

Northern Cyprus Campus

COVID-19

PANDEMIC MANAGEMENT and WORKPLACE GUIDELINES
SEPTEMBER 2020



16



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Precautions to be taken at the Sports Center

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PROCEDURES TO BE FOLLOWED BY USERS

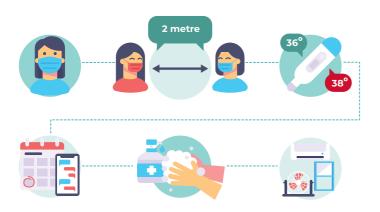
- Users not wearing a face mask will not be allowed to enter the Sports Hall. Face masks are required when indoors as well,
- The temperature of all visitors will be taken at the entrance to the Sports Hall and those with a temperature higher than 38°C will not be admitted to the facility,
- Individuals with chronic diseases should be advised not to enter the Sports Hall,
- The 2-meter social distancing rule will be followed in all parts of the Sports Center facilities.
- Visitors should use hand sanitizer at the entrance of the Sports Hall and inside,
- Exercises that include face contact with the sports equipment or with the floor should not be performed,
- When doing sports that require high effort, a face mask may not be worn as it may make breathing difficult. However, participants of such activities should have a face mask with them to be used during possible contacts.

• PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF SPORTS AND RECREATION

- Sports Center staff will be informed about the COVID-19 transmission routes and protective measures.
- Staff not wearing a face mask will not be allowed to enter the Sports Hall. Face masks are required when indoors as well.
- The temperature of everyone will be taken at the entrance, and staff members measuring temperature will use medical masks and face shields.
- All members of the Sports Center staff will wear medical masks that cover both the nose and mouth properly. The mask will be changed to a new one as it gets wet or dirty and hand sanitizer will be applied to hands before and after taking it off.
- All staff members will perform proper hand hygiene. To ensure hand hygiene, hands will be washed with soap and water for at least 20 seconds. In cases where water and soap are not available, alcohol-based hand sanitizer will be used,
- All staff members will maintain a social distance of at least 2 meters in the resting areas and keep their masks on. The indoor resting areas will not be used by more than one person at the same time since masks will be removed while eating or drinking water, tea or coffee in such areas,

- It will be ensured that cleaning staff use medical masks and gloves. They will change their masks and gloves to new ones when the cleaning is done.
- Air conditioners and fans will not be used,
- COVID-19 patients with symptoms of fever, cough, runny nose, or shortness of breath, and their contacts having such symptoms, will not be admitted to the Sports Hall. They will be provided with a face mask and directed to the Medico,
- Clarification on COVID-19 policies and reservation procedures will be added to the Sports Center contracts that are signed by users and members.
- Banners related to COVID-19 precautions (hand washing, use of masks and rules to be followed inside) will be placed at the entrance of the Sports Center,
- Users will be encouraged to make non-cash payments, preferably contactless payments, Surfaces touched during payments will be cleaned using 70% alcohol solutions or chlorine dioxide.
- Users will be accepted by appointment, the time they join and leave the sessions will be recorded, the regular schedule of sessions will be observed.
- Visitors are required to use personal towels (50cmx90cm) in the Sports Hall. Entry will be refused to those without a towel.

- Each person will be provided with 6 square meters of space in the Sports Hall,
- A distance of a minimum of 2 meters should be maintained between every two sports equipment,
- Team games and sports that require close contact (such as boxing, wrestling) will not be allowed,
- Those engaged in team sports that lend themselves to social distancing (such as table tennis, tennis) will be able to do exercises in the Sports Hall provided that a distance of 2 meters is maintained.
- Weight lifting stations will not be used by more than one person at the same time during breaks between practice sessions. After a user is completely done with the station, another user will be able to use it.
- The points of all fixed or mobile tools and devices that come into contact with hands and body will be wiped and disinfected after each session,
- Pedal bins will be made available at the entrances and exits of the building and they will be emptied regularly.



• PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF SPORTS AND RECREATION

- Cleaning rags will be categorised according to their area of use and it will be ensured that cleaning materials are washed after each use at a minimum of 60°C.
- The Sports Center will be cleaned regularly every day,
- Highly touched areas and materials will be cleaned more frequently. Wet wiping and mopping will be preferred for the cleaning of floors and surfaces. A dust-generating brush will not be used to perform sweeping operations,
- During the cleaning of the Sports Hall, special attention should be paid to the cleaning of the frequently touched surfaces (parts of sports equipment that frequently come in contact with hands and other skin surfaces, door handles, telephone handsets, table surfaces, etc.). These surfaces are cleaned initially with water and detergent and then disinfected with household bleach (Sodium hypochlorite Cas No: 7681-52-9) diluted with water (1:100; half a small tea glass of bleach per 5 liters of water),
- For toilet disinfection, household bleach (Sodium hypochlorite Cas No: 7681-52-9) diluted with water (1:10) will be used,
- Surfaces of cash registers, computer keyboards, phones and other devices will be wiped with 70% alcohol or chlorine dioxide for disinfection,

- Treadmills, bicycles, weight equipment, etc. will be regularly disinfected with 70% alcohol or chlorine dioxide.
- Cleaning cloths will be categorised according to their area of use and it will be ensured that cleaning materials are washed at a minimum of 60°C after each use.
- Banners for hand washing and use of masks will be placed in the restrooms. Toilet paper and disposable paper towels will be made available and liquid soap will be provided at all times.



PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS

 Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.







Precautions to be taken in the Library

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PROCEDURES TO BE FOLLOWED BY THE LIBRARY MANAGEMENT

- Users of the Library, and to what extent the Library will provide services, should be clarified. The Library should only provide services to members of the University and not to external users,
- The maximum number of users in the Library at any instant should be limited to half of the seating capacity of the Library and they should be allowed to enter the building in a controlled manner,
- It should be aimed that users enter the Library building in the first stage only to borrow resources. Users can benefit from the building gradually over time, depending on the course of the pandemic,
- It should be ensured that no-touch forehead thermometers are used for the detection of fever in people at the entrance of the building and that users wear masks,
- The maximum body temperature of users should comply with the standard body temperature specified by the health unit of the University and users with a temperature above this level should not be allowed to enter the building,
- Users who do not wear face masks should be prevented from entering the building,
- First of all, areas that are accessible and not accessible to Library users should be identified and rearranged,

- Areas that are not accessible to users should be marked by using warning stripes and other warning signs,
- In this context, the group study rooms and the 24/7 study room in the building should be out of use. These rooms may be in use again depending on the course of the pandemic,
- Area limitations should be made at points where users are served face-to-face, such as borrowing counters,
- Floor markers should be used to show users how to queue by maintaining a safe social/physical distance and thus avoiding congestion in front of the borrowing counters,
- Two separate counters should be used for borrowing and returning materials, if necessary,
- A new seating plan that complies with the capacity of the study rooms and reading halls of the Library should be created in order to maintain social distancing,
- A minimum of one seat should be left empty between two users at shared desks, planning should be made to ensure that users sit diagonally opposite to each other, not face-to-face, and if necessary, a seating system should be specified using signs and stimuli,
- In accordance with the new seating system, extra chairs in study rooms and reading halls should be removed and the number of seating areas should be reduced.

- The operating hours of the Library should be restricted. A certain hour during the day should be devoted to cleaning and ventilation, if necessary, and the Library should be emptied at this specified time,
- It should be ensured that hand disinfectants are available for common use at the entrance of the Library and, if possible, at the entrance of the reading hall and study rooms,
- Face-to-face contact between users and librarians should be reduced by ensuring that printed course resources are purchased in electronic format as much as possible,
- If there is an urgency and demand in terms of users' needs, electronic resources to be added to the Library collection should be specified in accordance with the Library service policy (the Rosetta Stone for language learning),
- Digitalization hardware/equipment should be provided within the bounds of what is reasonable and practicable for the University to provide, digitization of printed Library resources should be evaluated in terms of copyrights and resources that can be digitized should be specified,
- In this context, the Library can establish cooperation and perform projects with other libraries,
- Considering the physical conditions of the Library building, the maximum number of users that will be allowed in should be specified in advance,



- At the first stage, the Library should be limited to 50% of its normal seating capacity, updates and evaluations should be made in accordance with the course of the pandemic,
- The number of users in the building should be controlled through an appointment system,
- If necessary, restrictions should be put in place during this period; users may not be allowed to visit the Library for purposes (eg. for studying), other than carrying out research, borrowing and returning resources,
- Users must be informed accurately and clearly,
- A document that includes all changes, restrictions, new rules and practices concerning the Library services should be laid out and made accessible to all users before the Library starts providing services,
- It should be ensured that both in-house staff and users are informed through the general announcement system of the University, the Library web page, social media channels, indoor informative/educational posters/banners and leaflets.
- The decisions on the use of the copier will be made by evaluating the course of the pandemic,
- Borrowing and returning operations should be carried out in line with the rules that secure the highest level of protection of the staff and users. (hygiene rules such as social distancing, use of masks & gloves, etc.),
- The use of electronic books or electronic journal collections should be encouraged,

