



METU
NORTHERN CYPRUS
CAMPUS

Guide for Developing Healthy and Clean Environments Against COVID-19 in METU Northern Cyprus Campus and for Process Management

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1. INTRODUCTION

According to the unanimous decision taken at the University Senate meeting held on September 2, 2021, face-to-face education for the Fall Semester of 2021-2022 Academic Year will begin at our university on October 18, 2021, excluding the English Preparatory School. However, this decision is subject to change depending on the course of the Pandemic and the decisions to be taken by the official authorities. The English Preparatory School will start classes online on October 11.

This guide is based on the "Development of Healthy, and Clean Environments in Higher Education Institutions and the Process Management Guide" prepared by the TRNC Ministry of National Education and Culture. It has been prepared by the METU NCC Pandemic Board in accordance with the document "Operating Principles for the Prevention of the COVID-19 Pandemic in METU NCC" which was announced on the 17th of September 2021.

1.1. METU Northern Cyprus Pandemic Board

- The Pandemic Board is responsible for determining what needs to be done to prevent the transmission of COVID-19 throughout the Campus, to minimize the effect in case of transmission, and to take the necessary initiatives for its implementation. Decisions to be taken by the Board are implemented after the approval of the Campus President.
- The Board ensures that the necessary information and data are collected for awareness and accurate information. Prepares necessary announcements to inform students and staff within the scope of pandemic measures, takes steps to make announcements after the approval of the Campus President.
- Carries out necessary studies to ensure vaccination, which is the **Primary Prevention Step**.
- It constitutes the decisions to be taken at the individual level to ensure the wearing of masks, the protection of minimum physical distance in social interactions and gatherings, and the provision of hygiene and cleanliness, etc. which are at the **Secondary Prevention Step**. Decisions are implemented after the approval of the Campus President.
- Submits the necessary measures (antigen/PCR tests, monitoring/follow-up procedures, AdaPass code controls, isolation, and quarantine application), which are at the **Tertiary Prevention Step** to the approval of the Campus President, in cases where there is a COVID-19 virus infection, and/or to prevent the spread of the infection.
- Prepares the necessary web environments for the collection of AdaPass codes, mobile phone numbers, ID and Passport numbers of the staff, students and other employees serving on the Campus, and coordinates the data collection.
- Coordinates the necessary work for AdaPass controls at the entrance/exit gates to the Campus and the entrances of the campus common areas.

- Prepares statistical information.
- It takes precautions when necessary to ensure that all processes are carried out with due care to the Personal Data Protection Law (KVKK).
- Being able to see AdaPass code queries by the Campus Health Center contributes to its work and provides coordination when necessary.
- Takes measures to ensure that those who are found to be risky or infected as a result of AdaPass inquiries are reported to the relevant Program and Administrative Unit Managers. It ensures that the Ministry of Health officials are informed when necessary, and in cases where assistance and support are required from the Ministry of Health, it informs the Campus President and submits it for approval.

1.2. Face-to-face Education

In order to reduce the risk of contamination on our campus, capacity determinations were made in order to maintain the minimum distance between people in classrooms and laboratories, and posters indicating the capacity were hung at the classroom and laboratory entrances. In order for the classroom capacity to be sufficient, a maximum of 40% of the total number of credit courses to be opened by the programs with their own codes, can be given by using distance education methods.

The COVID-19 web page, which can be accessed from the Campus main web page, has been created for the Pandemic Board to use in awareness and accurate information activities within the scope of COVID-19 measures. Educational and informative posters were prepared and started to be used at building entrances.

1.3. Minimizing the Risk of COVID-19 Transmission

1. **Communal areas** such as classrooms, libraries, laboratories, cafeteria, sports facilities, restrooms, and bathrooms within the Campus **should be cleaned periodically and ventilated well.**
2. **Only a limited number of people** should be allowed in common use areas; If necessary, **meetings and social activities should be held outdoors or online**, depending on the capacity of the venues and the regional and local course of the pandemic.
3. Individuals who are asymptomatic, young people in particular, can still spread the virus to others in the classrooms. It is therefore necessary **to avoid group work that involves multiple people.** It is also necessary to determine the capacity of the classrooms and arrange the seating plan by leaving **one seat empty in every two adjacent seats.**
4. In closed areas, continuous use of masks should be ensured against the risk of not maintaining the safe distance.

