



**BEYKOZ UNIVERSITY
GUIDEBOOK FOR
PROTECTION AGAINST AND
MANAGEMENT OF COVID-19**

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Published on : 18 Oct. 2021

Revised on : 19 Nov. 2021

Revision Number :

INTRODUCTION

This guidebook contains the rules that were created on the basis of the previous guidelines issued by the Ministry of Health and the Council of Higher Education within the scope of COVID-19, and is issued due to the fact that Beykoz University education and training activities started face-to-face. The purpose of creating this guide is to limit the contagion, to reduce it over time, and to help the education and training not to be interrupted.

In all campuses of Beykoz University, including academic and administrative staff, in order to successfully carry out and advance the work done and to be done for the prevention of danger (COVID-19 Corona virus) and risks arising from the danger (pneumonia, severe respiratory failure, kidney failure and death in severe cases), it is important to improve the awareness of protection and protection among students and visitors, and to manage the disease in positive cases of COVID-19.

As far as the preparation of this guidebook is concerned, it is important that all employees, especially including those in the management team, who are involved in the fulfilment of the work and transactions, actively participate in the work (determination of measures and measures, implementation, follow-up, and verbal and written suggestions on improvement). It is also essential for management staff to encourage all employees to participate in the work in terms of successful implementation of this guidebook.

By encouraging everyone within the university to actively participate and ensure their participation, the precautions and measures to be taken can be determined correctly, and thus, the risks arising from danger and danger can be controlled by successfully implementing the measures and precautions. Being aware of the danger and risk and being aware of the responsibilities towards oneself, his family, the society he works in and the university he works for will play an active role in overcoming this process.

PURPOSE

This guidebook aims to inform students, lecturers, administrative staff, subcontractor employees about the topics including general issues (transmission ways and precautions against it, general health and hygiene rules, education / information, risk management, action plans and business continuity) about COVID-19. The guidebook is prepared in order to create a safe university environment, and lists the officials involved in preventing the spread of the COVID-19 epidemic in all venues within the borders of Beykoz University, preventive and restrictive measures to be taken in the process including the period when the contagion occurs and the period after, and the implementation and supervision of the measures.

COVID-19 COMISSION, UNIVERSITY FILIATION TEAM, ACADEMIC UNIT FILIATION TEAMS

COVID-19 COMISSION

COMMISSION MEMBERS:

Prof. Dr. Baki AKSU (Commission Chairman, Vice
Rector)

Prof. Dr. Selahattin KURU (Vice Rector)

Dr. Faculty Member Aslıhan BEKAROĞLU ÖZATAR

Mehmet Murat ŞENTÜRK (Secr. Gen.)

Melike TÜMEN (Deputy Secr. Gen.)

Serpil SÜER (Deputy Secr. Gen.)

Göktuğ ÖZMEN (Deputy Secr. Gen.)

UNIVERSITY FILIATION TEAM

Prof. Dr. Gülten KAPTAN

Prof. Dr. Hacer KUZU OKUR

Assoc. Prof. Kaan MERİÇ

MD. H. Ayla ALTUN

Faculty Member Ahmet ÇABUK

Faculty Member Nurdan GÜRKAN

Dr. Faculty Member Fatma Meltem

YURTSEVEN Erkan ÖZMEN

İsa OKUL (Chairperson of Student
Council)

ACADEMIC UNIT FILIATION TEAMS

RECTORATE CAMPUS

Administrative Official: Erdal Erkan ÖZMEN (Administrative Affairs Unit Director)

RECTORATE FILIATION TEAM

- Filiation Team Member: Prof. Dr. Baki AKSU (Vice Rector)
- Filiation Team Member: M. Murat ŞENTÜRK (Secretary General)
- Filiation Secretary: Esma ERDOĞAN

KAVACIK CAMPUS

Administrative Official: Uğur KARAKAYA (Administrative Affairs Unit Deputy Director)