- Library activities (seminars, resource introduction - use - orientation presentations) should be held online only at the first stage, after evaluations are made in the normalization process, face-to-face practices should be followed step by step,
- Cargo of new arrivals such as materials purchased through the Library budget, donations and items made available through interlibrary borrowing should be unpacked in the Library,
- Library materials returned by borrowers and any cargo material unpacked in the quarantine room should be cleaned using the book sterilizer before they are placed on the shelves,
- At this stage, Library staff should be very careful bearing in mind that any material coming from outside poses a risk, no matter how clean the Library is,
- Library staff should be informed properly before the Library opens,
- An open and clear communication should be established with the staff on matters such as work order, practices, expectations, etc.,
- Staff should be encouraged to stay at home when they are sick. Resources providing details on the etiquette to be observed in case of cough and sneezing and on the importance of hand hygiene should be shared with staff,
- No-touch forehead thermometers should be used every day for the detection of fever in the Library staff at the entrance of the building, and those with a temperature above the level of standard temperature should be directed to the Medico or

to other healthcare institutions throughout the period when COVID-19 restrictions are in effect,

- Staff should be informed on the necessity of washing their hands with soap and water for at least 20 seconds as soon as they enter the Library and during work at certain intervals. It should be ensured, if necessary, that they clean their hands frequently by using an alcohol-based hand disinfectant when on duty,
- Physical distancing warning signs should be placed on the ground in front of the counters to maintain a safe distance between users and librarians working in user services,
- The seating plan of the librarians working in indoor offices should be arranged in a way that allows social distancing,
- Since the Library arranges its collection in an open shelf system, the staff should maintain social distancing and use protective equipment while helping users in finding resources on the shelves,
- Printed forms used in user services should be prepared electronically. Users should be encouraged to use electronic forms as much as possible,
- When addressing requests for meeting, training, etc., it should be kept in mind that the event will be held online,
- Hygiene and social distancing rules should be observed when using the staff kitchen located in the Library.

PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS

- The frequency of general cleaning of the Library during the day should be increased,
- Care should be taken to disinfect the places that need to be regularly sterilized every day, reading tables, kitchen equipment (water dispenser, tea machine, etc.) used by the Library staff, and Library computers used by visitors,
- The Library should be peppered with visible warning signs requesting that all single-use face masks should be disposed of properly into the garbage cans, and the garbage cans in the building should be emptied frequently,
- Toilets should be cleaned more frequently. Liquid soap dispensers should be filled regularly nd refilled as necessary.
- Hand dryers that are used in restrooms should be removed, and disposable paper towels should be made available.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.



Precautions to be taken in-house meetings with low attendance

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PROCEDURES TO BE FOLLOWED BY PARTICIPANTS

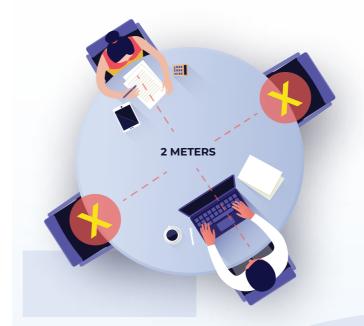
- Meetings should be held via teleconference whenever possible in order to avoid contact,
- Face masks must be worn during the meetings,
- Social distancing rules will be followed,
- Participants should not eat during a meeting, if possible. It is acceptable to drink water,
- Duration of meetings should be kept as short as possible. If the meeting extends beyond the scheduled time, participants should take a break and the meeting room should be ventilated by opening the windows,
- 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.

PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS

- Informative posters with the COVID-19 precautions (such as hand washing, use of masks, social distancing and rules to be followed in the meeting room) should be placed at the entrance of and all around the meeting room,
- Meeting rooms should be cleaned daily and they should be ventilated regularly,
- Cleaning staff should wear medical masks and gloves.

• PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS;

 Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.









Precautions to be taken at the Culture and Convention Center

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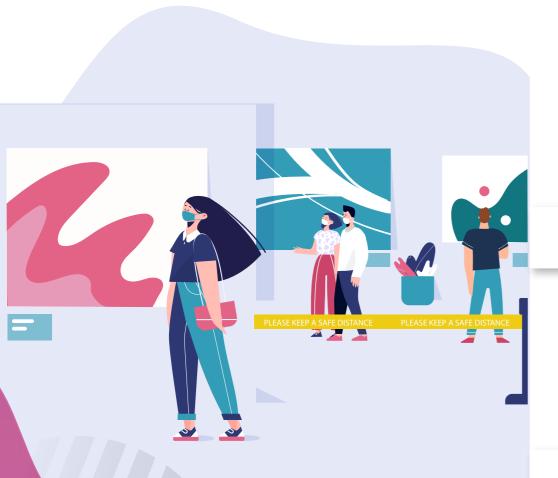
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- PROCEDURES TO BE FOLLOWED BY USERS
- Users must observe the social distancing rule in the waiting areas,
- Face masks will be worn while entering the indoor spaces where cultural events are held. Face masks are required when indoors as well. In such places and in public, it is usually sufficient to wear a cloth mask. While doing this, the rules on how to use cloth masks properly should be followed,
- Participants should wear masks when entering the event area and should not take off their masks throughout the event.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS
- Hand sanitizers should be made available at the ticket offices, entrance of the event areas and accessible points in the waiting areas. Hand sanitizers will be checked frequently to see how much sanitizer is left, no additions should be made to them, the empty hand sanitizer dispensers should be replaced,
- All staff should wear face masks that cover both the nose and mouth properly, and change the mask as soon as it gets damp or dirty. Hand sanitizer should be used before putting on a new mask,
- Rules related to Covid-19 should be displayed in a place visible to visitors at the entrance of the event areas.

- Disposable paper towels and toilet paper should be made available and hand dryers should not be used in the restrooms.
- Liquid soap should be kept in the restrooms.
 Soap dispensers should be filled regularly and refilled as necessary.
- It should be ensured that cleaning staff wear medical masks and gloves. After cleaning, they should take off their masks and gloves, disposed them of into the garbage can properly, and wash their hands using soap and water for at least 20 seconds.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF SOCIAL AND CULTURAL AFFAIRS
- Staff members and visitors with symptoms such as fever, cough, runny nose, or shortness of breath, those diagnosed with COVID-19 and their contacts will not be allowed to attend movies, plays or other cultural events held in the Culture and Convention Center. They will be provided with a face mask and directed to the Medico to be examined. A poster informing attendees of these rules must be displayed at the entrance,
- The ticketing system should allow potential attendees to monitor all stages of their ticketing online,
- Different doors should be used to enter and exit the building. Where not possible, attendees can enter

- and exit through the same door. In such cases, however, a strip must be used to seperate the entry and exit flows and one-way round-trip signs are placed on the floor,
- Announcements about social distancing, wearing face masks, handwashing, arranging the audience areas, and evacuating the event spaces should be made at the entrances.
- Audience seats should be arranged for the event.
 One seat must be left vacant in all directions next to each seated person and a seating arrangement that complies with the social distancing plan is provided so that the hall capacity does not exceed 60%,
- Staff members who have symptoms of fever, cough, runny nose, or shortness of breath will be provided with a medical mask and thus they will be isolated. They should not be allowed to work and should be directed to the relevant healthcare institution,
- All staff should wear masks in compliance with the regulations, and change the mask as it gets wet or dirty. Hand sanitizer should be used before wearing a new mask.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.



Precautions to be taken at the Culture and Convention Center

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PROCEDURES TO BE FOLLOWED BY PARTICIPANTS

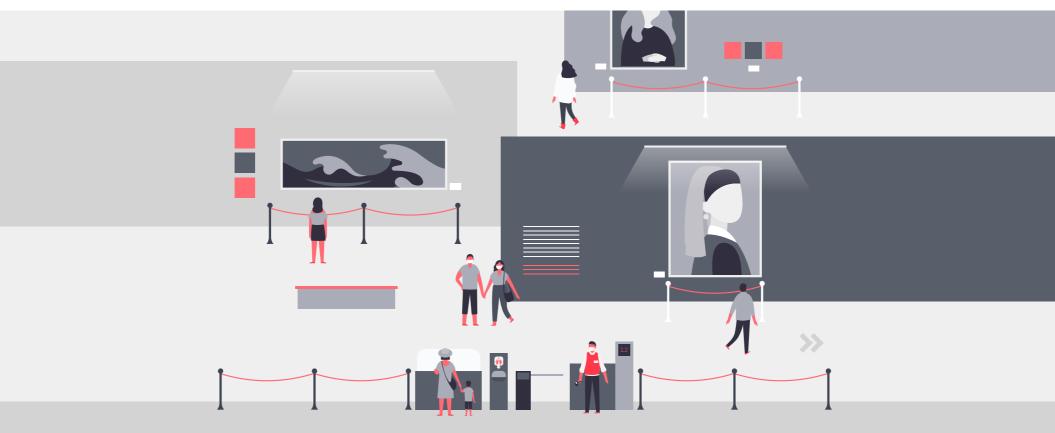
- Participants/spectators must wear a face mask when entering the event area and must not remove their masks during the event,
- Social distancing rules must be followed.

PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS

- Informative posters with the COVID-19 precautions (such as hand washing, use of face masks, social distancing and rules to be followed) should be placed at the event area and entrances,
- Individuals without a face mask should not be allowed into the event area.
- Participants who do not demonstrate a particular sensitivity about wearing a face mask should be warned. Those who insist on not wearing a face mask should be asked to leave the event area,
- Considering the number of participants, the maximum number of entrance and exit should be provided so as not to cause a congestion in the area.

- It should be ensured that all of the staff members in charge of the event wear face masks in compliance with the regulations and replace their masks as soon as they get damp or dirty. They should clean their hands by using hand sanitizer before putting on a new mask,
- It should be ensured that a social distance of at least 1 meter is maintained in the staff resting areas and that all staff members continue to wear masks when in the resting areas,
- Staff members who have symptoms of fever, cough, runny nose, or shortness of breath will be provided with a face mask and directed to the relevant healthcare institution.
- Banners drawing attention to proper hand washing and use of masks should be placed in the restrooms,

- Disposable paper towels and toilet paper should be made available and hand dryers should not be used in the restrooms.
- Liquid soap should be made available in the restrooms. Soap dispensers should be filled regularly and refilled as necessary. There is no need for soaps that contain antiseptic agents. If possible, photocell faucets and liquid soap dispensers should be used,
- It should be ensured that cleaning staff wear medical masks and gloves. After cleaning, they should take off their masks and gloves, disposed them of into the garbage can properly, and wash their hands with soap and water for at least 20 seconds.





Precautions to be taken in the dormitories

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PROCEDURES TO BE FOLLOWED BY USERS;

- Banners about the COVID-19 measures to be taken should be placed in appropriate places at the entrance and exit of the dormitory,
- Dormitory lobbies should be closed to users,
- It will be mandatory to wear face masks in the common areas of the dormitory,
- The temperature of staff and students will be taken at the entrance, and the staff members measuring temperature will use medical masks and face shields,
- Dorm residents with symptoms/potential symptoms of fever, cough, runny nose, or shortness of breath, those diagnosed with COVID-19 and their contacts will be provided with a face mask and directed to the relevant healthcare institution where they can get tested to find out if they have COVID-19,
- In such a case, students sharing the same room are provided with a medical mask. Students who came into contact with COVID-19 patients should stay in isolation. The Medico should be informed of the people in isolation, activities should have a face mask with them to be used during possible contacts.
- In all offices located in the dormitories, the COVID-19 precautions to be taken in offices and workplaces alike should be followed,
- During the pandemic, dorm residents are not allowed to have guests and visitors in the

dormitories. Couriers, people who deliver cargo, etc. should not be allowed in the dormitory. All deliveries should be made at the outer door.

PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS

- Hand sanitizers should be made available at the entrance of the dormitories and in the dormitory sections. Hand sanitizers will be checked frequently to see how much sanitizer is left, no additions should be made to them, the empty hand sanitizer dispensers should be replaced,
- All staff should wear face masks in compliance with regulations, and change the mask as soon as it gets damp or dirty. Hand sanitizer should be used before putting on a new mask,
- All common areas and dorm rooms should be cleaned regularly on a daily basis,
- Disposable paper towels and toilet paper should be made available in the restrooms,
- Liquid soap should be made available in the restrooms. Soap dispensers should be filled regularly and refilled as necessary,
- It should be ensured that cleaning staff wear medical masks and gloves. After cleaning, they should take off their masks and gloves, disposed them of into the garbage can properly, and wash their hands using soap and water for at least 20 seconds.

- Rooms of the patients with a confirmed diagnosis of COVID-19 should be ventilated and kept empty for 24 hours, then cleaned with water and detergent and wiped with a solution containing diluted bleach. Diluted bleach should be used for toilet disinfection. After these procedures, new students can be admitted to the room.
- Surfaces that are touched frequently by many people (door handles, batteries, handrails, elevators, frequently touched buttons such as lighting systems, telephone handsets, TV remote controls) and toilets and sinks in common areas in particular should be cleaned at least twice a day,
- Hand sanitizers should be placed at dormitory canteen entrances. Social distancing rules (at least 1 meter) should be followed, and physical distancing warning signs should be placed on the floor to ensure a safe and organized meal queue. The minimum distance between tables and chairs in canteens will be at least 1 meter (preferably 2 meters).
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS:
- Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.



Precautions to be taken in the Guest House



- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS
- Guests and staff should be informed about the health and hygiene rules that should be followed while using any spaces of the facility and these rules should be communicated to the staff.
- Informative posters/boards on coronavirus (COVID-19) and hygiene practices should be prepared and placed in areas where they can be seen by staff and guests easily,
- Windows in rooms and other indoor spaces should be kept open during daily routine cleaning and all these spaces should be ventilated for at least 1 hour when cleaning is completed,
- Staff should wear gloves while doing the cleaning. They should wash their hands before wearing their gloves. Gloves should be removed after each room cleaning, hands should be washed properly and new gloves should be worn before starting to clean the next room,
- Water and bleach should be used for general cleaning. Particular attention should be paid to cleaning surfaces that are frequently touched by hands, door handles, batteries, handrails, lighting switches, telephone handsets, television and air conditioner remote controls, toilets and sinks in common areas. Such surfaces and items should first be cleaned with water and detergent and then with an appropriate dilution of bleach,

- Commonly used items such as glasses and plates should be washed with water and detergent after each use and stored in a clean place until the next use,
- Textiles used by guests such as bed linens, sheets, towels should be folded and bundled. They should be handled with a minimum agitation to avoid contamination of air, surfaces, and persons; they are never shaken in the air, for example, because shaking can disseminate the dust and particles they contain,
- Textiles such as sheets and towels should be washed in the washing machine with detergent at 60-90°C.
- If there are people with symptoms of COVID-19 among the guests, it should be ensured that the other guests immediately leave the Guest House and go to the closest healthcare facility, wearing a face mask. Those who share the same room with the person in question should wear a surgical mask. If they do not need to accompany the potentially infected person, they should be isolated in their rooms.
- Staff should be trained on measures, hand hygiene in particular,
- Staff members with symptoms such as fever, cough, runny nose, difficulty breathing should be provided with a face mask and isolated. They should not be allowed to work and should be directed to the relevant health care institution,

- If any of the staff members, or people living in the same household with them, have symptoms of coronavirus (COVID-19), this should be reported to the facility manager immediately,
- All staff should wear face masks in compliance with the regulations, and change their masks as they get wet or dirty. Hand sanitizer should be used while putting on a new mask,
- Hand sanitizer or disinfectant should be made available in the common areas (restaurant/dining hall entrance/exit, ATM points, exits of restrooms, pool, beach, Turkish bath, sauna, thermal/spa, etc.). Photocell hand sanitizer dispensers that allow for minimal contact should be preferred if possible,
- Information should be requested from guests about the places where they have visited in the past 14 days, their health problems in the spectrum of chronic disease, if any, whether they have had COVID-19, and if yes, whether they have completed the 14 days of self-isolation after they have been tested negative for coronavirus, and whether they have been followed up because they have been in contact with someone who has tested positive for coronavirus.
- To follow up their contacts, information of those staying in the right and left side rooms, and in the opposite room, of each guest should be kept for a period of 14 days after they leave the facility,

- All food in kitchens should be stored in clean food storage cabinets and kept covered. Measures should be taken to ensure that as few people as possible contact these food items. To prevent cross-contamination, unprocessed foodstuffs and prepared foods should be kept in separate areas in the kitchen. In addition, measures should be taken to prevent foodstuffs from contacting the ground,
- Dining halls, lobby, reception area, sitting room, outdoor seating/waiting/food and beverage spaces, and all spaces of common use should be arranged in accordance with the distancing guidelines. Necessary markings should be made by taking distancing measures into consideration. The total number of guests in the Guest House shall not exceed the maximum number of occupants permitted by the distancing rules,
- Table-top equipment (excluding single-use ones) of the surfaces of dining tables and furniture that are frequently exposed to contact should be cleaned with alcohol-based products after each guest's use,
- Dining tables and chairs, serving materials, sugar, salt, spices, napkins, menu, etc. should be cleaned and disinfected properly after each guest's use, and if possible, single-use sachets of sugar, salt, spices, and napkins should be used,
- If an "Open Buffet" practice is maintained, a method should be developed to discourage guests from helping themselves and thus coming into contact with the food by assigning a staff member who will be in charge of serving the requested food within the scope of precautions,

- Customers' entry/exit times should be recorded.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Filter cleaning of the split air conditioners in the rooms will be performed periodically.