5. **Masks** (and face shields in close contact) should be used when participating in activities that involve more than one person; working time should be regulated.
6. **Air conditioners or fans** should not be used in common use areas. However, windows, etc., that provide continuous ventilation to the environment should be kept open in such spaces if the climatic or weather conditions necessitate the use of air conditioning.
7. If the air conditioning is essential, systems processing 100% outside air (OA) or systems with HEPA filters should be preferred.
8. **Instruments used by multiple people** such as microscopes, computers, instruments, etc. **should be cleaned** immediately after use **with disinfectants** that are effective against viruses and compatible with materials and **they should be kept clean.** (Isopropyl alcohol can be used instead of ethyl alcohol)
9. It should be ensured that masks are used on **public transport or shuttle buses** to/from the Campus, **hand hygiene should be performed** when getting on and off the buses.
10. **Posters** should be designed and displayed in appropriate locations to encourage students and all staff not to use each other's belongings and **to disinfect common use devices such as computers, laboratory equipment, telephone and desk, which are used by multiple people, before and after use.**
11. Students and instructors should have **hand sanitizer** with them at all times.
12. Smoking should not be allowed indoors in public places. **In special spaces reserved for smokers;** it should be recommended **to keep a physical distance of at least 2m from other people** as smokers take off their masks and blow out cigarette smoke.

1.4 Contact Tracing

It is important to identify the contacts and close contacts of **people who are diagnosed with COVID-19** since there is **a risk of transmission within the 10-12 days** during which the symptoms persist, starting from 2 days before the onset of disease symptoms.

1.4.1. Close Contacts

People in the following categories are defined as “close contacts” of a confirmed case:

- People who have been **in close proximity** to someone who has COVID-19 **in an indoor space** (classrooms, hospital or other institutions' waiting halls, buses, shuttle buses, etc.), **within less than 1 meter of space for 15 minutes** or longer,
- People who have face-to-face contact with someone who has COVID-19, **within less than 1 meter of space for more than 15 minutes,**

- Those who provide direct care to someone diagnosed with COVID-19 or give care to someone who has been potentially exposed to COVID-19 **without taking preventive measures** for droplet infection; those who work with healthcare workers infected with COVID-19; those who visit someone infected with COVID-19; and **those exposed to transmission of COVID-19 in the Health Center,**
- Preschool children and school-age children living in the same house with someone who has COVID-19 and people who provide care to such children,
- **Those who share a dormitory or hotel room** with someone who has COVID-19,
- People who **come into close contact** with someone infected with COVID-19 via mouth and nose secretions (saliva, sputum, etc.) **without any preventive measures being taken,**
- **Passengers travelling on the same plane** with someone who has COVID-19 and **sitting in two front, two back and side seats,**
- People living **in the same house** with someone who has COVID-19,
- People **sharing an office** with someone who has COVID-19.

Those who are defined as “close contacts” of a suspected/confirmed COVID-19 case are traced for 10-14 days.

The tracing of people identified as close contacts of suspected COVID-19 cases is terminated **if the person they come into contact with gets a negative test result.** Contact tracing will continue until day fourteen **if the test result of the suspected case is positive.**

When someone tests positive within the Campus, his/her contacts and close contacts must be quickly identified and notified, **our Health Center (Tel: 2183) and the Contact Team of Ministry of Health must be informed (Tel: 1102 COVID-19 Hotline).** Individuals with a positive PCR result or has been in close contact with a confirmed case must fill in the declaration form: <https://forms.gle/CFAxvMBitmiE7o1Z6>

If the person(s) are staying in the dormitory, they must also report their situation to the Dormitory Manager.

