

A GUIDE TO FIGHTING THE COVID-19 PANDEMIC

This document is a safe working guide that includes "the points that all employees, students, subcontractors and visitors should pay attention to on campus, safe behaviors, working conditions and regulations in the Pandemic" within the scope of combating the Covid-19 epidemic. In addition, it is important to pay attention to the measures taken and the regulations made in order to ensure that all the annexes of Işık University Şile/Maslak campus can safely continue all their activities related to the pandemic process and education-teaching activities in the new normal process.

Considering that the pandemic is a dynamic process, the current measures and decisions taken by the Ministry of Health, Ministry of Interior, Higher Education Institution, other relevant Ministries, institutions and organizations are closely followed and the measures to be implemented at Işık University are revised accordingly.

In line with the special measures to be taken against the Covid-19 pandemic published by the Ministry of Health for each area, the decisions and measures taken in line with the recommendations of the relevant boards and commissions are implemented at Işık University Şile and Maslak campuses. Işık University is a place where more than one unit, students of these units, academic staff, administrative staff, subcontractor staff and visitors come together and interact. For this reason, taking into account the Covid-19 pandemic, the risks of all areas of activity on the campus were determined and necessary precautions were taken.

Our Main Goal; By creating a healthy database in compliance with the Personal Data Protection Law, it is to identify the individuals in the risk group before they come to the campus and to prevent them from entering the campuses.

University buildings are places where collective environments coexist and where time is spent for a long time. In the Covid-19 outbreak, transmission occurs through droplets and contact.

Beyond all the physical measures taken to protect against the pandemic, the most important method of protection to prevent the spread is primarily self-protection, that is, individual responsibility. It is of great importance that every individual on the campus pays attention to the use of masks, which are personal protective equipment since there are places where people spend a long time together in the university.

In this direction, FMV Işık University created the "Covid Information" platform in order to identify and monitor the risks of the Covid-19 process, and with this platform, it aims to closely monitor all its employees and each individual within its body. In order to increase the operability of this process, it is of great importance that information such as "vaccine status information, positive or close contact" is sent to the covid.bilgilendirme@isikun.edu.tr e-mail address.

The belief, that the Covid-19 pandemic process will be overcome safely thanks to the measures taken and the high level of sensitivity shown by all members of FMV Işık University, is endless. In this direction, the measures taken by FMV Işık University due to the Covid-19 pandemic are as follows:

GENERAL PRECAUTIONS:

1. As FMV Işık University, we act with the awareness that the most important measure in the fight against Covid-19 is to detect sick or risky people before they enter the campus.
2. In the Personnel Covid-19 Information field created on the Işıknet web page, the HES code and vaccination information of all personnel are collected in accordance with the KVKK Law. A system has been established in which the HES codes will be checked every day and people in the risky group will be detected without entering the campus. The same system is also used for students and subcontractor personnel. In this way, by making use of the infrastructure provided by the Ministry of Health, every morning at 06:15, all personnel, students and subcontractor employees are questioned for the HES code, preventing people who are identified as risky from entering the campus. As a result of the inquiry, people who are determined to be risky, shuttle drivers and campus entrances are informed via short messages.
3. The use of masks is mandatory in all areas of the campuses and in the service

4. At the campus entrances, HES code inquiries and temperature measurements are made. It is a prerequisite for each individual to create the HES code.
5. Temperature is measured before boarding the shuttles.
6. People who have had the vaccines accepted by the World Health Organization and our country are allowed to enter the campuses. As a result of sharing the antibody test result, people with high antibody levels are also allowed to enter the campus.
7. Persons who are not vaccinated will not be able to enroll in the dormitories and vaccination cards will be requested from the students during registration. Internationally valid vaccination cards will be requested from foreign students. Foreign students who have not been vaccinated will be given 45 days to get vaccinated.
8. Students who do not submit the HES code and do not declare their vaccination certificate will not be able to choose their courses.
9. Arrangements have been made to ensure safe and social distance in all areas of the campuses.
10. Camera systems are installed in most of the classrooms. Students who will receive distance education in the hybrid education system will be able to watch the lessons, and the students will be able to benefit from the lesson records taken later. The Covid-19 decisions to be taken by the Pedagogical Commission for the classrooms are essential.
11. There are hand disinfectants and waste mask boxes in the common living areas and throughout the campus.
12. Ground markings have been made in the campuses to maintain social distance.



