 <b>TED ÜNİVERSİTESİ</b>	<b>BASIC PRINCIPLES TO OBSERVE DURING COVID-19 PANDEMIC</b>			
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**Scope:** This document has been prepared for the attention of employees, students, visitors and participants who are to be admitted to the designated areas of the campus and attend the permitted activities 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.**

- In order to help protect the public health and ensure implementation of preventive medicine, medical diagnosis, care and treatment activities which will reduce the risk of exposure, before entering the campus, members and visitors will be requested to fill in a *Health Information Form*, online or on paper, and to present an INDEFINITE HES CODE, proof of COVID-19 vaccination or a PCR test (taken in the past 72 hours) which must be kept ready prior to arrival.

- Persons who are showing symptoms like fever, cough, difficulty-breathing, lost sense of taste and smell should promptly consult the nearest health institution and update the Health Unit accordingly. Members who have these symptoms while on campus should immediately consult the Health Unit.

- Body temperature will be taken using non-contact thermometers and HES codes will be checked at campus reception.

- Students, members and visitors are supposed to wear a mask on entering the campus and keep it always on in communal areas.

- **Social distancing rule** (minimum 3 steps or 1.5 meters apart) and the floor markings should be observed and crowding should be avoided in the communal areas of the campus.

- Rules of hygiene and sanitation should be observed precisely before starting to work and during work. **You should wash your hands with soap and water for 20 seconds** upon touching surfaces. Hand sanitizers should be used if washing is not available.

- In line with the social distancing rule, close contact (hand shaking and hugging, etc.) should be avoided.

- Contact with surfaces must be **avoided as much as possible**. Basic personal hygiene rules should be meticulously followed.

- 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 communal rooms must be disinfected by the users using wet sanitizer tissues which can be obtained from the campus reception.


- You must clean your hands with a hand sanitizer before and after using appliances with a touchscreen.

- 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.

- Contact-free medical waste bins must be used for the disposal of contaminable waste material such as masks, tissues, towels, etc.

- You must comply with the instructive notices in the communal areas with restrictions on the number of people (WC, kitchens, 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](mailto:covid19@tedu.edu.tr) for general requests.

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- 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](#).