Home/dorm quarantine for close contacts, suspected and confirmed cases of COVID-19:

1. Such people should spend their isolation period at home or in a dormitory, **in a single room** if possible. They should wear a medical mask when sharing space with others.
2. Ideally, they should stay in a separate room, if possible, to reduce the risk of transmission to household members/other residents in the dormitory. If a separate room is not available, they should wear a medical mask and stay at least 1.5 m apart from everyone else **in a well-ventilated room.**

3. In quarantine, at home or in the dormitory, movement of the individual who is infected/potentially infected should be restricted to a somewhat small space; **communal areas** such as toilets and bathrooms should be **disinfected** with bleach and **ventilated well**.

4. **Visitors will not be allowed** in the house/dormitory during the isolation period.

5. **They should not share their personal belongings** and should avoid sharing items such as glasses, plates, towels. If they do need to share items, they should wash them with soap and water.

6. The clothes and textile products such as sheets and duvet covers **should be washed** with normal detergent **at the highest temperature** recommended by the manufacturer.

1.4.2. Contacts

People in the following categories are defined as “contacts (NOT Close-Contact)” of a confirmed case:

- People who have been interacted with someone who has COVID-19 in an indoor space (hospital or other institutions' waiting halls, buses, shuttle buses, etc.), **within more than 1 meter of space or less than 15 minutes,**
- People who have face-to-face contact with someone who has COVID-19, **at a distance of less than 1 meter for less than 15 minutes,**
- People who have been interacted with someone who has COVID-19 in an indoor space **by wearing a mask for more than 15 minutes.**

Close contacts should be isolated to prevent further spread. Contacts, on the other hand, can continue working/ studying!

1.5. Case Management

Confirmed cases should be traced, with active daily monitoring. For academic, administrative, and other staff and students with symptoms such as **fever, sore throat, headache, cough, respiratory distress, muscle aches, loss of taste and smell, or diarrhea**, **The METU Northern Cyprus Health Center should be called/notified (only during working hours, Tel:2183)** or people with such symptoms should be **referred to the nearest health care facility.**

It should be ensured that symptomatic people wear masks when travelling to/attending the health care setting they are referred to. It is recommended that accompanying people should also wear masks, pay attention to physical distancing as much as possible, and wear glasses or a visor especially if close contact is inevitable. Any resident or staff member who is considered a suspected case after being exposed to someone with COVID-19 and/or when beginning to experience symptoms of the disease, should be traced using the algorithm developed to trace contacts of suspected COVID-19 cases.

2. MEASURES TO BE TAKEN IN COMMON USE AREAS

2.1. Classrooms/Meeting-Conference Halls/Multipurpose Halls/Laboratories/Library

- **Class sizes** should be kept to a **minimum**.
- The **seating plan** should be arranged in a way that allows a **physical distance of at least 1.5 m**. However, in cases where students need to speak loudly, sing a song or participate in a debate, they should be seated at least 1,5-2 m apart depending on the nature of the course, if possible.
- **Large halls should be used** instead of small classrooms to run singing, choral singing and theater **rehearsals**, which are based inherently on gathering and on being close, **to avoid droplet spread** when they sing or speak loudly.
- Everyone entering the halls must wear a **mask (medical or fabric)** that covers both the nose and mouth properly.
- **Common use of educational materials** by students should be **avoided** as much as possible.
- Educational materials that are accessible to multiple users should not be used in class. If this is inevitable, **necessary hygiene measures should be taken by users**.
- Windows should be opened **frequently** on a regular basis to bring in fresh outdoor air as much as possible.
- **Air conditioners and fans**, which could spread infectious droplets, **should be turned off** when possible, when there are people in the rooms.
- Informative materials such as **banners, posters, etc. about ways of protection and precautions** should be on display in visible places.
- Particular attention should be paid to the **cleaning of areas that are touched by multiple people** (e.g., desk surfaces, door handles).
- Visual **warnings indicating the maximum student capacity of that classroom** should be displayed at the entrance of the classroom, **seating and distances should be arranged in advance**.
- Events and activities should be held **within the shortest time possible, with the minimum number of participants**.
- **Hand sanitizer** must be made available at the entrances.
- **Materials that are frequently touched** (books, magazines, etc.) should not be kept on the desks.