General precautions
to be taken in relation
to ring buses
that operate on the
route connecting
the Campus,
Kalkanlı and Güzelyurt

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PROCEDURES TO BE FOLLOWED BY DRIVERS

- The social distancing rule should be observed by drivers while waiting at the last stops,
- Drivers must strictly observe personal hygiene rules and must wear a face mask while in the vehicle. Drivers of vehicles with a transparent screen that is installed behind the driver's seat may not wear a mask,
- Face masks should be replaced as soon as they get damp,
- Drivers with the COVID-19 symptoms (such as fever, cough, runny nose, difficulty breathing, etc.) should not be allowed to work and should be directed to the relevant healthcare institution.

PROCEDURES TO BE FOLLOWED BY PASSENGERS

- 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,
- All passengers on the school bus must wear face masks and they must not remove their masks whilst the bus is in motion.
- Loud speaking can release droplets into the air.
 Passengers should therefore avoid talking loudly and shouting while in the bus,

- Food and beverages, including water, are not allowed in vehicles unless there is an obligation.
- PROCEDURES TO BE FOLLOWED BY THE TRANSPORTATION COMPANY
- Decisions taken and rules set up by the relevant council of ministers/union should be observed.
 - Informative posters about COVID-19 precautions (rules to be followed regarding hand washing, use of face masks and social distancing) should be displayed in the bus so that they are visible to everyone in the vehicle,
- Drivers should be informed about the relevant rules,
- Passengers 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.
- In vehicles, the recirculation button of the air conditioner must be turned off,

- It should be ensured that the vehicle is ventilated by opening windows whenever possible,
- General interior cleaning of the vehicles should be performed at the end of the day using water and detergent,
- The interior surface of the vehicle should be wiped using water and detergent,
- When the ring between the first and the last stop is completed, all frequently touched surfaces (door handles, armrests, handles, window opening buttons, seat belt buckles) should be wiped with water and detergent,
- Drivers with symptoms of COVID-19 (fever, cough, runny nose, shortness of breath, etc.) should not be allowed to work and should be directed to a healthcare institution.

Note: Transportation is provided by private enterprises and all responsibility belongs to the relevant company. If deemed necessary, the University Administration should be informed.





Measures to be taken in the places of worship









PROCEDURES TO BE FOLLOWED BY USERS

- Face masks should be worn.
- Social distancing rules should be followed,
- Ablution should be performed before entering the facility,
- Materials such as books and prayer beads should not be used in common.
- Worshippers should bring their own prayer rugs to the facility.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS
- Cleaning and disinfection should be carried out twice a day in the morning and at the end of work,
- Visual and written signs regarding the information and warnings should be hung at the entrance of the venue.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.



Precautions to be taken in the Kindergarten



- PROCEDURES TO BE FOLLOWED BY THE KINDERGARTEN MANAGEMENT
- Children's temperature should be taken every day at the entrance to the facility, before leaving and during the day. The child and his/her family members should be questioned with regard to symptoms of COVID-19,
- Children who have a fever above 38oC and have/develop symptoms such as sore throat, runny nose, conjunctivitis, cough, loss of appetite, fatigue, muscle aches, skin rash, abdominal pain, vomiting, diarrhea, or shortness of breath, and those who have been diagnosed with COVID-19 and their contacts should not be allowed to enter the facility; they should be provided with a medical mask and directed to the healthcare institution, where they will get tested to find out if they have COVID-19,
- Family members of these individuals should also be questioned to see whether anyone in the family develops similar symptoms. If someone in the household has symptoms of coronavirus, the child should not be admitted to the facility,
- Staff members who take temperatures should wear medical masks and face shields. They should also wear an isolation gown if there is a need to be in close contact with the child. A distance of at least 1 meter from parent and child should be maintained. Where possible, a physical barrier, such as a glass window or clear plastic barrier should be set up on a table, for the person taking the temperature to stand behind, so that s/he can safely take



temperatures and avoid respiratory infections transmitted by droplets that are generated by a patient who is coughing or sneezing. No-touch thermometers should be used. After the temperature checking procedures at the entrance are completed, personal protective equipment (disposable gown, mask, face shield) should be removed, reusable face shield should be disinfected with 70% alcohol or chlorine dioxide, disposable gowns and masks should be packaged and thrown into the garbage bin. If the gown is made of fabric, it should be washed at least at 60°C. After these procedures, hands should be washed or hand sanitizer should be applied to hands,

- Hand sanitizers should be made available at the entrances and exits of the kindergarten so that children can perform hand hygiene. Hand sanitizers should be kept out of the reach of children and the areas where they are placed should be checked by teachers. Due to the risk of swallowing, they should only be used by children under the instruction of teachers.
- If possible, families should not be allowed in the facility,
- Children should be seated at least 1 meter apart in classrooms/group rooms. All desks should be arranged to face the same direction to minimize contamination caused by speech, coughing, sneezing,
- Classrooms/group rooms should be ventilated with fresh air by opening doors and windows as much as possible. Air conditioning and fans should not be used. It should be ensured that the

ventilation systems are working properly, the maintenance of ventilation systems and filter changes should be performed in accordance with the manufacturer's recommendations.

- In the sleeping rooms, beds should be placed as far from each other as possible, keeping a distance of at least 1 meter (2 meters if possible). It should be ensured that children sleep and rest head-to- toe to minimize the risk of cross infection,
- Cleaning and disinfection measures should be taken in accordance with the decisions and recommendations of the relevant institutions.
- Food should be prepared and displayed in accordance with the decisions and recommendations of the relevant organizations as well,
- Staff should be informed about COVID-19 infection and ways of protection. It should be ensured that the staff always watch out for symptoms of COVID-19 and contact the administration of the institution immediately if they notice symptoms,
- Staff must wear face masks.
- MEASURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Filters of air conditioners will be cleaned in certain periods.

Note: Nursery services are provided by the private enterprises and all responsibility belongs to the relevant company. When deemed necessary, the University Administration should be informed.



Precautions to be taken in the Barbershop, Hairdresser and Beauty Salon

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PROCEDURES TO BE FOLLOWED BY THE SERVICE PROVIDER

- Posters covering the COVID-19 preventive measures (hand hygiene, use of masks and rules to be followed in the workplace) should be displayed in a visible location in the workplace,
- Customers should be accepted by appointment to avoid crowds in the workplace and they should be asked to arrive at the scheduled appointment time,
- During the appointment, customers should be questioned in terms of fever, cough, runny nose, and shortness of breath. Symptomatic individuals, confirmed cases of COVID-19 and their contacts will not be given an appointment,
- An information letter should be made available at the entrance of the workplace. The letter should state that individuals with symptoms such as fever, cough, runny nose, difficulty breathing, confirmed coronavirus patients and their contacts will not be allowed to enter the facility,
- Handshaking or close physical contact with others should be avoided when welcoming customers into the workplace,
- No one without a face mask will be allowed in the workplace. Masks should not be removed inside,
- The workplace should be run with as few staff as possible and the names and contact information of staff members should be documented. This will facilitate the contact tracing of coronavirus cases in the event that a customer or staff member is diagnosed with COVID-19,

- Social distancing rules should also be followed outside the workplace, measures should be taken to avoid crowds.
- The number of tables/units to be served in the workplace should be arranged in a way that will allow to maintain social distancing measures (for example, the number of seats should be reduced, one seat should be left free between two customers). The number of customers accepted cannot exceed the number of seats/units in the workplace,
- Customers should wear a face mask until their treatment session starts, but depending on the nature of the treatment, they can remove the mask for a short time.
- Nobody other than customers and staff should be present at the workplace. Guests are not allowed in the workplace,
- Water and soap should be easily accessible and disposable paper towels should be made available in the workplace,
- Hand sanitizer should be made available for use by customers at the entrance of the workplace. Empty hand sanitizer dispensers should be replaced,
- Customers should be asked to wash their hands or apply hand sanitizer to their hands after entering the workplace,
- Products such as shampoo and cosmetics offered for sale in the workplace should be kept behind glass or counters as much as possible, they should not be left around,

