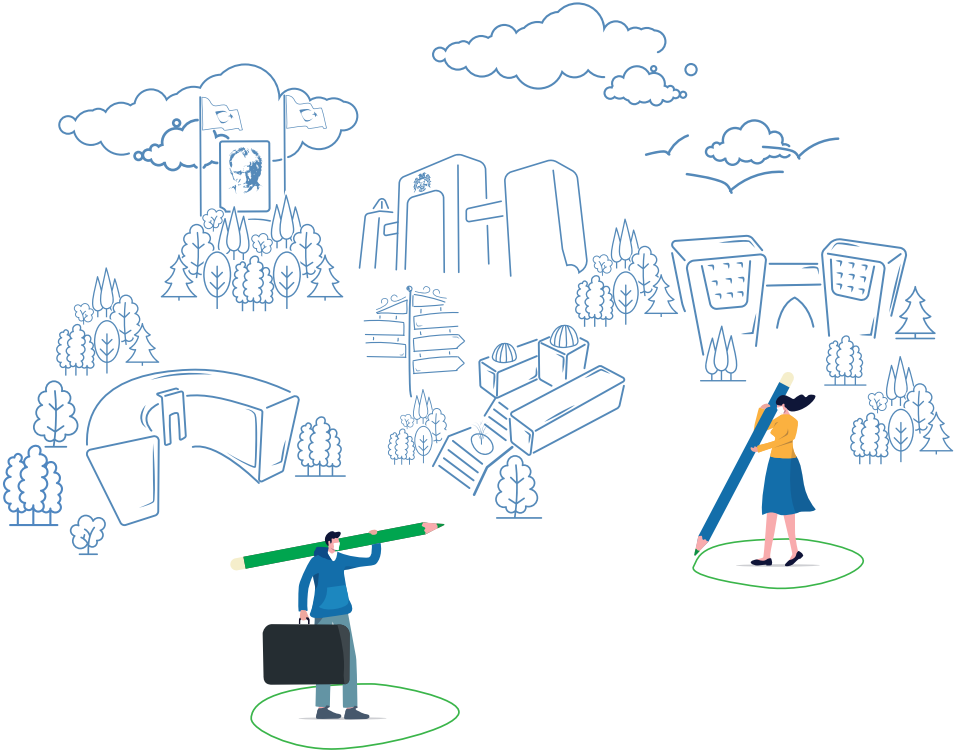
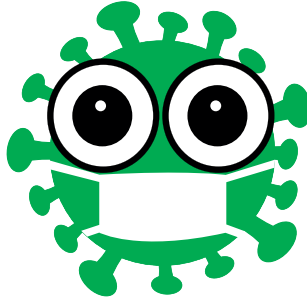
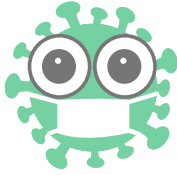


New Life in Campus

COVID-19 Guide



YEDİTEPE UNIVERSITY



YEDİTEPE UNIVERSITY COVID-19 GUIDE

This guide covers the rules and regulatory guidelines to be applied during the COVID-19 Pandemic within the Yeditepe University Campus.

Pandemic management is a process that can only be successful if it is planned meticulously and executed perfectly. The wellbeing of our students, parents and all our members is our fundamental priority. So, we have decided on the guidelines for the life at the campus with the valuable input of the members of our Scientific Consultation Board, comprised of specialist doctors that have been on active duty at our hospital during the pandemic.

We would like to thank all our students and staff for their compliance with the provided guidelines and we wish you great health in the days to come.



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GENERAL INFORMATION AND DEFINITIONS



1. INFIRMARY COVID-19 FOLLOWUP TEAM:

An “**Infirmary COVID-19 FollowUp Team**” has been established in order to plan the tests and quarantine processes of our students and staff that have been determined by the triage teams or those who have stated that they are showing the symptoms within the campus.



2. BUILDING TRIAGE TEAMS:

The Pandemic management within the campus will be conducted in the responsibility and coordination of Building Triage Teams (COVID-19 Control Group).

Triage Team consists of:

- Triage Supervisor
- Faculty Secretary
- Building Supervisor
- Academician Representative
- Student Representative

Contact information for the triage teams can be found within the guide.