INSTITUTE OF GRADUATE PROGRAMS

- Filiation Team Member: Dr. Faculty Member Ayşegül Nuriye BAYRAKTAR (Institute Director)
- Filiation Team Member: Canan TOPDEMİR (Institute Secretary)
- Filiation Team Member(Student Representative)

FACULTY OF BUSINESS AND ADMINISTRATIVE SCIENCES

- Filiation Team Member: Dr. Faculty Member Aslıhan BEKAROĞLU ÖZATAR (Vice Dean)
- Filiation Team Member: Sabri ERGENECOŞAR (Faculty Secretary)
- Filiation Team Member: İsa OKUL (Student Representative)

FACULTY OF SOCIAL SCIENCES

- Filiation Team Member: Prof. Dr. Birsen Talay KEŞOĞLU (Vice Dean)
- Filiation Team Member: Nida MARAŞ (Faculty Secretary)
- Filiation Team Member: Meryem BÖK (Student Representative)

SCHOOL OF CIVIL AVIATION

- Filiation Team Member: Dr. Faculty Member Nigar Çağla MUTLUCAN (Deputy Director)
- Filiation Team Member: Sabri ERGENECOŞAR (School Secretary)
- Filiation Team Member: Imran HAIDER (Student Representative)

BEYKOZ LOGISTICS VOCATIONAL SCHOOL FILIATION TEAM

- Filiation Team Member: Dr. Faculty Member Nesli ÇANKIRI (Deputy Director)
- Filiation Team Member: Esra YAŞAR (Beykoz Logistics Vocational School Secretary)
- Filiation Team Member(Student Representative)

UNDERGRADUATE CAMPUS

Administrative Official: Berat KÜLÜĞ

FACULTY OF ART AND DESIGN

- Filiation Team Member: Dr. Faculty Member Onur SESİĞÜR (Vice Dean)
- Filiation Team Member: Nida MARAŞ (Faculty Secretary)
- Filiation Team Member: Batuhan KARADENİZ (Student Representative)

FACULTY OF ENGINEERING AND ARCHITECTURE

- Filiation Team Member: Dr. Faculty Member Tayibe Seyman GÜRAY (Vice Dean)
- Filiation Team Member: Kübra ERTEKİN (Faculty Secretary)
- Filiation Team Member: Beyzanur DEMİR (Student Representative)

ENGLISH PREPARATORY CAMPUS

Administrative Official: Cihan DİKMEN

SCHOOL OF FOREIGN LANGUAGES

- Filiation Team Member: Faculty Member Didem AVCI (Deputy Director)
- Filiation Team Member: Yeşim KURHAN (School Secretary)
- Filiation Team Member: Emir COŞKUN (Student Representative)

ÇUBUKLU CAMPUS

Administrative Official: İsmet ÖZMEN (Administrative Affairs Unit Deputy Director)

VOCATIONAL SCHOOL FILIATION TEAM

- Filiation Team Member: Faculty Member Akif Kemal KARATEPE (Deputy Director)
- Filiation Team Member: Elif İNANLI (School Secretary)
- Filiation Team Member(Student Representative)

GENERAL INFO ON COVID-19

In this section, information is given about the definition of Sars-CoV-2, which is the causative agent of COVID-19 disease, its characteristics, possible transmission ways, the definition and symptoms of COVID-19.

ON SARS COV-2

The virus is defined as “Severe acute respiratory syndrome coronavirus 2 (SARSCoV-2)” and the disease is defined as Coronavirus disease (COVID-19). COVID-19 is an abbreviation formed from the letters of the English definition of the disease caused by the coronavirus (Coronavirus disease). The number 19 at the end indicates the year 2019 when it emerged.

The COVID-19 outbreak is caused by a coronavirus called SARS-CoV-2. Coronaviruses (CoVs) are a large family of viruses, many of which cause respiratory diseases in humans, ranging from the common cold to more rare and serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). Both have high mortality rates and were first identified in 2003 and 2012, respectively.

