



COVID-19

SAFE WORKPLACE

GUIDE



**YEDİTEPE
UNIVERSITY**

DEPARTMENT OF OCCUPATIONAL HEALTH,
SAFETY AND ENVIRONMENT



Covid-19 Safe Workplace Guide

The Covid-19 Pandemic that covered the whole world, with the mutations observed in the virus, has been continuously increasing its effect.

As it has always been the case, the necessary precautions are taken, updated periodically, and delivered to you, in accordance with the industrial regulations that the Ministry of Health, Scientific Board and the Ministry of Family, Labor and Social Services.

We kindly request you to take these precautions into consideration as they are mandatory to follow for the safety and well-being of you, your co-workers, and your families.

- 1.** You should check your body temperature before leaving home in the morning. If it is above the limit of 37,8 degrees and there are coughing or respiratory problems present, you should avoid coming to work and inform your department executive, as well as the staff physician. You should also apply to the nearest healthcare institution, wearing a face mask.
- 2.** In case of a confirmed case within your family or in your social circle, or in case there are Covid-19 symptoms such as fatigue, weakness or muscle pain, you should not come to work and inform your department executive, as well as the staff physician.
- 3.** Bearing in mind that the number of cases has increased nowadays, you should avoid any sorts of gatherings (weddings, engagements, crowded iftar meetings, funerals etc.). In case it is mandatory to attend a gathering, you should inform your department executives, and have a 5-day isolation period at home following the event. Again, in this risky period, you should avoid crowded areas when praying.
- 4.** You should inform your department executives after a group travel, such as by bus or plane. Personal symptom follow-up is vital following the first five days of the return as a protective measure. It is recommended that personal leaves should be planned in accordance. In case of a change in the progress according to the course of the pandemic, necessary information will also be provided. You should postpone such travels as much as possible.

- 5.** HES Code queries are conducted meticulously on a daily basis. While sharing with us, you should provide an indefinite HES Code.
- 6.** If your body temperature is below 37,8 degrees, you can leave your house only by wearing a face mask.
- 7.** In case of using public transportation, you should follow social distancing rule, and keep your masks on throughout the journey.
- 8.** In case of using a shuttle bus, body temperatures will be checked before boarding and if you have a body temperature higher than 37,8 degrees, you will not be allowed to board. You should sit on the same seat every day and masks should be kept on throughout the journey. You should not consume any food or drinks in the shuttle bus and speaking should be kept to a minimum, avoiding unless it is absolutely necessary. 1.5 meters of social distancing should be followed after leaving the shuttle bus and walking to the workplace.
- 9.** If you commute using a personal vehicle, you should keep your masks on throughout the journey and keep windows open in order to have a natural ventilation in the vehicle.
- 10.** You should use the rotating doors as one person per section.
- 11.** When coming and leaving work, you should scan your personnel cards to the PDKS system by not touching the scanner with the card.
- 12.** You should wash your hands for 20 seconds with soap and water before going to your workspace. If water and soap are inaccessible, you should use hand disinfectants.
- 13.** You should keep your masks on during the time spent at the workplace and change them when they became moist. While changing, as well as throughout the day, the front side of the mask should not be touched. You should dispose of used masks and gloves to the designated boxes placed at the building entrances. If masks are not used properly or not used at all, a warning will be issued by the Department of Human Resources.
- 14.** You should regularly clean your workspaces and personal supplies at your desks. In order for the cleaning to be more effective, you should reduce the number of personal belongings on your desks.

- 15.** You should avoid sharing the office supplies. You should use their own office telephones and be careful to divert a call to your own phone in case a call comes for another co-worker.
- 16.** Guests should be as limited as possible.
- 17.** Meetings and interviews should be conducted by the online systems as much as possible.
- 18.** You should not use the chairs in front of the desks and face-to-face meetings should be kept to a maximum of 15 minutes. You should bear in mind that meetings and interviews that will take place in rooms should be conducted in a manner that each person will have a 4m² of space.
- 19.** You should wash your hands regularly and frequently using soap and water. In case water and soap are not accessible, hand disinfectants should be used.
- 20.** You should not touch your face, eyes and nose.
- 21.** You should avoid touching common spaces as much as possible. If it is unavoidable, you should wash your hands or disinfect them using hand disinfectants if you cannot.
- 22.** You should only use gloves when cleaning a particular area at work and you should remove them immediately after cleaning is finished.
- 23.** You should not use elevators unless it is mandatory. You should use stairs as much as possible and if using an elevator is required, you should observe the maximum capacity limit of two people.
- 24.** In this period, infirmary and staff physician's office will be the riskiest areas of a contagion. You should not visit these areas unless it is absolutely necessary, and in case you need to contact the healthcare personnel, you should prefer distant contact methods or an appointment.
- 25.** Water dispensers are unavailable during this period. You can meet your water needs with the PET bottles distributed at the offices.
- 26.** You should place your PET bottle waste in the Mixed Container Waste Bins in order to contribute to recycling.

- 27.** Non-commercial and personal cargo deliveries to the offices are restricted. You should not direct your personal cargo deliveries to the office.
- 28.** You should avoid office visits unless it is absolutely necessary.
- 29.** Dining hall supplies are provided in single-use packaging. You should observe social distancing rules while eating.
- 30.** You should be careful about eating in a way that would strengthen your immune system. If you feel the need, you can contact in-house dietician for guidance and counseling.
- 31.** You should keep air conditioners and funcoils off. By keeping windows and doors that are nearest to the workspace, you should have as much natural ventilation as possible. You should try to maintain a constant fresh air circulation at your office spaces.
- 32.** Workspaces are arranged in a fashion that each personnel will have 4m² of space. In case there is no social distance at your workspace, you should notify your department executives for planning of a solution.
- 33.** You should not consume food or drinks if there are two or more people in your workspace.
- 34.** You should follow 2 meters of social distancing when you smoke in open spaces.
- 35.** You should follow the up-to-date notifications and guides on our Covid-19 page.

We wish you all the best, hoping to see you in healthy days to come.



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