3. TEMPERATURE CHECKS:

Body temperatures will be checked with thermal cameras at the entrances of all the buildings within the campus and with a handheld thermometer at the campus entrance.



4. HES CODE / SAFE ZONE APPLICATION:

Safe Zones barcodes will be created in all buildings at the campus, including Lecture Halls, Offices, Laboratories and Workshops, using **HES Code** application and barcode checks will be made by the staff responsible for the use of the relevant areas.



5. QUARANTINE AREA:

For the isolation of risky people, people who had contact with the infection or showing symptoms, the Guesthouse building on M Block is established as the “Quarantine Area”.



6. COVID -19 TEST CENTER:

A “COVID-19 Test Center” has been established for symptomatic cases within the campus in order to get PCR samples based on the guidance of Triage Teams and Infirmary doctors. COVID-19 Test Center will be located at the yard of the Quarantine Area.



7. VACCINATION CENTER:

A “Vaccination Center” has been established within the Infirmary Unit by the request of the Infirmary Doctors in order to vaccinate students or staff, who have a history of chronic diseases or are in the risk group, with Influenza and Pneumonia vaccines.

WHAT SHOULD I DO?

STUDENT GUIDELINES



**Do you feel good
outside of the
campus?**



**You can come to the campus
with masks and disinfectants.**



- 1) Fill out the Student Notification Form.
- 2) Isolate yourself at home and turn to the nearest healthcare institution.



**Do you feel good
at the campus?**



- 1) Turn to the Triage Area at the building entrances.
- 2) Inform the lecturer if you are in a class.
- 3) Wear two layers of mask if possible.



**Do you feel good
at the student
residence halls?**



- 1) Turn to Triage Area at the residence hall entrances.
- 2) Inform your roommate.
- 3) Wear two layers of mask if possible.

WHAT SHOULD I DO?

STAFF GUIDELINES



**Do you feel good
outside of the
campus?**



**You can come to the campus
with masks and disinfectants.**



- 1) Fill out the Staff Notification Form.
- 2) Isolate yourself at home and turn to the nearest healthcare institution.



**Do you feel good
at the campus?**



- 1) Turn to the Triage Area at the building entrances.
- 2) Inform the Faculty / Department / Unit Manager.
- 3) Wear two layers of mask if possible.

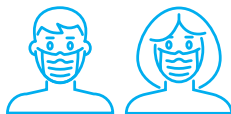


**Do you feel good
in the shuttle bus?**



- 1) Inform the bus driver and the triage supervisor of the building that you work at.
- 2) Wear two layers of mask if possible.

Lifestyle Guidelines



GENERAL RULES



Body temperatures will be checked throughout the campus with thermal cameras including gates, building entrances and residence halls.



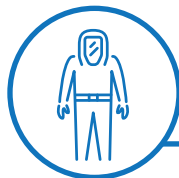
Masks are mandatory in both open and closed areas including lecture halls, laboratories, workshops and offices.



Social Distancing rules will be applied everywhere at the campus.



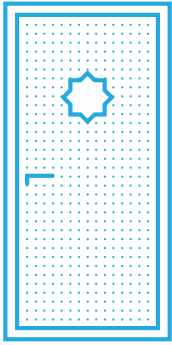
The HES Code query will be done at entrance points of the campus. Thus, all students and staff are required to download the HES (Ministry of Health's 'Hayat Eve Sığar') application.



In case of any symptom or health problem, the **"Triage Supervisor"** of the building should be immediately notified.



All celebrations, memorials and events within the campus during the pandemic will be held **in accordance with the pandemic rules** and in open-air.