13. A Covid-19 cleaning unit has been established on campuses. All day long, unit members use elevator buttons, doorknobs, communal tables, etc. They provide disinfection of frequently used surfaces.
14. It is recommended to keep doors and windows open to ensure natural ventilation as much as possible in indoor environments. Everyone, including students, academic and administrative staff, cleaning staff, sub-contractor staff, must take maximum care to ensure that the environment they are in is ventilated.
15. The total number of people who can be present at the same time in closed areas and classrooms on campuses has been calculated in such a way that there is a physical distance of at least 1 meter between people, taking into account the social distance rules.
16. In line with the guidelines published by the Ministry of Health; Workshops, call centers, libraries, services, buffet, canteens, dining halls, classrooms, laboratories, meeting rooms, conference rooms, multi-purpose halls, elevators, waiting rooms, lobbies, corridors, entrance, security, consultations, carpet pitches, indoor and outdoor sports facilities in campuses, halls, mosques, offices, toilets and sinks, the rules to be followed within the scope of combating Covid-19 were determined and posters were hung. At the bottom of the posters, there are the numbers of people who can be in the area at the same time.
17. All areas used collectively, such as dining halls, meeting rooms, classrooms, have been arranged to serve in a way that maintains social distance.
18. In the cafeteria; Forks, knives, spoons, and bread are served in sealed bags, sauces, drinks, and spices are served for single use. The seating arrangement at the tables is marked in such a way that they can be seated side by side, full and empty, and diagonally opposite each other. Entrances and exits to the cafeteria are made through different doors in order to reduce contact.
19. It is recommended that meetings be held online as much as possible. Meetings that must be held face-to-face must be held in accordance with the rule of the number of people who can be present at the same time in the closed area.
20. During the pandemic process, care should be taken not to accept guests as much as possible.
21. It is important to consider not to share personal belongings.



22. It is important to ensure social distance and not to sit in the areas marked to be left empty.
23. It is aimed to reduce the contact of employees with other people by placing plastic glass in front of units where human circulation is intense and areas such as counseling and security.
24. Case management in our campuses is carried out in line with the algorithms of the Ministry of Health.
25. In case of suspicious cases that may occur on campus or for people with close contact, a vehicle is kept ready on campus, where all precautions are taken to ensure that the driver is isolated from the suspect or close contact, in order to be transported to the nearest health institution or home for isolation.
26. Smoking areas arranged according to social distance rules have been created in our Şile and Maslak Campuses. It is important for smokers to use these areas, as masks are not used when smoking, and droplets are likely to scatter.
27. Before putting on the mask and after removing the mask, hands should be washed, if not possible, hand antiseptic should be used. While wearing the mask, it is important to wear it by holding the ropes, not to touch the inner and outer surfaces, not to touch the outer surface with the hand while wearing the mask, and not to touch the face, eyes, nose and mouth with the hand.
28. Putting the mask only on the mouth and leaving the nose and/or under the chin out, lowering the mask under the chin, putting it on the arm, leaving it on the table, and then taking the microbe from the chin, beard, arm surface or table, which may be infected with a virus while wearing the mask, directly from the mouth and nose Being in contact with it are situations that increase the risk of transmission of the agent. In these cases, since the mask will be infected, it will increase the risk of getting the disease instead of providing benefits. Masks lose their protective feature as they will get wet in case of long/loud talking, hot weather, physical activity; In this case, it would be appropriate to use a new mask. The mask should be changed when it becomes damp, soiled, and after prolonged use. When the mask is not used correctly, its protective feature will not be complete. For correct mask use, the mask must fully cover the nose, mouth, and chin, and the mask must fully contact the sides of the face.



