

# Client Procedure for Reporting Communicable Diseases



## Client Procedure for Reporting Communicable Diseases

### 1.0 Purpose

As part of implementing occupational safety and to prevent the outbreak and spread of any communicable diseases in Jebel Ali Free zone (including Techno Park) Trakhees is offering isolation facility for the patients with communicable diseases.

### 2.0 Scope

This procedure allows and approves an employee/staff of any company in Jebel Ali Free zone (including Techno Park) residing in any of the JAFZA accommodation facilities to use the Isolation facility of JAFZA to recover from communicable diseases.

### 3.0 Procedure to be followed

#### 3.1 Required Documents

- a) Medical Certificate
- b) Duly filled Trakhees Application Form for Isolation (available at [www.trakhees.ae](http://www.trakhees.ae)) and can be downloaded.
- c) Applicable Isolation Fee Receipt

#### 3.2 Approval and Isolation Process

- A. The client has to e-mail a copy of the Medical Certificate, filled in Trakhees Application Form for Isolation in order to generate Payment advice to: Email id: [EHS.Health@trakhees.ae](mailto:EHS.Health@trakhees.ae)

Note: The client is required to settle the isolation fee on the next working day

- B. Trakhees shall review the Medical Certificate, the filled-in Trakhees Application Form & After review, the Medical Certificate along with Trakhees Application Form and payment advice will be sent to the client /reporting personnel and will be copied to IMDAD operations team.
- C. Payment has to be confirmed by the client by next working day.
- D. The hard copies of the Trakhees Application form and the Medical certificate along with the patient's valid ID will be submitted to the IMDAAD Operations team.ID will be returned only upon completion of the isolation period mentioned in the Medical report.



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### 4.0 Contact Details

Trakhees -04-8811881 (Office Hours 7:30am to 3:30pm)

Email: [EHS.Health@trakhees.ae](mailto:EHS.Health@trakhees.ae)

### 5.0 Applicable Regulation

Freezone Rules 2005 4th Edition, Jafza/ Jebel Ali Freezone