GUIDELINES FOR USING LECTURE HALLS /LABORATORIES/ WORKSHOPS



- Make sure your rooms are aired thoroughly during the day.
- All the enclosed areas are disinfected by the Yeditepe University Cleaning Services Directorate periodically throughout the day. Use the rooms only after the location is well aired.
- Lecture halls, workshops and laboratories should only be used in accordance with the social distancing rules.
- Make sure you use the same chair in lecture halls, workshops and laboratories constantly. Do not switch places.
- Disinfect your hands before entering and after leaving enclosed spaces.
- Have your mask cover your entire face including your mouth and nose. Do not remove your mask while you are in these areas.
- Keep your physical distance.
- Do not sit on the areas that are marked.
- If you have to use a vented mask due to your project, it is mandatory to have a surgical mask on top of the vented mask.
- Do not use the lavatories and sinks for personal hygiene.
- Disinfect your hands and the equipment before and after using the laboratory / workshop / classroom materials.
- Do not share your personal belongings (computer, mouse, phone, pens, notebooks, erasers etc.).
- Do not have group activities that require close contact.
- Try to talk as silently as possible.
- In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Disinfect your hands by either washing them for 20 seconds or using a hand disinfectant.
- Dispose your masks only into the mask waste bins.
- Do not eat or drink in these areas.
- In case of any kind of health problem during the day, the "Triage Supervisor" of your building should be immediately notified.



GUIDELINES FOR USING KNOWLEDGE CENTER / STUDY ROOMS



- Knowledge Center and Study Rooms should only be used in a diagonal sitting fashion, avoiding face-to-face contact.
- Make sure the rooms are aired thoroughly during the day.
- All the enclosed areas are disinfected by the Yeditepe University Cleaning Services Directorate periodically throughout the day.
- Use the rooms only after the location is well aired.
- Knowledge Center and Study Rooms should only be used in accordance with the social distancing rules.
- Make sure you use the same chair in the Knowledge Center and Study Rooms constantly.
- Do not switch places.
- Disinfect your hands before entering and after leaving enclosed spaces.
- Have your mask cover your entire face including your mouth and nose. Do not remove your mask during the time you use these areas.
- Keep your physical distance.
- Do not sit on the areas that are marked.
- Do not share your personal belongings (computer, mouse, phone, pens, notebooks, erasers etc.).
- Do not have group activities that require close contact.
- Try to talk as silently as possible.
- In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Disinfect your hands by either washing them for 20 seconds or using a hand disinfectant.
- Dispose your masks only into the mask waste bins.
- Do not eat or drink in these areas.
- In case of any kind of health problem during the day, the "Triage Supervisor" of your building should be immediately notified.



GUIDELINES FOR USING DINING HALLS AND CANTEENS



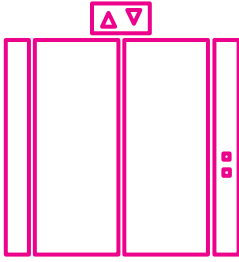
GUIDELINES FOR USING DINING HALLS AND CANTEENS FOR STUDENTS

- Open air food and drink stations have been established to enable our students to eat during the pandemic. Try to use the open-air stations and building terraces as much as possible.
- As masks have to be removed while eating, it is risky regarding the contagion possibility. We recommended to have take-away food and eat alone in the open air.
- Wash your hands for a minimum of 20 seconds or use sanitizers before entering and after leaving the dining halls or canteens.
- Make sure to follow the social distancing rules if you have to wait in a queue.
- Enter the dining halls or canteens with your mask covering your nose and mouth. Remove the mask only while eating.
- If you have to eat in an enclosed space, try to minimize the time you spend within that space.
- Follow the seating plan carefully. Avoid face-to-face seating and make sure you are following the diagonal seating order.
- Do not share your personal belongings (spoons, forks, knives, tissues etc.).
- Try to talk as little as possible while eating.



GUIDELINES FOR USING DINING HALLS AND CANTEENS FOR STAFF

- As masks have to be removed while eating, it is risky regarding the contagion possibility. Due to this fact, staff dining halls will only provide packed food during the pandemic and will not provide seating. Dining halls of each building will receive enough food packages equal to the amount of staff working there and by taking them, employees can have their food in the open air or on their own desks.
- Open air food and drink units have been established to enable our students to eat during the pandemic. Try to use the open air stations and building terraces as much as possible.
- Wash your hands for a minimum of 20 seconds or use sanitizers before and after entering the dining halls or canteens.
- Make sure to follow the social distancing rules.
- Enter the dining halls or canteens with your mask covering your nose and mouth. Remove the mask only while eating.
- Do not share your personal belongings (spoons, forks, knives, tissues etc.).
- Try to talk as little as possible while eating.