Coronaviruses are single-stranded, positive-sense, enveloped RNA viruses. Because they are positively polarized, they do not contain the RNA-dependent RNA polymerase enzyme, but they encode this enzyme in their genome. They have rod-like extensions on their surface. Based on the Latin meaning of these protrusions, "corona", that is, "crown", these viruses were named Coronavirus (crowned virus).

COVID-19 SYMPTOMS

The most common symptoms of COVID-19 are fever, dry cough and fatigue. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell, or skin rash or discoloration of the fingers or toes. These symptoms are usually mild and begin gradually. Some people get infected, but their symptoms remain very mild. The most common symptoms are fever, cough and shortness of breath. In severe cases, pneumonia, severe respiratory failure, renal failure and death may develop.

RISK GROUPS

People in the following groups are the ones most negatively affected by COVID-19 infection:

- People aged over 60
- People with serious chronic diseases such as:
 - o Heart disease
 - o Hypertension
 - o Diabetes
 - o Chronic respiratory diseases
 - o Cancer
- Healthcare Staff

DIAGNOSIS

A NAAT test, such as real-time reverse transcription polymerase chain reaction (rRT-PCR), is used to diagnose the novel Coronavirus.

RESPONSIBILITY FOR REPORTING SUSPECTED CASES

Employees and students are supposed to follow established occupational health and safety and infection prevention and control procedures, will not expose themselves and others to health and safety risks, participate in relevant training provided by the university administration. And in any situation that they believe poses an imminent and serious danger to their life or health, they are supposed to inform the COVID-19 commission and the units and persons assigned by the commission and demand that the case be cleared and any necessary measures be taken

DUTIES AND RESPONSIBILITIES OF THE COVID-19 COMMISSION, UNIVERSITY FILIATION AND ACADEMIC UNIT FILIATION TEAMS

COVID-19 COMMISSION'S DUTIES AND RESPONSIBILITIES

The commission constitutes the highest unit within the university and is responsible for the control and coordination of other teams during the determination, implementation and management of measures within the scope of COVID-19. Its responsibilities and duties are as follows:

- To provide the necessary conditions in order for the personnel assigned for COVID-19 services to work effectively and to make planning and arrangements in this regard
- To meet all the necessary needs of the assigned persons such as tools, equipment, space and time in order to fulfill their duties
- Fulfilling verbal and written measures regarding COVID-19 by the assigned person or related institutions
- Informing the employee representatives and employees about the duties, authorities and responsibilities of the units they have assigned.
- To inform the people at the university about the issues that are known or likely to affect their health and safety, verbally, in writing and by other means of communication.
- Keeping and keeping all records related to COVID-19 and sharing them with authorized persons and institutions when necessary.
- Creating and disseminating instructions in the context of COVID-19.

DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY FILIATION TEAM

Filiation covers all the work done to determine the source and to identify the contacts in order to take protection and control measures in case of infectious diseases.

- To take, implement, monitor and make the necessary controls and inspections with the COVID-19 commission within the University CAMPUS.
- To take measures for the use of face masks in accordance with the rules in the campuses and areas within the campus.
- Ensuring that capacity announcements are posted and followed up on the doors of the conference hall, meeting rooms, classrooms and offices where more than one person works.
- To ensure that the arrangements are made in places such as canteens and cafeterias by contacting the service providers in order to make arrangements in accordance with the social distance rules in these venues.
- To ensure that the regulations are made by contacting the relevant service provider in order to ensure that the cleaning products are available and usable.
- To take necessary decisions within the scope of preventive measures in case of a positive case of COVID-19 on university campuses.
- To evaluate the notifications from the Academic Unit Filiation Teams and to decide on the necessary applications.

ACADEMIC FILIATION UNIT DUTIES AND RESPONSIBILITIES

- Academic Unit Filiation Team fulfills the duties and responsibilities of the University Filiation Team defined above for its own units.
 - It contacts the University Filiation Team when it becomes aware of risks in the academic units, COVID-19 positive case etc.