29. Hand hygiene is the most basic and simplest way to prevent infections, whenever necessary and properly practiced. Before hand hygiene is provided; It is necessary to plaster the arms, remove accessories such as bracelets, rings-watches, and remove artificial nails or nail products. Before and after eating, before and after going to the toilet, before cleaning the teeth, mouth, eyes and face, after cleaning the nose, after coughing and sneezing, after touching garbage, after using public transport, after contact with animals, from outside to home Hand hygiene is applied when you come to the /office. Apart from these, in any case where hands are visibly dirty, they should be washed with soap and water for at least 20 seconds.
30. If you have symptoms such as headache, sore throat, runny nose, muscle and joint pain, weakness, loss of sense of smell and taste, diarrhea and fever, please isolate yourself, inform your authority, apply to the Infirmary if you are on campus and go to the nearest health institution. please apply.
31. If you have been together with the COVID-19 patient in the same closed environment (hospital or other institutions' waiting rooms, bus, service, etc. transportation vehicles) for less than 1 meter and for 15 minutes or longer if you have been exposed to contamination in the health center with the COVID-19 patient, If you have been face-to-face at a distance of less than 1 meter for more than 15 minutes if you shared a home with or care for preschool and school children with a COVID-19 patient, if you shared a room with a COVID-19 patient, if the secretions of the COVID-19 patient (saliva, sputum, etc.), If you have unprotected contact with a COVID-19 patient, if you have sat in two front, two rear and side seats from passengers traveling on the same plane with the COVID-19 patient, if you have worked in the same office with the COVID-19 patient, you are in the “close contact” group of people. In this case, inform your authority. You must self-isolate for 14 days.

In addition to the general rules, the rules that must be followed for the safety of all members of our university in certain areas are listed below.



Rules To Be Followed In Offices To Protect From Covid-19:

- Arrangements have been made in the offices so that there is at least a 1-meter distance between people.
- Do not speak loudly, which will increase the spread of droplets in the office.
- Maintain a physical distance of at least 1 meter during rest and rest areas and do not remove your mask.
- Ventilate your office by opening doors and windows frequently.
- Do not share your personal belongings with others (Paper, pen, computer, telephone, etc.)

Rules to be followed in the services to protect from Covid-19

- Pay attention to the physical distance rule (1 meter) when getting on and off the shuttle.
- Before boarding the service, disinfect your hands with a hand disinfectant or cologne containing at least 70% alcohol.
- Do not take off your mask during the journey.
- Never speak loudly in the service.
- Frequent contact areas (door handles, armrests/armrests, handles, window opening buttons, seat belt buckles) should be cleaned after each use of the vehicle by different people.
- According to your order to get on the service, you should sit forwards, starting from the rearmost seat.
- Drinks and food, including water, should not be used unless there is an obligation in the service.
- The recirculation button of the air conditioner must be closed. Windows should be opened whenever possible.

Rules to be followed in Meeting, Conference Hall, Multi-Purpose Halls to Protect Against Covid-19

- Arrangements have been made in the Meeting/Conference/Multi-Purpose Hall so that there is at least 1-meter distance between people.
- Hold meetings with as few participants as possible and as soon as possible.
- Do not share your pen, paper, computer and other personal belongings with anyone.
- Ensure the room is ventilated by keeping the windows open as much as possible.

Rules To Be Followed In Classrooms To Protect From Covid-19

- Arrangements have been made to ensure that there is at least 1-meter distance between people in the classrooms.
- Do not share educational materials and personal belongings.
- Exam paper, notepaper, notebook, etc. Do not distribute papers that may cause contamination from hand to hand.
- Keep the windows open as much as possible to ventilate the classroom.
- Do not speak loudly in the classroom in a way that will increase the spread of droplets.
- Classroom capacities have been determined within the scope of Covid-19 measures.

Rules to be followed in buffets, tea rooms, canteens, and cafeterias to protect against Covid-19

- Arrangements have been made to ensure that there is at least a 1-meter distance between people in the Buffet / Canteen / Cafe / Dining Halls.
- The chairs at the tables are arranged and marked in such a way that one person sits diagonally, with space. Please do not change the seats.
- Do not talk loudly while eating.
- The mask should be put on again as soon as the meal is finished.
- Masks should be worn at the table, except for eating and drinking.
- Wash your hands with soap and water for at least 20 seconds before and after meals.
- Keep the windows open as much as possible to ventilate the Buffet/Canteen/Cafe/Restaurant.

Rules To Be Followed In Elevators To Protect From Covid-19

- Do not use the elevator unless necessary.
- Please do not talk in the elevator.
- Stand in the marked areas facing your back.