GUIDELINES FOR USING THE ELEVATORS



- Do not use the elevators if you do not have to use them. Using the stairs instead of the elevators will protect you from not only the pandemic, but also many other coronary diseases related to inactivity.
- Follow the maximum capacity of elevators.
- Stand on the marked areas within the elevator and maintain social distancing.
- Make sure you are facing the cabin interior.
- Disinfect your hands before and after using the elevators.



STUDENT RESIDENCE HALLS



GENERAL RULES

- Body temperatures will be checked when entering the residence halls using thermal cameras.
- Masks are mandatory throughout the residence halls in open and enclosed spaces; including kitchens, canteens, study rooms and elevators.
- Social distancing rules will be applied throughout the residence halls.
- All students and staff are required to download the HES (Ministry of Health's 'Hayat Eve Siğar') application and have to use their HES codes by using the QR code function when entering the areas defined as "Safe Zones".
- In case of any symptom or any health issues, the "Triage Supervisor" should be contacted in the relevant residence hall building.



GUIDELINES FOR USING HALL OF RESIDENCE ROOMS

- Do not let anyone else into the room except your roommate.
- Keep the rooms well aired. Do not use fans etc.
- All rooms are disinfected by the Yeditepe University Cleaning Services Directorate periodically throughout the day. Use the rooms only after the location is well aired.
 - Do not let anyone else use the facilities in the room (room telephone, toilet, bathroom, bed, wardrobe, all your personal belongings) and do not use anyone else's personal belongings.
- Keep hygiene your utmost priority when using bathrooms or toilets.
- Wash your hands using soap and water periodically and frequently for at least 20 seconds.
- Keep your voice as low as possible and keep conversations short. If you are going to have a long conversation, wear your masks covering your mouth and nose.
- Do not have group activities that require close contact.
- In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Disinfect your hands by either washing them for 20 seconds or using a hand disinfectant.
- Dispose your masks only into the mask waste bins.
- Do not eat or drink in the rooms.
- In case of any symptom or any health issues, the Triage Supervisor in the relevant residence wall building should be contacted and your roommate should be notified



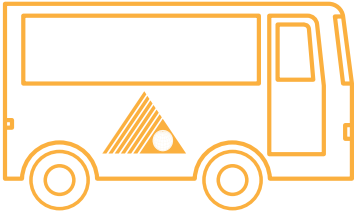
GUIDELINES FOR USING RESIDENCE HALL KITCHENS

- Wear your mask covering your nose and mouth when preparing food in the kitchen and do not remove your mask during your time there.
- Keep the time you spend in the kitchen as short as possible, considering others.
- Wash your hands for a minimum of 20 seconds or use sanitizers before and after eating or drinking anything.
- Wash your hands for a minimum of 20 seconds or use sanitizers after contact with kitchen surfaces.
- Wash your personal belongings such as plates, forks, spoons and glasses using the dishwashers in the kitchen. Do not use anyone else's personal belongings and do not let anyone use yours.
- Keep your physical distance.
- Use the kitchen area in accordance with the social distancing rules.
- Do not sit on the marked seats.
- Give your personal hygiene and the hygiene of kitchen surfaces and appliances your utmost priority.
- Avoid eating in close proximity to others and in a group.



GUIDELINES FOR USING RESIDENCE HALLS' STUDY ROOMS

- Avoid face-to-face seating and make sure you are following the diagonal seating order in study rooms.
- Keep the rooms well aired throughout the day.
- All rooms are disinfected by the Yeditepe University Cleaning Services Directorate periodically throughout the day.
- Use the rooms only after the location is well aired.
- Use the study rooms leaving 4 square meters for each person.
- Make sure you use the same chair in residence hall study rooms constantly. Do not switch places.
- Wash your hands for a minimum of 20 seconds or use sanitizers before entering and after leaving study rooms.
- Wear your mask covering your nose and mouth and do not remove your mask during your time there.
- Keep your physical distance to a minimum of 1,5 meters.
- Do not sit on the marked seats.
- Do not share your personal belongings (computer, mouse, phone, pens, notebooks, erasers etc.). Do not leave them unattended in the study rooms.
- Do not have group activities that require close contact.
- Try to talk as silently as possible.
- In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Disinfect your hands by either washing them for 20 seconds or using a hand disinfectant.
- Dispose your masks only into the mask waste bins.
- Do not eat or drink in the study rooms.