MEASURES FOR TAKING INFECTIONS UNDER CONTROL

In addition to standard infection control measures, it is important to take infection control measures in common areas to reduce the risk of such infections in campuses, since COVID-19 is a droplet and contact-transmitted disease. In order to minimize the risk of people encountering the virus, there are measures to be taken especially in social and common areas.

MEASURES TO BE TAKEN IN SOCIAL AND COMMON USE AREAS

- Common areas such as classrooms, libraries, laboratories, cafeterias and cafeterias should be cleaned periodically.
- Continuous use of masks should be provided in closed areas.
- Routine checks should be made in order to ensure the complete and proper availability and use of soap, disposable tissue paper etc. and other similar devices in toilets, and defective devices should be repaired or replaced immediately.
- The number of people who can take the elevators should be determined according to the campuses. Warning signs showing the minimum number of people who can get on the places visible in the elevators should be put up.
- All ventilation systems need to be set to use 100% fresh air (and will not return the heated air inside).
- Air conditioners or fans should not be used in common areas and these areas should be aired frequently through natural ventilation.
- Maintenance, control and periodic checks of ventilation and air conditioning systems and installations should be carried out regularly.
- The number of people in common spaces should be reduced; if necessary, meetings and social activities should be held outdoors or online, depending on the capacity of the venues and the regional and local course of the epidemic.
- Considering that individuals and especially young people may be asymptomatic, large group work in classrooms and halls should be avoided, and social distance should be maintained.
- Mask (also face shield in close contact) should be used in activities carried out together; working hours should be arranged by dividing them into groups to reduce the number of people and compulsory activities should be carried out in this way.
- Posters should be prepared and hung up in appropriate places warning the students and all staff not to use each other's belongings and clothes; and to disinfect before and after using common devices and furniture such as computers, laboratory equipment, telephones and desks etc

PERSONAL HYGIENE AND USING PROTECTIVE EQUIPMENT

Reinforcing personal protective behaviours is important. In cases where collective protection measures are not sufficient, the risk of exposure should be reduced with personal protection measures.

- Masks must be worn on public transportation or shuttle vehicles used on the way to and from the university, and hand hygiene must be ensured when getting on and off the vehicles.
- Verbal information and printed materials should be provided stressing the need for the practice of regular hand hygiene, the use of masks and, if necessary, the use of other protective equipment; Teaching staff and administrators should be supported to exhibit exemplary behaviour for students on these issues, and any social projects conducted by students emphasizing regarding these matters should be encouraged.

ENTERING AND LEAVING BUILDINGS

- The daily health status of people entering the university campuses should be followed up with a "Life Fits Home" (HES) code at the building entrances and via the card pass system.
- Body temperatures should be taken when necessary.

SANITATION AT UNIVERSITY

- Cleaning and disinfection of all materials in offices, classrooms and laboratories should be done using appropriate personal protective equipment.
- All offices should be naturally ventilated with the door closed before cleaning.
- Frequently used parts, doors and handles, cabinets, tables, electrical switches should be disinfected frequently.
- The use of appropriate personal protective equipment by the cleaning personnel should be checked.

THE RULES TO BE FOLLOWED BY ACADEMIC/ADMINISTRATIVE STAFF AND STUDENTS

- HES codes are mandatory for all the academic/administrative staff, students and visitors to enter our campuses. Only those with a HES code showing that they are “Risk-Free” will be allowed to pass the turnstiles. For this reason, all university staff and students are to upload their HES codes to their OIS accounts.
- In all education areas and other indoor and outdoor areas such as classrooms, laboratories, libraries etc., it is compulsory for our students and staff to wear masks to cover their mouth and nose
- Block classes will not be held, the windows and doors of the classes will be kept open if possible, for effective ventilation, and the environment will be ventilated and disinfected between classes.
- A seating order is to be ensured in the classrooms, offices and common areas in such a way that physical distance is maintained between people, and these rules must be followed.
- Common use areas within our campuses will be disinfected regularly, special attention will be paid to the cleaning of areas where more than one person comes into contact, such as table surfaces and door handles, and the rule of using disinfectants in common areas should be followed in order to ensure hand hygiene.
- Our staff and students must comply with all existing and posted warnings within the framework of Covid-19 measures in our campuses.
- It is necessary to comply with the decisions taken by the University FILIATION TEAM and Academic Unit Filiation Teams in all our campuses.
- It is recommended that our students do not stay in the campus during the hours when there are no classes and activities.