- Ventilation of areas with central ventilation systems should be arranged in a way to ensure **100% natural air circulation**, if possible, **maintenance of ventilation systems and filter changes** should be performed in accordance with recommendations of the manufacturer.
- Microscope and **devices** alike that are **touched by multiple users** should be **properly cleaned after each use**.
- Classrooms should be disinfected thoroughly with **1:100 diluted bleach** or a suitable disinfectant before each session. To this end, there should be **sufficient time between the sessions**.
- **Refreshments should not be served** at the meetings.
- **Hand sanitizer** should be used **before and after** touching the books in the library.
- Body temperatures will be measured, AdaPass code may be checked at the entrance of the library. Hand disinfection will be provided. It will be mandatory to wear a protective face mask inside the library.
- Those who have not completed the vaccination process should not be able to enter the library.
- Returned materials and any opened cargo materials will be cleaned using the book sterilizer before they are placed on the shelves.

2.2. Student Development and Counseling Center

In the fall of 2021, the Student Development and Counseling Center will be offering its services in a hybrid format (in-person and teleservices). The principles of such services within the scope of COVID-19 Pandemic Prevention measures are summarized below:

Individual Counseling

Students will be provided with Individual counseling services between 8:30 – 12:30 and 13:30 – 17:30 hours during weekdays. In order to receive individual counseling assistance, an appointment can be made by filling out the Individual Psychological Counseling Application form in the "Health Information System (HIS)" (<https://his.ncc.metu.edu.tr/>). Students will be informed about their intake session appointments via e-mail within one week at the latest.

Distance counseling services will be available to students receiving remote instruction (i.e. Preparatory Program Students). For such students, individual counseling sessions will be held online via Zoom. For students receiving face to face instruction, sessions will be held either online or face-to face depending on the needs and preferences of our students. The details of the Zoon session will be provided in the appointment mail.

In the case of face-to-face sessions, students will be asked to show their AdaPass codes and negative PCR and/or antigen test results when necessary. Students will use the Health Center door for the necessary checks to take place. It will be mandatory to wear protective face masks at the Center and during individual counseling sessions.

Seminars and Workshops

All the seminars and workshops will be given online via Zoom.

First Year Support Programs

A. Orientation Program and Orientation Leadership Project (OLP)

The Orientation Program will take place in a hybrid format. The informative live broadcasts and videos will be shared with students on the new students' web page (<https://ncc.metu.edu.tr/new-students>). Newcomers will go on a campus tour in small groups accompanied by orientation leaders on October 18. Upon arrival to the Campus, orientation office leaders will provide live support via WhatsApp. Leaders responsible for IT support will provide assistance to newcomers in the registration of their electronic devices with the University's network between 18th and 24th October in the Office of Orientation. This support will be offered on an appointment basis. The detailed information on making this appointment and reaching the Orientation Office will be shared with our students via e-mail. A short informative video on how to do interactive course registration will be posted on the new student page before the registration period. Students' orientation leaders will also assist in the course registration process when needed.

B. GPC 100 First Year on Campus Seminar Coordination

The activities within the scope of GPC 100 First Year on Campus Seminar will be carried out online.

C. Supplemental Instruction - Peer Assisted Study Session (SI-PASS) Program

Study sessions for MATH 119 and MATH 120 courses will be held online and face-to-face. The study session schedule will be announced via e-mail and on Intranet. In face-to-face sessions, the same precautions taken in classrooms for COVID-19 Pandemic will be followed.

2.3. Guesthouse/Dormitories

- Beds should be spaced **at least 2 meters apart**. Side-by-side beds, bunk beds and the top and lower beds of the bunk beds are arranged **head to toe**.
- Students **should not make a room change request** unless essential.
- All enclosed spaces should be **ventilated** regularly.