- Drinks other than water, if possible, should not be served to customers,
- Newspapers, magazines, etc. should not be made available in the waiting areas or anywhere else in the premises,
- Disposable materials should be used for each customer, and in cases where they cannot be provided, textile materials should be washed at least 60°C after each use. If there is no blood or secretion on the tools used, they should be wiped with 70% alcohol or chlorine dioxide; if any, they should be disinfected with 70% alcohol or chlorine dioxide after they are pre-cleaned and dried,
- Tools used in procedures such as manicure, pedicure, epilation should be cleaned and sterilized after each use.
- Blow dryers should not be used unless necessary.
 When using devices that create high airflow such as
 a blow dryer, care should be taken to use them at
 low speed in a direction that does not affect another
 customer or in a separate area where other
 customers would not be disturbed,
- Neck-face duster brushes; which are used for brushing off hair around the neckline and ears after a haircut, and which are also used for a quick clean of the tools and equipment, should not be used during the pandemic,
- Customers should be asked to make non-cash payments, preferably contactless payments,

- Staff with symptoms such as fever, cough, runny nose, difficulty breathing, confirmed coronavirus patients and their contacts should not be allowed to work. They should be provided with a mask and directed to the healthcare institution.
- It should be ensured that all staff members wear medical masks in accordance with the regulations. The masks should be changed as they get wet or dirty,
- Staff who are likely to have close contact with customers at a distance of less than 1 meter should be provided with face shields. A face shield sterilized with 70% alcohol or chlorine dioxide after each use can be reused,
- It should be ensured that staff members pay attention to hand hygiene. To this end, hands should be washed frequently with soap and water for at least 20 seconds, and alcohol-based hand sanitizer should be used in the absence of soap and water,
- It should be ensured that social distancing measures are followed and face masks are worn in the resting areas of the staff,
- Cleaning should be performed daily,
- During the cleaning of the facility, attention should be paid to the cleaning of frequently touched surfaces (door handles, telephone handsets, table surfaces, armrests, hairdresser and barber equipment, hair wash basins, etc.). These surfaces should be cleaned after each customer. Such surfaces should be disinfected with 1/100 diluted bleach (half a small tea glass per 5 liters of water) after they are cleaned with water and detergent. Surfaces of computer

- keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide.
- Workbenches/counters, equipment and instruments must be regularly cleaned, disinfected with 70% alcohol or chlorine dioxide. The payment terminal should be disinfected frequently with 70% alcohol or chlorine dioxide,
- It should be ensured that cleaning staff wear face masks and gloves. After cleaning, the staff should take off their masks and gloves and throw them into the trash, and wash their hands with soap and water for at least 20 seconds.
- Halls and rooms should be ventilated regularly by opening windows.

• PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS

- Signs and reminders providing instruction on hand hygiene should be posted in the restrooms,
- 1/10 diluted bleach should be used for toilet cleaning,
 - Liquid hand soap and paper towels should be
- made available in restrooms. Periodical cleaning of toilets and sinks should be ensured. Batteries, soap dispensers and paper towel holders used in restrooms should have photocells if possible. Hand dryers should not be operated.

Note: Barbershop, hairdresser and beauty care services are provided by private enterprises and all responsibility belongs to the relevant company. If deemed necessary, the University Administration should be informed.



Precautions to be taken in shops and supermarkets

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PROCEDURES TO BE FOLLOWED BY THE SERVICE PROVIDER

- Posters covering the measures to be taken within the scope of COVID-19 (hand hygiene, use of face masks and rules to be followed) should be displayed at the entrance of the shops,
- In order to prevent people gathering in the shop, a simple warning/barrier should be placed at the entrance of the shop,
- It should be ensured that staff change their work uniforms every day,
- Hand sanitizer should be made available at the entrance of the shops for use by customers,
- The number of people allowed inside the shops will be determined by the 'one person per 4 square meter' rule, including staff and customers,
- Entries and exits should be arranged in a way that prevents people from contacting each other,
- People queuing up outside the shop should adhere to the social distancing guidelines and measures should be taken to prevent crowding. If necessary, social distancing markings will be provided on the ground and people will line up outside the shop using these markings,
- 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,
- The places to stand while standing in queue at the register should be marked on the ground to provide social distancing,
- Customers should be warned to maintain social distancing with other customers and staff,
- It should be ensured that staff members are informed about the COVID-19 transmission routes and preventive measures,
- Staff with symptoms of fever, cough, runny nose, and difficulty breathing should be provided with a face mask and directed to the healthcare institution to be evaluated for COVID-19.
- All staff should wear face masks in accordance with the regulations. The mask should be replaced with a new one as it gets wet or dirty. Hand sanitizer should be used before and after changing the mask,
- Staff (cashiers, grocery store workers, etc.) should be provided with medical masks and face shields. Face shields can be reused after being wiped with 70% alcohol or chlorine dioxide,
- It should be ensured that staff pay attention to hand hygiene. Hands should be washed with soap and water for at least 20 seconds, and alcohol-based hand sanitizer should be used in the absence of water and soap,

- Staff should maintain a social distance of at least 1 meter and wear face masks in resting areas. Staff members are not recommended to use gloves as wearing gloves may increase the risk of COVID-19 transmission by creating a false sense of security,
- The market should be cleaned with water and detergent every day,
- 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),
- Disinfection should be provided by wiping cash registers, computer keyboards, telephones, POS devices and other devices' surfaces that are not suitable for cleaning with chlorine compounds with 70% alcohol or chlorine dioxide.
- Handles of shopping trolleys and baskets should be frequently cleaned with water and detergent cloth. Trolleys and baskets should be washed with detergent at the end of the day,
- It should be ensured that cleaning staff wear medical masks and gloves. After cleaning, the staff should take off their mask and gloves, throw them into the covered garbage bin and wash their hands with soap and water for at least 20 seconds,
- It should be ensured that shops are ventilated frequently by opening their doors and windows.

Note: Services that fall into this category are provided by private enterprises and all responsibility belongs to the relevant company. If deemed necessary, the University Administration should be informed.



Precautions to be taken in the Book & Stationery Store

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PROCEDURES TO BE FOLLOWED BY THE SERVICE PROVIDER

- Posters covering the COVID-19 preventive measures (hand hygiene, use of masks and rules to be followed in the workplace) should be displayed at the workplace. These posters must be put up in a clearly visible place where people can regularly see them,
- Customers not wearing a face mask or not wearing their masks properly (nose and mouth closed) should not be allowed in.
- The number of people allowed inside the shops will be determined by the 'one person per 4 square meter' rule, including staff and customers. In line with this rule, information on the workplace capacity should be posted on the door,
- Social distancing rules (at least 1 meter, 3-4 steps) should be observed. The places to stand while waiting in the queue in any area should be marked on the ground to provide social distance (including interior and exterior spaces),
- Alcohol-based hand sanitizer should be made available for use by customers at the entrance of the workplace,
- All possible measures should be taken to discourage customers from touching products in the store,
- Durable products frequently touched by customers with their bare hands should be sprayed with a disinfectant that contains 60% alcohol at regular intervals,

- A clear plastic separator/a protective barrier should be placed between cashiers and customers to protect staff,
- Customers should be asked to make non-cash payments, preferably contactless payments,
- Customers should not walk around among the bookshelves and sections in a way that violates the social distancing rules. They should not touch the books and the bookstore staff should pick the book they want to buy from the relevant section if possible,
- It should be ensured that staff members are informed about the COVID-19 transmission routes and preventive measures,
- Staff members with symptoms of fever, cough, runny nose, and difficulty breathing should not be allowed to work,
- Staff members with symptoms of fever, cough, runny nose, and difficulty breathing should be provided with a mask and directed to the healthcare institution.
- All staff should wear face masks in accordance with the regulations. The mask should be replaced with a new one as it gets wet or dirty. Hand sanitizer should be used before and after changing the mask,
- It should be ensured that staff pay attention to hand hygiene. Hands should be washed with soap and water for at least 20 seconds. In the absence of water and soap, alcohol-based hand sanitizer should be used.

- Staff should maintain a social distance of at least 1 meter and wear face masks in resting areas,
- The workplace should be cleaned daily,
- Particular attention should be paid to the cleaning of the frequently touched surfaces (such as door handles, telephone handsets, 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). 1/10 diluted bleach must be used to disinfect the toilets.
- Surfaces of cash registers, computer keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide.
- Workbenches/counters, equipment and instruments must be regularly cleaned and disinfected with 70% alcohol or chlorine dioxide,
- It should be ensured that cleaning staff wear medical masks and gloves. After cleaning, the staff should take off their masks and gloves, throw them into the covered garbage bin and wash their hands with soap and water for at least 20 seconds,
- It should be ensured that shops are ventilated frequently by opening their doors and windows.

PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF SPORTS AND RECREATION

- Signs and reminders providing instruction on hand hygiene should be posted on the restroom doors,
- 1/10 diluted bleach should be used for toilet cleaning,
- Liquid hand soap and paper towels should be made available in restrooms. Regular cleaning of toilets and sinks should be ensured. Batteries, soap dispensers and paper towel holders used in toilets should have photocells if possible. Hand dryers should not be operated.

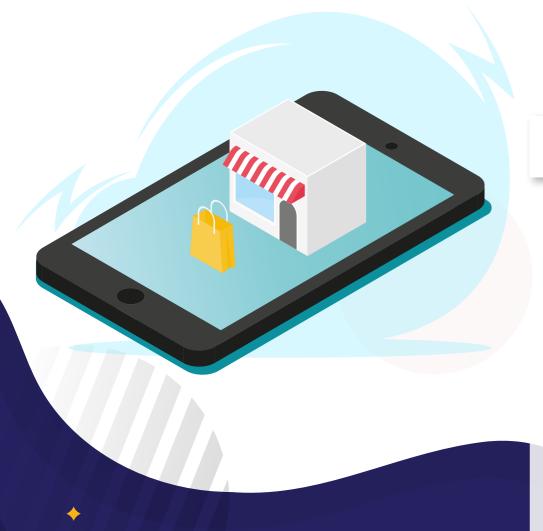
Note: Services that fall into this category are provided by private enterprises and all responsibility belongs to the relevant company. If deemed necessary, the University Administration should be informed.











Precautions to be taken at the Mobile Phone Store



PROCEDURES TO BE FOLLOWED BY THE SERVICE PROVIDER

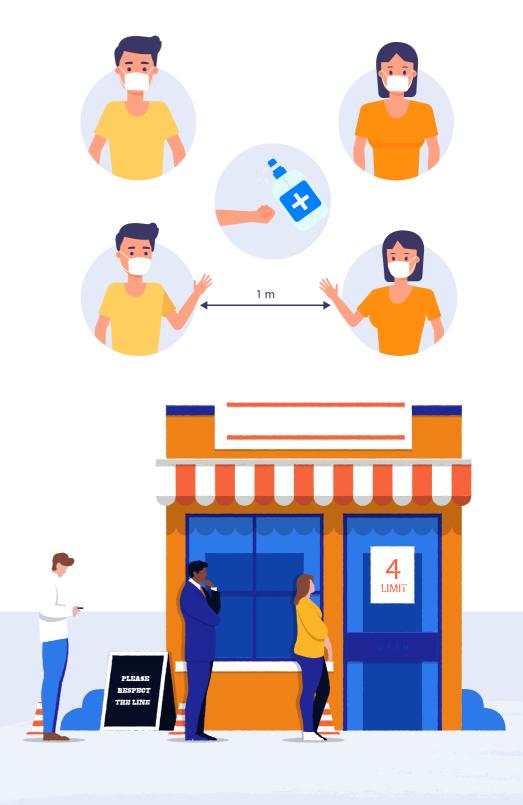
- Posters covering the COVID-19 preventive measures (hand hygiene, use of masks and rules to be followed in the workplace) should be displayed at the workplace. These posters must be put up in a clearly visible place where people can regularly see them.
- In order to prevent people gathering in the shop, a simple warning/barrier should be placed at the entrance of the shop,
- The number of people allowed inside the shops will be determined by the 'one person per 4 square meter' rule, including staff and customers. Social distancing rules (at least 1 meter, 3-4 steps) should be followed. The places to stand while waiting in line in any area should be marked on the ground to provide social distance,
- Hand sanitizer should be made available at the entrance of the shops for use by customers,
- Display items (mobile phones, TV remotes, game consoles, keyboards, etc.) that are touched by customers should be cleaned with 70% alcohol or
 *chlorine dioxide after each customer's visit,
- A clear plastic divider/a protective barrier should be placed between cashiers and customers to protect staff,
- Customers should be asked to make non-cash payments, preferably contactless payments,

- Customers should be asked to enter the workplace alone. Individuals accompanying a customer should stay outside. No guests should be allowed in the workplace,
- Customers should be allowed to enter the workplace wearing a face mask,
- Customers should not touch surfaces in the workplace unless required. Hand sanitizer should be used when touched.
- It should be ensured that customers stay in the workplace as short as possible,
- It should be ensured that staff members are informed about the COVID-19 transmission routes and protective measures,
- Staff members with symptoms of fever, cough, runny nose, and difficulty breathing should not be allowed to work.
- Staff members with symptoms of fever, cough, runny nose, and difficulty breathing should be provided with a face mask and directed to the healthcare institution.
- All staff should wear face masks in accordance with the regulations, the mask should be replaced with a new one as it gets wet or dirty, hand sanitizer should be used before and after changing the mask,
- A social distance of at least 1 meter should be maintained with customers at all times. In cases where social distancing cannot be maintained (i.e., while introducing and showing a product to the customer), a face shield should be used in addition to the medical mask during the interaction,

- It should be ensured that staff pay attention to hand hygiene. Hands should be washed with soap and water for at least 20 seconds and alcohol-based hand sanitizer should be used in the absence of water and soap,
- Cleaning staff can use gloves while at work. While wearing gloves, they should try not to touch anything unless it is necessary. Gloves should be removed as the procedure is completed and hands should be sanitized.
- Staff should maintain a social distance of at least 1 meter and wear face masks in resting areas,
- The workplace should be cleaned daily,
- Particular attention should be paid to the cleaning of the frequently touched surfaces (such as door handles, telephone handsets, 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). Chlorine compounds can cause corrosion on surfaces. Chlorine is a disinfectant recommended for durable surfaces,
- Surfaces of cash registers, computer keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide.

- Workbenches/counters/countertops, equipment and instruments must be cleaned regularly, disinfected with 70% alcohol or chlorine dioxide.
- Payment terminals should immediately be disinfected with 70% alcohol or chlorine dioxide after each use in the shops where customers cannot avoid touching payment terminals,
- It should be ensured that cleaning staff wear medical masks and gloves. After cleaning, the staff should take off their mask and gloves, throw them into the covered garbage bin and wash their hands with soap and water for at least 20 seconds.
- It should be ensured that the workplaces are ventilated frequently by opening their doors and windows.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS
- Signs and reminders providing instruction on hand hygiene should be posted in the restrooms,
- 1/10 diluted bleach should be used for toilet cleaning,
- Liquid hand soap and paper towels should be made available in restrooms. Periodical cleaning of toilets and sinks should be ensured. Batteries, soap dispensers and paper towel holders used in the restrooms should have photocells if possible. Hand dryers should not be operated.

Note: Services that fall into this category are provided by private enterprises and all responsibility belongs to the company operating the facility. If deemed necessary, the University Administration should be informed.





Precautions to be taken in the Academic Blocks, classrooms and offices



• PROCEDURES TO BE FOLLOWED BY THE ACADEMIC BLOCKS MANAGEMENT

- Entrances and exits should be arranged in a way that prevents people from contacting each other,
- One-way enter and exit signs should be placed on the floor in spaces of 2 metres apart. As many exterior doors as possible should be kept open in the Academic Blocks.
- The number of students allowed in classes to be held in the Academic Blocks will be determined by the 'one person per 4 square meter' rule,
- Students and academic staff should be informed about the COVID-19 rules to be followed in the Academic Blocks through announcements or videos. These announcements should also include advice that students should leave the Academic Blocks outside of the specified hours and classes and should not wander around in groups,
- The following actions, which will increase the risk of COVID-19 transmission, should be avoided:
 - Collective events such as seminars and workshops,
 - Gathering at building entrances,
 - Using tables and chairs in common areas,
 - Using smoking areas,
 - Using lab equipment while unattended,
 - Using common safety equipment, (glasses, chemical masks etc.).

- Frequently touched surfaces such as building entrance door handles, door handles in other common areas, handrails, and elevator buttons should be cleaned and disinfected at least three times a day,
- Signs and reminders providing instruction on hand hygiene and use of masks should be posted on the toilets' doors,
- Hand dryers should not be operated in the restrooms. Disposable paper towels should be readily available in each restroom,
- Liquid hand soap should be made available in the restrooms at all times.
- Water, soap and hand sanitizer dispensers used in the restrooms should have photocells if possible.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF ADMINISTRATIVE AFFAIRS
- The workplace should be cleaned and ventilated daily. Common areas used by many people should be cleaned and ventilated more frequently,
- When cleaning the workplaces, attention should be paid to the cleaning of frequently touched surfaces (such as door handles, telephone handsets, table surfaces),
- 1/10 diluted bleach should be used for toilet cleaning,

- Surfaces of computer keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide,
- Laboratory workbenches should be cleaned regularly and disinfected with 70% alcohol or chlorine dioxide.
- Classroom equipment and lab systems that are used by, or come in contact with, students should be cleaned with 70% alcohol or chlorine dioxide immediately afterwards,
- It should be ensured that cleaning staff wear medical masks and gloves,
- It should be ensured that staff remove their masks and gloves and dispose them in the garbage bins located at the workplace after cleaning, replace their mask with a new one if they used a reusable mask, wash their hands with water and soap for at least 20 seconds, and use hand sanitizer when there is no soap and water available.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.