Rules To Be Followed In Indoor Gyms To Protect From Covid-19

- Entrance and work to the Indoor Sports Halls is done by the appointment system.
- Arrangements have been made to ensure that there is at least 2 meters between people in indoor sports halls.
- During the epidemic, sports that require close contact and group exercises and sports that are done as a team should not be done.
- After entering the gym, hands should be washed, or hand antiseptic should be used.
- Surfaces should not be touched unless absolutely necessary in the gym. You should be aware of surfaces that can be touched frequently and use hand sanitizer when touched.
- Shared towels, etc. in the gym. The use of personal items is prohibited. Bring your own towel, floor mat, etc. to the gym. Bring your personal belongings with you.
- Make the room is ventilated by keeping the windows open as much as possible.

Rules To Be Followed In Libraries To Protect From Covid-19

- Arrangements have been made in libraries to maintain a distance of at least 1 meter between people.
- Use hand sanitizer before and after touching books.
- Do not share your personal belongings with others (Paper, pencil, etc.).
- Ensure the disinfection of the materials that should be used in common after each person's use.
- Ensure the disinfection of study rooms and tables in libraries after each use.
- Ensure that the study rooms in the libraries remain empty and ventilated for at least 15 minutes after each use.
- Keep the windows open as much as possible to ventilate the Library.

Rules to be Followed in Laboratories to Protect against Covid-19

- The laboratories have been arranged to have 1 person per 6 square meters and a distance of at least 1.5 meters per person.
- Commonly shared education materials must be disinfected.
- Do not use washbasins and sinks, if any, for personal hygiene purposes.
- Keep the Windows as open as possible to ensure ventilation of the hall.

Rules to be Followed in Work Areas to Protect against Covid-19

- The work areas have been arranged to have 1 person per 6 square meters and a distance of at least 1.5 meters per person,
- Do not use the commonly shared stuffs such as paper, pencil, etc.
- Commonly shared education materials must be disinfected.
- Keep the Windows as open as possible to ensure ventilation of the hall.

Rules to be Followed in Waiting Room, Lobby and Corridor to protect against Covid-19

- Please maintain 1,5 meter physical distance.
- Do not touch the surfaces. Please disinfect and wash your hands with soap in case of touching the surfaces.

Rules to be Followed on Entrance, Security and Info Desk to protect against Covid-19

- Please maintain 1,5 meter physical distance.
- Pay attention to Covid-19 signs
- The warning signs placed in the the area must be followed.
- Please maintain 1 meter physical distance with staffs.
- Staff cards must be disinfected after use.

Rules to be Followed on Football pitch to Protect Against Covid-19

- The arrangement has been made so that 1 person falls on 6 square meters of Football pitch, and the number of people who can be found inside at the same time has been determined. Use football pitch in accordance with these rules.
- Please maintain 1,5 meter physical distance out of training and match.
- Disinfect your hands before and after entering the football pitch.
- Do not touch the surfaces in the football pitch unless you are obligated. Please disinfect your hands.
- Do not use the common towel, personal stuff etc. in the football pitch. Please bring your own personal stuff when you come to sport hall.

Rules to be Followed In Masjids To Protect Against Covid-19

- Do not remove mask while entering the Masjid and during prayer.
- Please maintain the physical distance rule while performing ablution and prayer.(1,5 Meter)
- Using common rosary, skullcap, lectern, etc. is prohibited.
- Use a personal prayer rug.
- The masjids have been arranged to have 1 person per 6 square meters and a distance of at least 1.5 meters per person, and the number of people who can be found inside at the same time has been determined. Use masjids following these rules.
- Keep the windows as open as possible to ensure ventilation of the hall.

Rules to be Followed in Dormitories and Guesthouses to Protect from Covid-19

- Students who do not have a vaccination card and have not had their vaccination will not be accepted to the dormitories.
- International students will be asked for a vaccination card with international validity.
- The number of people staying in dorm rooms is arranged according to the rule of 1 person per 6 square meters.
- The most isolated dormitory building on campus is reserved as a quarantine block for students who cannot go to quarantine at home in case of possible cases to stay. There is a 32-room quarantine block on campus.
- In case of a possible positive case from students staying in dormitories, students residing in Istanbul will be provided with appropriate isolation conditions and will be transported to their homes for quarantine.
- For students residing outside Istanbul, transportation will be provided to the homes of those whose transportation will not exceed 4 hours. Students whose transportation will take more than 4 hours will be isolated in the dormitory building reserved for quarantine.
- The staff cleaning the dorm rooms uses covid-19 personal protective equipment.

This guide containing Covid-19 measures by FMV Işık University is valid as of 15.09.2021 and will be revised following all measures to be taken in public.