- **An adequate number of toilets/baths** should be provided depending to the number of students staying in the dorm rooms. Physical distancing should be observed in showers and toilets.
- **Surfaces that are touched frequently by hands** and toilets and wash basins in communal areas should be **cleaned at least twice a day**.
- Toilets should be disinfected with **1:10 diluted bleach**.
- **Visitors are not allowed** in any building.
- Since in 2021-2022 Academic Year Fall Semester, English Preparatory Classes will be held online, students in the English Preparatory Program will not be accommodated in the dormitories.
- Unvaccinated students will not be allowed to stay in dormitories. All Students must be fully vaccinated to apply for accommodation on Campus. During dormitory registration, our students will be asked to verify a COVID-19 vaccination.
- Wearing face masks and social distancing is compulsory in dormitories to slow down the spread of the Coronavirus and transmission. Once they are admitted to dormitories, students are to read and consent to observe the rules and regulations stated in the Terms and Regulation of Residence that regulates the rules of common life and explains the ways of protection from the pandemic.

2.4. Canteens/Cafes/Dining Hall

- Indoor spaces should be **ventilated frequently** on a regular basis.
- **Air conditioners and fans**, which could spread infectious droplets, **should be turned off** when possible when there are people inside.
- **Hand sanitizer** must be made available at the entrances.
- The seating plan should be arranged in a way that allows **a physical distance of at least 1.5 m**. Since the virus is spread by droplets and masks are removed while eating, it is recommended that **people avoid having loud talking or shouting during meals and wear masks before and after eating**. In student cafeterias in particular, people should sit **as far apart as possible** depending on the seating capacity of the location.
- **Informative materials** such as banners, posters etc. should be made available.
- **Contactless payment methods** should also be made available, if possible.
- Water dispensers and vending machines must be **contactless**.
- Table surfaces should be cleaned **properly and frequently**.

- Venues should be arranged in a way that staff can stay **at least 1.5 m apart** from service users.
- To facilitate contact tracing; whenever possible, **groups can be encouraged to come and eat at a set time of the day** that fits them and **to eat at the same table** every day.
- Arrangements should be made to allow the implementation of personal hygiene rules such as washing hands with soap under running water for at least 20 seconds before and after meal, drying hands with **disposable towels**, etc.
- Guest must wear **masks at all times, except while eating/drinking** at the table.
- Salt, pepper, sauces, oil, etc. should be presented **in disposable packages**, **cutlery** should be presented **in paper cutlery bags**.
- Proper operation of dishwashers should be ensured; **the dosage of chemicals used** in the dishwashers and water temperature of the dishwasher in particular, should be checked.

2.5. Technical Units/Workshops

- Where possible, the equipment and materials should always be used by the **same staff members only**. If this is not possible, they should be **cleaned with water and detergent** and wiped and disinfected with **70% alcohol or other disinfectants effective against viruses** before each use.
- Particular attention should be paid to **the cleaning of frequently touched surfaces** (such as door handles, telephone handsets, table surfaces).
- **Cleaning** should be performed **on a daily basis**.
- Indoor spaces/venues should be **ventilated frequently** on a regular basis.
- **Hand sanitizer** should be made available at the entrances.
- **Informative materials** such as banners, posters etc. should be made available.
- **Hand-free waste containers** should be made available.
- The seating plan should be arranged in a way that allows **a physical distance of at least 1.5 m**.

2.6. Indoor Gym

- During the pandemic, indoor gyms located in METU NCC Sports Center should continue to be available to students. Gyms will admit **a restricted number of students/participants** at a time, preferable **by appointment, for a limited period of time**. Students must stick to the appointment time.
- **Rules to be followed** in gyms should be posted at the entrance of the gym.