GUIDELINES FOR USING SHUTTLE BUSES



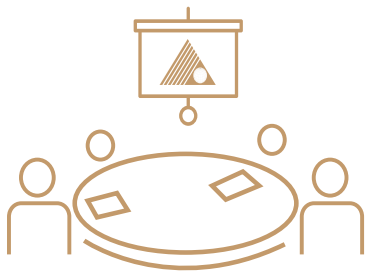
- Wear your mask covering your nose and mouth and do not remove your mask during your journey.
- Shuttle buses are disinfected regularly within the day.
- Make sure the bus is aired well enough through out the journey. Keep the roof hatches open for air circulation.
- Pay attention not to touch the surfaces within the shuttle bus.
- Body temperatures are checked when getting on the shuttle bus. Follow the bus driver's instructions.
- Sit on the same seat all the time and do not switch places.
- Disinfect your hands before and after using the shuttle bus.
- Talk as little as possible on the shuttle bus.
- In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Sanitize your hands.
- Do not eat or drink on board of the shuttle buses.



GUIDELINES FOR USING OFFICES



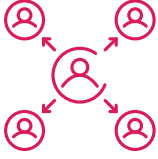
- Make sure the offices are well aired throughout the day. Do not use fans or air conditioners.
- All offices are disinfected by the Yeditepe University Cleaning Services Directorate periodically throughout the day. Use the offices only after the location is well aired.
- Avoid face-to-face seating and make sure you are following the diagonal seating order at the offices.
- Wear your mask covering your nose and mouth and do not remove your mask during your time at the office.
- Keep your physical distance.
- Do not share your personal belongings (computer, mouse, phone, pens, notebooks, erasers etc.). In order to limit the contact surface, keep the amount of belongings as low as possible on your desk.
- Do not have group activities or meetings with close contact.
- Keep your masks on in open and enclosed spaces in break times maintaining your social distance.
- Wash your hands with soap and water for at least 20 seconds at the beginning and at the end of your working hours and during the day.
- Try to keep your voice as low as possible.
- In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Disinfect your hands by either washing them for 20 seconds or using a hand disinfectant.
- Dispose your masks only into the mask waste bins.
- In case of any kind of health problem during the day, immediately notify the "Triage Supervisor" of the building and your unit supervisor.



MEETING ROOM USAGE GUIDELINES



- Meetings with physical contact should be kept to a minimum and online meetings should be preferred as much as possible.
- Do not sit on the marked seats.
- Sit on the same seat all the time and do not switch places.
- Disinfect your hands before going into the meeting room and after leaving it.
- In case a conference hall meeting is required, maintain a seating order following the social distancing rules.
- Keep the meetings as short as possible and try not to go over 20 minutes. In case of exceeding the 20 minute limit, have the meeting room aired.
- Keep your masks on covering your nose and mouth in the meeting rooms.
- Do not eat or drink in meeting rooms.
- Keep the windows open during a meeting.
- Cleaning, ventilation and disinfection of the related areas are conducted by the cleaning services periodically, according to the chart in the meeting rooms.
- Make sure the desks, technical equipment, microphones etc. are cleaned and disinfected before and after the organization.
- After cleaning, rooms should be left empty for at least two hours.
- Make sure the hand sanitizers located at the meeting room entrances are used before and after the meetings.
- Use your own pen when signing papers.
- Names and contact information of all participants will be collected and kept after each meeting in accordance with the relevant regulations. In case an attendee shows symptoms of the disease in the days following the meeting, this information helps the official healthcare bodies to trace on the contacted people.
- In case an attendee is diagnosed positive after the meeting, a contact evaluation will be conducted. This evaluation considers the people that were in contact with the patient before the symptoms manifested. This information will be relayed to all attendees.
- In locations where natural ventilation is possible, breaks can be given using masks and physical distancing rules.



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New Life in Campus

COVID-19 Guide