CASE MANAGEMENT

If a positive diagnosis of COVID-19 is detected between our academic/administrative staff and our students, the case management described below is applied.

- In case of detection of a Covid-19 case within the University Campus; the patient, the ones that have come in contact with the patient, the ones that have come in close contact with the patient are identified and recorded, and the necessary procedures and rules are implemented.
- The Academic Unit Filiation Team records the case and notifies the University Filiation Team.
- Both the person who has tested positive for COVID-19 and the person who has come in close contact with him is isolated from the university campuses. The isolation of the COVID-19 positive person lasts 14 days while this period for the close contact person is 5 days. Other students continue their face-to-face education in accordance with the rules stated above. However, if there are 3 or more cases in the same class within 5 days (with reference to the Ministry of National Education), that class turns over to distance education for 5 days. At the end of the 5th day, a PCR Test is requested from the people who are considered to be in close contact, and in case of negative results, face-to-face education resumes. Likewise, a person who is positive for COVID-19 can continue face-to-face education if their PCR test is negative at the end of the quarantine.
- Heads of Departments/Programs are responsible for the operation of this process together with the Academic Unit Filiation Team.

In short;

- **In Risky Categories**

- o If the person has come in close contact, they will not be allowed to pass through the turnstile. Paying attention to the physical distancing, the security officers will note down the name, surname information taken from the person and will forward it to the academic unit filiation manager.
- o These students will be monitored by the academic unit Filiation Team. Information will be given to the head of the relevant department and program regarding the case.

- A PCR test will be requested from the person that has come into contact with the patient at the end of the 5th day by the academic unit filiation manager.
 - When the PCR Test result is negative;
He can enter the campuses and related areas and classes.
 - When the PCR Test is positive;
The student will be accepted as a patient and the

“Positive Case” process will be implemented.

- **Definition High Risk (Close Contact) -**
- People who have had close contact with a COVID-19 patient without taking protective measures (without mask or improper use of mask) are considered high-risk contacts in the following situations:

Turkish Ministry of Health defines “close contact cases” (high risk) as follows:
(<https://covid19.saglik.gov.tr/Eklenti/41623/0/covid-19rehberitemaslitakibievdehastazilemivefilyasyon-021021pdf.pdf>).

- People who talk to a COVID-19 patient at a distance of less than 2 meters for more than 10 minutes at a time,
- Students and teachers sharing the same classroom with a student/teacher with COVID-19,
- People who come into physical contact with a COVID-19 patient (e.g. kissing, hugging, embracing etc.),
- People who come into unprotected contact with the secretions (saliva, sputum, etc.) of a COVID-19 patient or in situations such as sneezing and coughing of a COVID-19 patient,
- Persons with a COVID-19 patient who stay for more than 10 minutes in poorly ventilated indoor environments considered high risk for transmission (even if masked),
- People living in the same house with a COVID-19 patient,
- Persons working in the same office with a COVID-19 patient,
- Persons sharing the same room in the dormitory with a COVID-19 patient, regardless of the use of masks,
- Prevention (appropriate mask use) measures have been taken for droplet infection with a COVID-19 patient;

- **Not Included in the Risky Category**

- People that have come in contact with a Covid-19 positive case can enter the campuses and related venues and attend classes. Low-risk contact profile people are described as follows by Turkish Ministry of Health:
(<https://covid19.saglik.gov.tr/Eklenti/41623/0/covid-19rehberitemaslitakibievdehastazilemivefilyasyon-021021pdf.pdf>).

