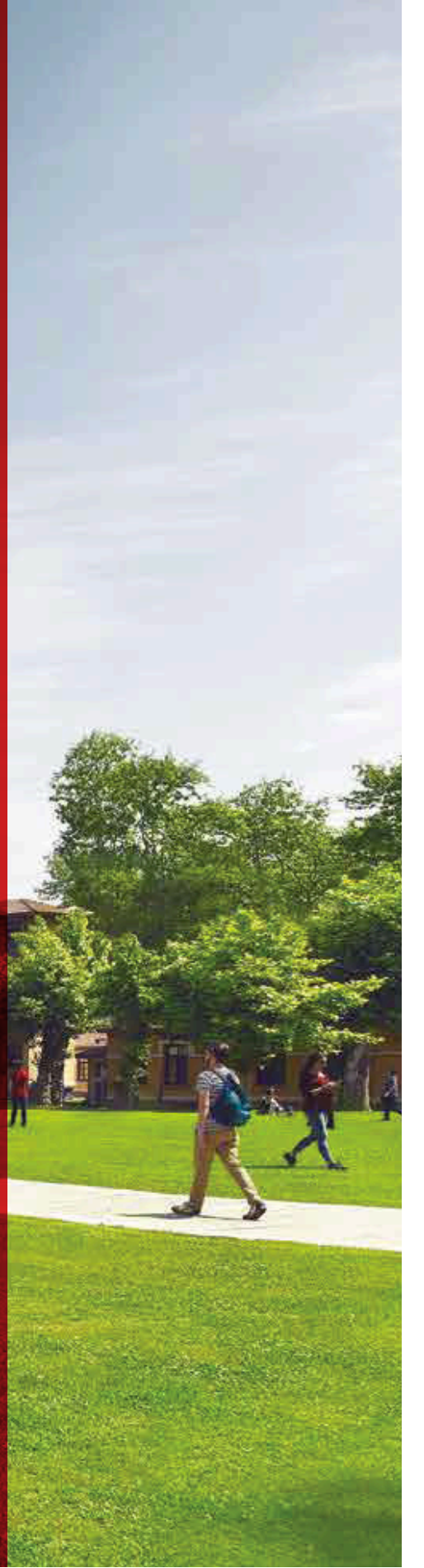


# İSTANBUL BİLGİ UNIVERSITY COVID-19 MEASURES



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Our first priority is to maintain public health standards at our University. You will find in this guide measures taken on our campuses against COVID-19 and the rules to follow for safety in the workplace.

# MEASURES TAKEN

1



Our staff need to show their vaccination certificates or their negative PCR test results twice a week while entering the campuses. HES codes will be matched with the identity cards of the staff. The vaccination status and PCR test result will be automatically controlled by reading the cards to the turnstile system.

2



The application of “Hayat Eve Sığar (HES)” is used at the entrance of all our campuses. For the effective control of the epidemic, the submission of the “Hayat Eve Sığar (HES) code” is mandatory.

3



In order to provide a hygienic environment, areas on our campuses and frequently contacted surfaces in common areas (such as door handles, handrails and turnstiles) are regularly disinfected.

4



Ventilation and air conditioners should not be turned on against the risk of contamination. Natural ventilation through windows should be preferred as much as possible. Buildings with a central ventilation system are ventilated with totally fresh air.

5



Hand sanitizers are available in common areas and at building entrances.

6



Measures to keep physical distancing are taken in common areas including laboratories.

7



All businesses operating on campus must take the prescribed COVID-19 measures and they are rigorously checked to ensure they meet all legal requirements before they are allowed to open and are routinely checked to make sure they are adhering to the rules.

8



Suppliers must take COVID-19 measures in order to work at the campus.

9



Private cargo deliveries will not be accepted by the Correspondence Department. You can deliver your private cargo packages to couriers of shipment firms at the security points of campus entrances.

10



Books in libraries are kept in isolation for 3 days and then placed on the shelves.

11



Due to the importance of individual behavior in the control of a pandemic, behavioral surveillance will be conducted.

12



Even though the control of direct-contact individuals is made by the Health Directorate, the University will also carefully do the same to reduce the risk of infection.



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# RULES

To protect the health of yourself and those around you;

- Wear your mask on campuses so your nose, mouth and are fully covered.  
Wash your hands with soap before you put on your mask; if it is not possible to wash your hands, use cologne water or a disinfectant.
- After removing your mask, dispose of it in a trash bin and use a new one.
- When you sneeze, cover your mouth with a tissue even if you are wearing a mask. If you do not have a single use tissue, bend your elbow to cover your mouth.
- Maintain a distance of 2 meters with others.
- Open windows frequently to ventilate the closed areas you use.
- It is the responsibility of all managers to adhere to the rules preventing the spread of the disease in order to protect the health of the public in the office. Together with the managers let's create spaces where everyone is safe.
- Because it is easier for the infection to spread when there are more people than prescribed at the entrance to an area, do not exceed the number of people allowed.
- In order to track individuals that have come in direct-contact, use your employee cards to enter the campus.
- In shared spaces like the kitchen and tea room, one masked person at a time will be allowed to use that space. Wait for the space to be vacated before you enter it.
- Conduct meetings online as much as possible. If a meeting must be held face-to-face at the office or in a meeting room, a mask must be worn properly and there should be a minimum distance of 1 meter between everyone.
- Do not exchange documents, files and office equipment by hand when on university premises as much as possible. Share documents online.
- Maintain social distance and adhere to hygiene rules when using common office equipment (printers, faxes, telephones, water heaters, etc.) and other equipment.
- Dispose of waste that has the risk of spreading the infection (masks, gloves, paper tissues, etc.) in waste bins as the virus can survive for a long time on these items.
- The elevators will work at one third of their capacity. Please pay attention to adhere to this rule while riding the elevators.
- In order to prevent infection at the maximum level, it is very important that all students strictly adhere to the rules.
- The driver and the passengers of the employee service buses must wear a mask. During your journey try not to touch anything, do not consume any food and beverages and do not speak unless absolutely necessary.
- When traveling in the employee service buses, opening the windows should be preferred instead of using the air conditioning system to ventilate the vehicle. To reduce the risk of infection, the air conditioning system should not be used in the employee service buses.
- Read the continuously updated guides issued by the Ministry of Health to control the epidemic and take care to adhere to the guidance provided in these guides.

## IF YOU EXHIBIT ANY COVID-19 SYMPTOMS OR COME INTO CONTACT/DIRECT CONTACT WITH AN INFECTED PERSON;

If you exhibit any COVID-19 symptoms like nasal flow, headache, high fever, difficulty breathing, back pain, loss of taste and smell, a persistent cough, put on a mask and go to the nearest hospital immediately.

If you exhibit COVID-19 symptoms, come into contact/direct contact with an infected person or test positive for COVID-19, contact our University Physicians

Hulusi Orhangazili (e-mail: [hulusi.orhangazili@bilgi.edu.tr](mailto:hulusi.orhangazili@bilgi.edu.tr) |Phone: 02123117670) or

Mustafa Sülkü (e-mail: [mustafa.sulku@bilgi.edu.tr](mailto:mustafa.sulku@bilgi.edu.tr) |Phone: 0212 311 64 44), your Department Director and

Kübra Yavuz (e-mail: [kubra.yavuz@bilgi.edu.tr](mailto:kubra.yavuz@bilgi.edu.tr) |Phone: 02123116150) from the Human Resources Unit about your condition.

If your Covid-19 test comes back positive, immediately notify anyone you were in contact with, including 1-2 days before your symptoms appeared.



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