- The maximum capacity of participants/users inside a gym at any one time is **one person per 6 square meters**.
- After entering the gym, **hands should be washed**, or **hand sanitizer** should be used.
- Users should measure their body temperature with the body temperature measuring device located at the entrance of the Sports Center, and if the temperature is 38°C or above, they should not enter inside.
- Those with symptoms such as cough, runny nose, shortness of breath should not be admitted to the Sports Center.
- Physical activity could produce **more droplets** and may significantly increase **the velocity of droplets** when they are expelled into the air. For this reason, arrangements should be made for the maximum physical distance possible among gym users, maintaining a minimum distance of at least 2 meters.
- Pieces of gym **equipment** such as treadmill/bike etc. should be kept **at least 2 meters apart**.
- **Sports that require close contact** and group sports **are not allowed**.
- Students and staff should continue to wear masks inside the gym.
- **Surfaces should not be touched** in the gym unless absolutely necessary. Gym users should be aware of the frequently touched surfaces. Hand sanitizer should be used when touching such surfaces.
- Gyms should be **cleaned at regular intervals** and **ventilated frequently**.
- **Waste boxes with pedals and lids** should be made available at the entrance and exit of the gyms and they should be emptied regularly.
- Sports equipment lending service of the Sports Center should be stopped within the scope of COVID-19 measures.
- Gym users are required to use **personal towels, mats, etc.** in the gym.
- **It should be ensured that gym staff are provided information** on ways of transmission of contagious diseases and preventive measures.

2.7. Restrooms

- **Automatic doors** should be installed at the entrance to the restroom areas where possible.
- If this is not possible, the **door handles** should be **disinfected frequently**.
- Floors of toilets, closets and urinals should be cleaned frequently and disinfected with **1/10 diluted bleach**. Washbasins, faucets and taps, door handles should be cleaned and disinfected with **1/100 diluted bleach**.

- **Cleaning hours** of restrooms and washbasins **should be recorded** and displayed visibly.
- All restrooms must be equipped with **sufficient liquid soap, toilet paper and paper towels or contactless hand dryers.**
- Cleaning **staff** should use **gloves, masks and glasses/visors** in restrooms.
- **Hygiene information and signs** should be displayed in restrooms.
- **Pedal waste bins** should be placed near the exit, if possible, to facilitate the disposal of paper towels and similar waste.

2.8. Elevators

- The use of elevators **should be limited.**
- **One-third of its capacity** can be allowed in the elevator at one time and this information should be displayed on the elevator entrance door.
- **Floor markers should be used** to help people **stand in designated areas on elevators**, keeping a physical distance of 1.5 meters from others.
- **Masks should never be removed** on the elevators.
- People should turn to face away from the others on elevators to help minimize the likelihood of spreading germs and **try not to talk.**

2.9. Waiting Halls/Lobbies/Corridors

- **Maximum number of doors** should be provided to avoid crowds and congestion **in the entrance and exit areas.**
- Floor markers should be placed in waiting areas with **a distance of at least 1.5 meters** in between.
- **Separate doors** should be used **to enter and exit.** Where not possible, the same door can be used, however, a strip must be used to separate the entry and exit flows, **one-way entrance and exit signs** should be placed **on the floor.**
- **Individuals who do not have a mask** should not be allowed inside.
- **All non-essential items**, including books, brochures, and magazines, **should be removed** from the lobbies/waiting areas, other communal areas and lounges.

2.10. Campus Entrance, Security, Information Desks

- **Maximum number of doors** should be provided to avoid congestion and crowds **in the entrance and exit areas.**

- AdaPASS and identity checks should be done at the main entrance gates of the university, it should be noted that the antigen tests of those who have been vaccinated have been done within 14 days and those who have not been vaccinated have had their antigen tests done within the last 3 days. Those who have passed the test period should not be admitted to the campus.
- **Individuals who do not have a mask** should not be allowed inside.
- **Body temperature** of everyone entering the building should be measured at the entrance. Those who have a fever higher than 38°C should not be allowed in.
- Physical distancing measures (at least 1.5 meters) must be observed at the entrances and exits. People should be **allowed in one-by-one** and social distance markers should be placed on the floor, with a **distance of at least 1.5 meters**, to show people where to stand **in line**.
- To avoid crowds, people should stand in **single lines separated by strips**, with a distance of at least 1.5 meters between each row.
- **Floor markers** should be used wherever required, with a **distance of at least 1.5 meters** in between.
- At the entrances, **hand search of people or baggage** by security staff **should be avoided**. **X-ray scanners, handheld scanners and metal detectors should be used** instead. Close contact should be avoided if possible.
- At the entrances, **informative posters** should be displayed in areas visible to staff, students, and visitors.
- **Visitor cards** should be **disinfected** after each use.
- During shift changes, **shared** devices used by security staff such as **transmitters/telephones** are properly disinfected with hand antiseptics **before they are delivered to staff on the next shift**.
- **Necessary personal protective equipment (PPE)** should be provided for security/information desk staff.
- **Hand sanitizer** should be made available wherever appropriate.