PRECAUTIONS TO BE TAKEN IN THE OFFICES AND ROOMS COLLECTIVELY USED BY ASSISTANTS

- The way the offices and collective study rooms are used is of great importance in terms of the spread of the COVID-19 pandemic. Posters covering the COVID-19 preventive measures (hand hygiene, use of face masks and rules to be followed in the workplace) should be displayed at the workplace. These posters must be put up in a clearly visible place where people can regularly see them,
- Hand sanitizer should be available at the entrance of the workplace and inside at appropriate places,
 Staff should be informed about COVID-19,
- The number of assistants and students allowed in collective offices should be determined by the 'one person per 4 square meter' rule,
- Arrangements should be made in the workplace to keep the social distance (at least 1.5 meters, 4-5 steps) among the staff and between the staff and students,

- Assistants and academic staff should enter the workplace alone. Anyone accompanying an assistant or academic staff member should be recommended to stay outside,
- Food and beverages other than water should not be served in offices, meeting rooms and common kitchens,
- Students should be encouraged to read the information that is hung in a visible place at the entrance of the offices explaining the rules expected to be followed inside,
- This information should include a warning stating that students with symptoms such as fever, cough, runny nose, and shortness of breath should not enter the offices.
- Students should use alcohol-based hand sanitizer when entering the workplace,
- Students should maintain social distancing with other students and academic staff,
- Students wearing face masks should be allowed to enter the offices. Those who do not have a mask should not be allowed in,
- It should be ensured that students stay in the offices as short as possible.



PRECAUTIONS TO BE TAKEN IN THE CLASSROOMS AND SEMINAR ROOMS

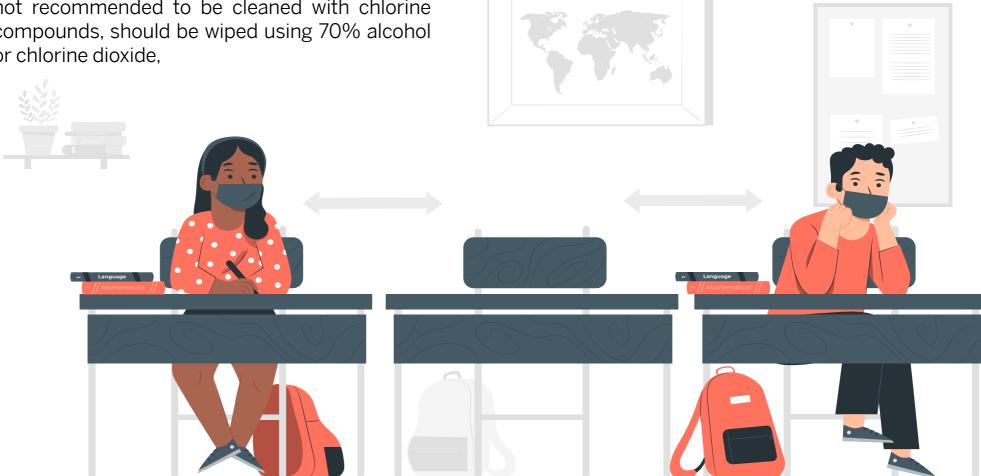
- Informative posters about COVID-19 precautions (hand hygiene, use of masks, rules to be followed during the sessions, etc.) should be on display in visible places in the Academic Blocks. Spaces that need to be marked in the buildings to ensure proper social distancing should be identified, and directional arrows, signs and markers should be added wherever necessary,
- It should be ensured that academic and administrative staff are informed about the COVID-19 transmission routes and protective measures,
- Covered garbage cans should be provided to dispose of the used masks,
- General cleaning of the Academic Blocks should be done with water and detergent. Care should be taken to clean all kinds of furniture, tools and equipment in the buildings, especially the frequently touched surfaces (such as door handles, telephone handsets, desk 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), Surfaces of computer keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide. For toilet disinfection, 1/10 diluted bleach (Sodium hypochlorite Cas No: 7681-52-9) should be used,

- It should be ensured that cleaning staff wear medical masks and gloves,
- It should be ensured that the staff should take off their masks and gloves after cleaning, throw them into the covered garbage bin at the worksite and wash their hands with soap and water for at least 20 seconds, and that hand sanitizer is used in places where soap and water are not available,
- Offices used by academic and administrative staff and places such as canteens etc. that are open to students should be arranged in accordance with the social distancing regulations,
- Ventilation of the buildings with central ventilation systems should be arranged to provide clean air circulation. Maintenance of ventilation systems and filter changes should be performed in accordance with the manufacturer's recommendations. Air conditioning and fans should not be operated. Windows and doors should be opened to provide ventilation.

PROCEDURES TO BE TAKEN DURING CLASS HOURS

 Academic staff or students who develop symptoms such as fever, cough, runny nose or shortness of breath at school should be provided with a face mask and transferred to the healthcare institution,

- Academic staff or students who develop symptoms such as fever, cough, runny nose or shortness of breath at school should be provided with a face mask and transferred to the healthcare institution,
- During the theoretical and practical sessions and exams, particular attention should be paid to the cleaning of all kinds of objects, tools and equipment before and after each activity, particularly the surfaces that are frequently contacted with hands. These surfaces are cleaned initially with water and detergent (half a small tea glass per 5 liters of water) and then disinfected with 1/100 diluted bleach (Sodium hypochlorite Cas No: 7681-52-9). Surfaces of computer keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide,
- Social distance should be maintained, masks should be used and hand hygiene should be performed in canteens, kiosks and places alike that are located in the Academic Blocks; single use cups, plates, etc. should be used in such places,
- Theoretical classes should be conducted online if possible. In cases when online classes cannot be carried out, course attendees will be seated at least 2 meters apart in the classroom and seating plans will be displayed on the door of each classroom. Students' seats in the classroom should be fixed,



- All necessary measures should be taken to ensure that students do not gather in groups, indoors or outside, during the breaks,
- It should be ensured that exam invigilators and students waiting around the Academic Blocks use face masks and observe the social distancing rules when entering/exiting the buildings and during the exam,
- In theoretical exams, course attendees/prospective attendees should be seated at least 2 meters apart.
 Provided that this distance is maintained, they may be allowed to sit the theoretical exams without wearing a face mask,
- Common use of pens/pencils, pencil sharpeners, erasers, etc. should be avoided in exams,
- During the practical exams, it should be ensured that only invigilators and students are present in the exam area.
- If it is not possible to maintain the social distancing regulations between invigilators and students during the practical exams, face masks should be worn. In addition, both invigilators and students should wear face shields/glasses.

- PRECAUTIONS TO BE TAKEN IN THE PUBLIC RESTROOMS LOCATED IN THE ACADEMIC BLOCKS
- The water supply acting as a barrier to evaporation in the filters on the floors and in the flush tanks of toilets may evaporate and return to the atmosphere if toilets are not used for a long period of time,
- Due to the evaporation of the water, the indoor air quality of the toilet can be affected by sewage pollution,
 Water tanks that are empty can increase the risk

of contamination. They must therefore be filled with water,

 Exhaust fans in the areas where public restrooms are located should be kept working continuously, during the pandemic in particular, so that these areas can be kept at negative pressure.







Precautions to be taken in the bank



PROCEDURES TO BE FOLLOWED BY THE SERVICE PROVIDER

- Cleaning should be performed daily. Frequently used areas should be cleaned and ventilated more frequently,
- Surfaces frequently touched by hands 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) or chlorine tablet (according to the product description),
- Chlorine compounds can cause corrosion on surfaces. Surfaces of computer keyboards, phones and other devices, which are not recommended to be cleaned with chlorine compounds, should be wiped using 70% alcohol or chlorine dioxide. For toilet disinfection, 1/10 diluted bleach (Sodium hypochlorite Cas No: 7681-52-9) should be used,
- All staff should wear face masks in accordance with the regulations, and the mask should be changed as it gets wet or dirty. Hand sanitizer should be used while wearing a new mask and afterwards,
- The maximum number of customers allowed in cannot exceed the number of counters in the bank.
- Customers not wearing a face mask or not wearing their masks properly (nose and mouth closed) should not be allowed in,
- All cleaning staff should wear work uniforms, use medical masks and gloves,

- Face masks that get wet should be changed. While removing the masks, they should be grabbed from the strings, the front should not be touched, and the new mask should be worn by grabbing the strings,
- Staff should take off their face masks and gloves after cleaning, throw them into the covered garbage bin at the worksite, replace their mask with a new one if they used a reusable mask and wash their hands with soap and water for at least 20 seconds,
- Clean zones must never be touched with dirty gloves. Gloves worn while cleaning should be discarded by placing them into the waste bin after the procedure has been completed,
- Hand hygiene should be ensured by washing hands with soap and water for 20 seconds after the gloves are removed. In places where soap and water are not available, alcohol-based hand sanitizer should be used.
- Ventilation should be arranged to ensure natural air circulation, maintenance of ventilation systems and filter changes should be performed in accordance with the manufacturer's recommendations.