- **Low-Risk Contact Profiles:**

People who have come in contact with a COVID-19 patient by taking protective measures (by wearing a mask that covers the mouth and nose) are considered low-risk contacts in the following cases.

- People who have been in the same well-ventilated indoor environment with a COVID-19 patient.
- Students and teachers sharing a classroom with a student/teacher with a COVID-19 patient.
- Those who live in the same house with a COVID-19 patient,
- Those who work in the same office with a COVID-19 patient,
- People who have in contact with a Covid-19 patient without taking preventive measures (no mask is worn or not properly worn) against droplet infection;

- Unmasked people who have been away from 2 meters for less than 10 minutes in the same indoor environment with a COVID-19 patient.

REFERENCES

Başkent Üniversitesi COVID-19 Eylem Planı, 2021

COVID- 19 Bilgilendirme Platformu, T.C. Sağlık Bakanlığı, 2021

COVID- 19 Küresel Salgın

Yönetimi ve Eylem Planı Rehberi, T.C. Çalışma ve Sosyal Güvenlik Bakanlığı, 2021

Sanko Üniversitesi COVID-19 Acil Durum Eylem Planı, Sanko Üniversitesi, 2021

Temaslı Takibi, Salgın Yönetimi, Evde Hasta İzlemi ve Filyasyon, Halk Sağlığı Genel Müdürlüğü, T.C. Sağlık Bakanlığı

USEFUL LINKS ON HYGIENE

<https://COVID19.saglik.gov.tr/Eklenti/40282/0/COVID19-saglikkurumlarindacalismarehberiveenfeksiyonkontrolonlemleripdf.pdf>

<https://covid19.yok.gov.tr/AnaSayfa>

APPENDIX

BRIEF DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY AND ACADEMIC FILIATION UNITS

Physical distancing is to be ensured on the campus.	<p>A warning will be made to ensure that physical distancing is appropriate within the university campus. Written and visual materials related to physical distancing will be obtained from the university administration and hung in places within the university that can be seen and easily read by everyone, and these signs will be made visible at all times.</p> <p>Warnings will be issued to ensure that the social distance between people is appropriate in all environments through the Filiation Teams, especially the academic staff, administrative staff and student representatives.</p>
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It will be ensured that people in the University Campus wear a face mask appropriately (mouth and nose closed).	<p>It will be ensured that people in the University Campus wear a face mask appropriately (mouth and nose closed). Written and visual materials showing the correct use of the face mask will be provided by the university administration and will be hung in places within the university that can be seen and easily read by everyone, and will be kept visible at all times.</p> <p>Warnings will be issued and inspections will be held through the Filiation Teams, especially the academic staff, administrative staff and student representatives to ensure that the face masks are worn properly all the time except for activities such as eating lunch, drinking water etc.</p>
It will be ensured that cleaning materials (Liquid Soap, Paper Towel, Napkin, etc.) and disinfectant materials are always ready for use in the University Campus.	Daily checks will be held for the availability of the cleaning materials (Liquid Soap, Paper Towel, Napkin, etc.) and disinfectant materials and they will be made available and ready for use at any time.
	<p>Written and visual materials showing how hand washing and disinfecting hands should be done will be provided by the university administration and hung in places within the university that can be seen and easily read by everyone, and will be kept visible at all times.</p> <p>The classrooms, laboratories, work areas where a Covid-19 case has been detected are disinfected and this process is registered.</p>
During the control made over the HES Application of the students/academic-administrative staff/subcontractor employees, if they turn out to be risky cases, they will not be allowed into the building.	Those that turn out to be risky as a result of HES code queries will not be allowed into the building without causing any physical and verbal arguments and they will be isolated.