2.11. Offices/Administrative Rooms

- Arrangements should be made to ensure that staff members can maintain a **minimum physical distance of 1.5 meters** from each other.
- **No guests** should be allowed in the workplace.
- It should be ensured that **staff members** are **provided information** on COVID-19 transmission routes and protective measures.

- **Staff members with symptoms** such as fever, cough, runny nose and shortness of breath **should not be allowed to work.**
- All staff members **must wear a mask** that covers both the nose and mouth properly.
- Staff members should keep maintaining **a physical distance of at least 1.5 meters** in resting spaces and **wearing a mask.**
- The workplace **should be cleaned** with water and detergent **every day.**
- Windows and doors should be opened **frequently** to naturally **ventilate** the workplace.
- **High-touch surfaces** (such as door handles, telephone handsets, cabinet and table surfaces) **should be paid particular attention** during the cleaning and disinfection process.
- Ventilation of areas with central ventilation systems should be arranged in a way to ensure **100% natural air circulation**, if possible, **maintenance** of ventilation systems and **filter changes** should be performed in accordance with recommendations of the manufacturer.
- **Sharing office equipment** (such as computer keyboard, mouse, telephone, pen, eraser, etc.) **should be avoided** where possible.
- Whenever possible, documents should be processed through computer systems. E-signature can be used whenever possible and where there is no legal requirement to use a wet-ink signature. In cases where a wet signature is required, the document should remain fixed, and participants should sign it in turn taking into account the social distancing measures. People should use their personal pens when signing any documents and these pens should not be shared among meeting participants.

2.12. Shuttle Buses

- Passengers should observe the social distancing rules while waiting for the school bus.
- Passengers should maintain social distancing while getting on and off the bus.
- Persons with symptoms of COVID-19 (fever, cough, runny nose, difficulty breathing, etc.) should not be allowed in vehicles and should be directed to a healthcare institution,
- Physical distancing should be maintained by keeping **one of the seats empty** in buses with two seats per row, for example.
- **Markings** should be provided on the seats to create a **diagonal seating arrangement.**
- **A protective barrier** should be installed between **driver's seat** and front passenger's seat to provide an extra layer of protection.

- **Air conditioners should not be operated** in buses and **natural air circulation** should be provided as much as possible by opening windows. Indoor air circulation should never be used when it is necessary to operate the air conditioner.
- A **physical distance of 1.5 meters** should be maintained in buses with a standee capacity/that can carry **standee passengers**.
- **Physical distancing** and **mask wearing** rules must be observed in buses. Students not wearing a mask will not be able to use the shuttle buses.
- **Food and beverage consumption** should not be allowed in order not to cause mask removal during public transportation.

2.13. Places of Worship

- Face masks should be always worn and a physical distance of at least 1.5 meters should be maintained.
- Ablution facilities of the place of worship should not be used during the pandemic.
- Materials such as books and prayer beads should not be used in common
- Worshippers should bring their own prayer rugs to the facility.

