**COMMITMENT FORM ON THE PRINCIPLES TO OBSERVE DURING COVID-19 PANDEMIC**

**Scope:** This form is intended for use by the students, visitors and participants who are to enter the allowed areas of the campus and attend the permitted events at the University during COVID-19 pandemic.

- In order to maintain control, passage of vehicles and pedestrians into and out of the campus will be available only through the designated locations as mentioned in KYS-CZ-02 Operating Hours of Facilities.
- Employees who suffer from fever, coughing, difficulty breathing, lost sense of taste and smell should promptly consult to the nearest health institution and update the Health Unit accordingly. Members who have these symptoms while on the campus should consult to the Health Unit.
- Employees should be **wearing a mask entering the campus** and while in the common areas.
- Body temperature of the persons entering the campus will be measured using non-contact thermometers, and health information forms must be filled in with an **INDEFINITE HES Code**.
  - **Physical distance rule** (minimum 3 steps or 1.5 meters between persons) and the markings on the ground should be observed carefully and crowding should be avoided in the common areas on the campus.
  - Rules of hygiene and sanitation should be observed precisely before starting to work and during work. **Hands should be washed with soap for 20 seconds** after having touched the surfaces directly. Hand sanitizers should be used when washing is not available.
  - In line with the physical distance rule, close contacts like hand shaking and hugging, etc. should be avoided. Touching surfaces should be **limited to minimum**.
  - All office equipment (including computer monitors, keyboards, mice, telephones, diaphones, microphones, control panels, buttons, etc.) should be reserved for personal use only.
  - Computers and the surrounding study area in the common rooms must be disinfected by the users with wet hand sanitizer tissues which can be obtained at the campus entrance.
  - When coughing and sneezing, you should cover your mouth and nose with a disposable tissue or, if it’s not available, cough or sneeze into your elbow. Touching mouth, nose or eyes should be avoided before washing hands.
  - Materials such as masks, tissues, towels etc. which may have the risk of contamination should be disposed of into medical waste containers.
  - Instructions should be strictly observed in the common spaces with limited use (WC, kitchen, elevators, etc.)
  - In order to be able to manage daily life emergencies and to meet general demands systematically on time, contact **Emergency Hotline 585** for emergencies and use e-mail **covid19@tedu.edu.tr** for general requests.
  - For the updates and systematic information on administrative practices during the normalization period of COVID-19 Pandemic follow this webpage: **https://www.tedu.edu.tr/en/main/administrative-utilities**. You can also find summarized information on current implementations, past announcements and important links to the official pages on our **COVID-19 Agenda** page.
  - All documents on the personal measures and practices taken to ensure a safe working environment on the campus during COVID-19 pandemic can be found under the following folder: **MyTEDU-Portal / KYS**.

................................................................................. the above-mentioned measures taken for the prevention of COVID-19 pandemic. I agree and commit to observe these principles. Date: …/…/……

*After having read the statement, please fill in the blank with the following line: “I have read and fully understood” and enter the date.

**INDEFINITE HES Code:**

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** This document is to be classified as “Confidential” when filled in.