<p>During the control made over the HES Application of the visitors, if they turn out to be risky cases, they will not be allowed into the building.</p>	<p>Those that turn out to be risky as a result of HES code queries will not be allowed into the building without causing any physical and verbal arguments.</p>
<p>In case of detection of a Covid-19 case within the University Campus, the Covid-19 patient/contact person and possible contacts of the person will be recorded and they will be immediately isolated.</p>	<p>In case of detection of a Covid-19 case within the University CAMPUS, the Covid-19 patient / contact person will be registered and immediately isolated and monitored.</p> <ul style="list-style-type: none"> • The person's information will be reported to the filiation secretary and, through her, to the unit and university officials. • The person's name, surname, contact information, HES Code, vaccination Information, date of diagnosis of the disease or Covid-19 positive risk identified by the relevant health institution, ending of the quarantine date, the name and surname of the person who will deal with the case, telephone number, name and surname information of the people he has come into contact with at the university, the PCR test result and other necessary information will be entered in the relevant table. Personal information will only be made available to commission, coordination and filiation officials. • The people who have been in the same class, laboratory, unit with the person diagnosed with Covid-19 will be considered a close contact or a contact case according to the definition in the guidebook. • Whether those that have come into contact with a Covid-19 case will be admitted to the campus or not will be determined according to the guidelines mentioned in the guidebook in line with the norms addressing the contact and close contact cases.

DUTIES AND RESPONSIBILITIES OF THE SECURITY GUARDS

Checklist and Steps to Be Followed	What Needs to Be Done
Physical distancing between people inside the building, including entrance and exit from turnstiles will be ensured.	For those who do not behave in accordance with interpersonal physical distancing, a verbal warning will be issued whenever necessary.
At the entrance and exit of the building, the teaching staff/administrative staff/students will be made to use their ID cards at the turnstiles.	A HES code inquiry must be made for people who do not have an Academic / Administrative / Student Card to be admitted into the building. Persons who do not have an ID card and do not provide their HES Codes will not be allowed into the building. If a person continues to insist on entering the building, the relevant filiation manager will be informed without any physical and verbal arguments, and the aforementioned person will meet an official outside the building.
The HES Code should be checked through the “Life Fits Home” (HES) application, the temperature should be measured, the identity information (Name, Surname) and contact information (Phone number) of the person, as well as the information of the relevant unit he will visit and the name of the person he will meet should be recorded. The person who will be visited or the official of the unit he will visit will be informed and until someone comes to accompany the visitor, he will not be allowed to enter on his own.	People who do not provide their HES Code information should not be allowed inside the building. If the person continues to insist on entering the building, the relevant filiation team manager will be informed without any physical and verbal arguments, and the relevant person will be allowed to meet with the official outside the building.
Checks will be held to see if people wear face masks.	The face mask will cover the mouth and nose. It should be worn on the face by people. People who do not have a face mask and do not use it correctly (mouth and nose closed at the same time) will be ensured to wear the face mask correctly. Entrance to the building of persons without face masks will not be allowed.

<p>If the turnstile does not open with an instructor/administrative staff/student ID card, the person will not be allowed into the building. His HES code will be checked and if he is found out to be risk-free, he will be taken into the building by informing the building coordination and filiation manager.</p> <p>* The ID cards of people in risky groups prevent them from passing through turnstiles.</p>	<p>If the person continues to insist on entering the building, the relevant filiation team manager will be informed without any physical and verbal arguments, and the relevant person will be allowed to meet with the official outside the building.</p>
<p>HES codes will be checked and those found out to be in the risky groups will not be allowed into the buildings.</p>	<p>If the person continues to insist on entering the building, the relevant filiation team manager will be informed without any physical and verbal arguments. The person will be kept waiting in the safe area. The filiation team member will be notified and will meet the person.</p>
<p>The physical distancing between people will be maintained inside the building, including the entrances and exits from the turnstiles.</p>	<p>To ensure physical distancing between people will be maintained inside the building, including the entrances and exits from the turnstiles, written and visual warning signs will be provided by the university administration and they will be hung up in places easy to notice, and verbal warnings will be made too.</p>