Note: Services that fall into this category are provided by private enterprises and all responsibility belongs to the company operating the facility. If deemed necessary, the University Administration should be informed.





Precautions to be taken at the Cafeteria, canteens and cafes



PROCEDURES TO BE FOLLOWED BY THE SERVICE PROVIDER

- Facility managers are obliged to take social distancing measures in all parts of the workplace. A social distance plan that follows guidelines for decreasing density in common areas and preparing new seating arrangements should be developed. The guest capacity of the facility should be determined in accordance with the social distancing plan. The total number of guests allowed in should never exceed the guest capacity of the facility. The information regarding the guest capacity should be posted in a visible place at the entrance of the facility. In addition, information boards should be made available in the entrance hall or outside in front of the facility and in the common areas where guests and staff can regularly and easily see them. These boards should contain the COVID-19 precautions and rules implemented and to be observed in the facility,
- It should be ensured that food safety and hygiene practices are carried out in the kitchens, cooking areas and service areas in accordance with the relevant legislation and regulation,
- Tools and equipment required for hand and body hygiene should be made available at the entrance to the food production area. Only authorized staff will be allowed to enter the kitchen and cooking areas.
- Hygiene mops must be used for floor disinfection, the soiled disinfectant solution in the bucket must be changed on a routine basis,

- Food items should be stored in closed cabinets or they should be kept covered,
- Hand hygiene should be performed properly. Hands should be wetted under running water, lathered by applying soap, rinsed after rubbing for at least 20 seconds, and dried with a paper towel. And then, they should be disinfected using hand sanitizer.
- To prevent cross-contamination, unprocessed foodstuffs and processed foods should be kept in separate areas in the kitchen. In addition, all necessary measures should be taken to prevent foodstuffs from contacting the ground,
- Cleaning and hygiene of the kitchen and associated areas, all kinds of kitchen hardware and equipment, counter and storage areas should be ensured on a regular basis. The frequently touched surfaces should be wiped regularly with 1/100 diluted bleach,
- Service materials (plates, forks, spoons, knives, glasses) should be washed in the dishwasher. Kitchen staff should wear work uniforms and personal protective equipment while working, and wash their hands frequently,
- Arrangements should be made in the workplace to keep the social distance (at least 1.5 meters) among the staff and between the staff and guests,

- Within the framework of social distancing regulations; handshaking and hugging should be avoided.
- Dining venues should set their tables at least 1.5 meters apart from one another in all directions. The distance between two adjacent seats should be 60 cm. If it is not possible to space the tables at a comfortable distance, tables that are left empty to create a safe environment will be marked out. Plus, tables for different groups of diners must be at least 1,5 meters apart,
- Chairs should be positioned only to provide a face-to-face seating arrangement. The positioning of all chairs placed around the table should comply with this rule. Tables should be located 2 meters away from the air conditioning/ventilation outlets,
- At tables with a width of less than 70 cm, diners should sit diagonally, or two tables should be set side-by-side to increase the distance,
- Even with the new regulations, family members (parents, children) can be seated together when dining out,
- According to the new seating arrangements, if there is no empty table available inside, no new guests should be allowed in and they should be asked to wait outside the venue,
- Service staff should observe the social distancing and avoid physical contact with diners while serving food,

- If an "Open Buffet" practice is maintained, a plexiglass panel or a similar separator should be used as a barrier to discourage guests from helping themselves and thus coming into contact with the food. Food service should be provided by kitchen staff,
- Tools such as tea/coffee machines, water dispensers, beverage machines should be removed or all beverages should be served by service staff.
- Dining tables and chairs, serving materials, sugar, salt, spices, napkins, menu, etc. should be cleaned and disinfected properly after each guest's use, and if possible, single-use sachets of sugar, salt, spices, and napkins should be used,
- As far as possible, contactless payment should be encouraged. POS card readers should be cleaned and disinfected by wiping with 70% alcohol after each use in places where contactless payment is not accepted,
- Hand sanitizer should be made available at the entrances of commonly used areas, public restrooms and in various parts of the large halls,
- Staff should be provided with regular check-ups.
 Information should be gathered from staff on a regular basis to monitor people they live with in terms of COVID-19,
- All staff should be provided with information/training on the COVID-19 outbreak and hygiene,

- The temperature of all staff will be taken at the entrance to the facilities using a no-touch thermometer.
- All staff are provided with relevant personal protective equipment (such as medical mask, face shield) and hand sanitizer depending on their work environment and level of contact with guests, and their use is monitored. All staff members have to use a medical mask that will cover both the mouth and nose. The masks must be changed every three hours during the day (when they get moist),
- All possible measures should be taken to ensure that staff uniforms are clean and hygienic,
- The changing rooms, showers, restrooms and common eating and resting areas of the staff should be arranged in accordance with the social distancing regulations, and these areas should be cleaned and disinfected properly on a regular basis,
- Guidelines should be set up to keep the contact at a minimum with individuals temporarily admitted to the facility in order to supply goods or provide services (such as repair, maintenance, etc.), and the implementation of these guidelines should be monitored. In addition, it should be ensured that these people observe social distancing rules and use protective equipment while performing their work.
- If a staff member displays symptoms of COVID-19, it should be ensured that s/he contacts directly to the nearest healthcare institution by wearing a medical mask.

- High-touch surfaces such as door handles, handrails, elevator buttons, electrical switches, post devices, television remote controls, phones, computer keyboards, menus, table tops, salt and pepper shakers should be frequently cleaned with water and detergent, and disinfected with 1/100 diluted bleach in all parts of the facility. Surfaces of post devices, telephones, computer keyboards, which are damaged by chlorine compounds, should be cleaned with 70% alcohol or chlorine dioxide, traceability records should be kept,
- Doors and windows should be open frequently to naturally ventilate all indoor areas of the facility,
- Suspected cases of COVID-19 in the facility and any staff member with symptoms of COVID-19 such as fever, cough, and shortness of breath should be provided with a mask and directed to the hospital. The relevant manager should be informed,
- Contacts of suspected COVID-19 cases should be identified and their contact details should be recorded. Anyone who has been in contact with a confirmed Covid-19 case 48 hours before the onset of the symptoms should be evaluated and monitored.
- At this stage, the workplace is ventilated, cleaned and disinfected thoroughly,

- Where possible, the team that includes a confirmed COVID-19 case is taken out-of-service for a period of time at the end of the workday and another team is called for duty. If this is not possible, the team in question is allowed to keep working until any of the close contacts get a positive PCR result,
- Contacts with a negative test result continue to work wearing a mask and they are informed about how to monitor themselves for fever and respiratory symptoms for 14 days,
- Contacts with a positive test result are monitored at home for 14 days, and then a new PCR test is performed.
- All canteens/cafeterias must be disinfected.
- Guests with obvious symptoms of COVID-19 such as fever, cough, and shortness of breath should be isolated in an indoor environment, the manager should be informed about their health situation, and they should be directed to the hospital. A separate bathroom should be designated for these individuals to use,
- The handles of the entrance doors to the restroom area should be wiped frequently with 1/100 diluted bleach,
- Floors of restrooms, toilets, urinals should be cleaned and disinfected with 1/10 diluted bleach; sinks, faucets and faucet heads, door handles should be cleaned and disinfected with 1/100 diluted bleach frequently,

- A cleaning schedule for toilet facilities and hand basins should be developed and displayed in a visible location. Liquid soap, toilet paper and paper towels should be made available at all times,
- Cleaning staff should use personal protective equipment (gloves and masks). The used masks and gloves should be disposed of into the workplace trash after the cleaning procedure has been completed. Hands should be washed with soap and water at least for 20 seconds to provide proper hand hygiene,
- Hand dryers in the restrooms should be turned off and disposable paper towels should be used.
- PROCEDURES TO BE FOLLOWED BY THE DIRECTORATE OF CONSTRUCTION AND TECHNICAL AFFAIRS
- Ventilation of areas with central ventilation systems will be arranged in a way to ensure natural air circulation, maintenance of ventilation systems and filter changes will be performed on time.

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