare uncooked meat and fish.
3. Cook food to the recommended temperature.
4. Wherever possible, keep perishable items refrigerated or frozen, and pay attention to product expiry dates.
5. Aim to recycle or dispose of food waste and packaging in an appropriate and sanitary manner, avoiding build-up of refuse which could attract pests.
6. Wash your hands with soap and water for at least 20 seconds before eating.
7. Always use clean utensils and plates.

## **Handling and preparing food.**

While at present there is no evidence of people catching the COVID-19 virus from food or food packaging, it may be possible that people can become infected by touching a surface or object contaminated by the virus and then touching their face.

The greater risk comes from being in close contact with other people while outside food shopping or receiving a food delivery (as receiving any delivery in areas with local transmission). As always, good hygiene is important when handling food to prevent any food-borne illnesses.

### **Food packaging and handling precautions**

1. Remove any unnecessary packaging and dispose into a waste bin with a lid.
2. Remove food from take-out containers, place on a clean plate and dispose of the container.
3. Packaging like cans can be wiped clean with a disinfectant before being opened or stored.
4. Wash unpackaged produce, such as fruit and vegetables, thoroughly under running water.
5. Wash your hands with soap and water, or use an alcohol-based hand rub, immediately afterwards.

## **Cleaning clothes**

It is currently unclear how long the COVID-19 virus can survive on fabric, but many items of clothing have plastic and metal elements on which it might live for a few hours to several days.

Exercise caution and common sense. Good practices to consider include removing your shoes when you enter your home and changing into clean clothes when you return home after being in crowded places, and washing your hands with soap and water immediately afterwards.

### **Doing laundry in Labour Camp.**

Clean bed sheets, towels and clothes regularly.

1. Don't shake dirty laundry to minimize the possibility of dispersing the virus through the air.
2. Launder items with soap or detergent, using the warmest appropriate water setting and dry items completely — both steps help to kill the virus.
3. Wash your hands with soap and water, or use an alcohol-based hand rub, immediately afterwards.
4. Wash or disinfect your laundry bag and hamper as well. Consider storing laundry in disposable bags.

### **Doing laundry outside of your Labour Camp.**

1. If you need to use laundry facilities outside of your home, take sensible precautions:
2. Prepare laundry before leaving your home to help minimize the amount of time you spend outside.
3. Try to go at a time when there are fewer people.
4. Maintain physical distance to other people.
5. Wear disposable gloves if available, disinfect the surfaces of all machines you use and don't touch your face.
6. For indoor laundry facilities, wait outside for your laundry to finish if you can.
7. Fold your laundry at home.
8. Wash your hands with soap and water, or use an alcohol-based hand rub, immediately afterwards.
9. Wash or disinfect your laundry bag/ hamper as well. Consider storing laundry in disposable bags.
10. If you don't have access to laundry facilities, hand wash your clothes at home with soap or detergent and the warmest appropriate water.





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## 11. Contact Details

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