2.14. Market/Shops/Post Office

- Posters regarding the measures to be taken within the scope of COVID-19 (about hand disinfection, mask use and the rules to be followed inside) should be hung at the entrances.
- In order to prevent crowding inside, a warning/blocker should be placed on the outer door to prevent entry.
- Hand sanitizer should be made available at the entrance.
- Entrance should be allowed in such a way that 1 person per 3m² inside.
- People queuing up outside should adhere to the social distancing guidelines and measures should be taken to prevent crowding. If necessary, social distancing markings should be provided on the ground.
- It should be ensured that customers do not touch the unpackaged products. When picking open products (fruits, vegetables, etc.), the customer or staff should use disposable gloves. After each use, the gloves should be removed and thrown into the covered waste bin.
- Customers should be encouraged to make non-cash payments, preferably contactless payments.
- Particular attention should be paid to the cleaning of the frequently touched surfaces (such as door handles, telephone handsets, cabinet surfaces, table surfaces). These surfaces are cleaned

initially with water and detergent and then they are disinfected with 1/100 diluted bleach (half a small tea glass per 5 liters of water)

- It should be ensured that places are ventilated frequently by opening their doors and windows.

2.15. Disinfection of Areas Where COVID-19 Positive Cases are Detected

- Measures should be taken **to prevent entry** to offices/classrooms where a positive case is detected.
- All surfaces should be cleaned after 24 hours with **1/100 diluted bleach** or **70% alcohol** or **surface disinfectants effective against viruses**.
- The room should be **ventilated for 24 hours** by opening windows.
- Cleaning staff should wear surgical masks, visors, disposable gloves and long-sleeved disposable gowns.

3. HEALTH CENTER (MEDICO)

In cooperation with the TRNC Ministry of Health, the COVID-19 rapid antigen testing is ongoing at the METU NCC Health Center between 9:00-12:00 and 13:00-16:00 on weekdays.

According to the decision of the TRNC Ministry of Health, tests can ONLY be carried out for the "FREE OF CHARGE CATEGORY" at our university. Therefore, it is kindly asked to people who will have the test to apply to the health center with their TRNC ID card/Passport and ADAPASS code (Card with a white background).

In line with the decision taken by the TRNC Council of Ministers and published in the Official Gazette, individuals who completed their vaccinations (With ADAPASS code) can perform the rapid COVID-19 antigen test once a week for FREE. People who are obliged to have more frequent testing should have a test at other antigen test centers as a PAID. People who will be tested at other centers should apply through

<https://basvuru.lab.gov.ct.tr/?signup=true>.

At the METU NCC Health Center, people who have not completed their vaccinations / have never been vaccinated / have been vaccinated but do not have the ADAPASS code will not be tested.

Except for emergencies, people who want to receive service at METU NCC Health Center should make an appointment via the link below.

https://intranet.ncc.metu.edu.tr/randevu_saglik_merkezi.php

Before the appointment, if there are suspicious symptoms of COVID-19 (flu-like symptoms such as runny nose, sore throat, loss of smell and taste, cough, muscle and joint pain), COVID-19 PCR/rapid antigen test should be performed.

According to TRNC Ministry of Health, those who have been vaccinated abroad can apply to the TRNC ADAPASS vaccination system by filling out the form on the following website.

<https://asi.saglik.gov.ct.tr/vaccination/verify>

After completing the form, if the message "Your vaccine verification request has been successfully created. If your information is approved, you can apply for your vaccination card within 3 working days." is received, then within 3 working days it can be applied via the <https://adapass.gov.ct.tr/> website and ADAPASS code is received.

In cooperation with the TRNC Ministry of Health, Johnson & Johnson (Single dose) vaccination is given free of charge between working hours (08:30-22:00) on weekdays, primarily for those who have never had a vaccine against COVID-19 at the METU NCC Health Center. In cooperation with the TRNC Ministry of Health, AstraZeneca (double dose-4 weeks apart) vaccine can also be made free of charge at our Health Center.

Before coming to the Health Center for vaccination, the "Appointment Request Form" of the TRNC Ministry of Health Vaccine Information System must be filled in from the website below. In filling in the form, for the vaccination district "Güzelyurt" and for vaccination organization "Güzelyurt Health Center" are to be selected:

<https://asi.saglik.gov.ct.tr/appointment>