



**TED İSTANBUL COLLEGE  
FOUNDATION**

**CONTROLLED RETURN-TO-WORK  
GUIDE**

**PREPARED BY:  
SCHOOL BOARD OF OCCUPATIONAL  
HEALTH AND SAFETY**

## **INTRODUCTION**

It is of great significance that the below-mentioned issues are paid attention and practiced for an effective struggle against the new type coronavirus (COVID-19) pandemic in our institution. The employees are obliged to pay maximum attention to each and every precaution included in the guide to protect themselves; the health of their colleagues and the visitors. The unit/department managers are responsible for the supervision of the practice of the rules.

The staff members to return to work on 1<sup>st</sup> June and to work by alternate turns during summer months will be given the antibody test under the supervision of the school doctor.

The precautions stated in this regulation has been created by the “School Board of Occupational Health and Safety.”

The hygiene and cleaning controls will be examined within the scope of the “Hygiene School” project signed with the Diversey cleaning firm in September 2019. The controls will be revised according to the process of pandemic and the routine controls will continue and will be reported.

## **OFFICE AND GENERAL AREAS WORKING ORDER PROTECTION MEASURES**

- **The employees who are supposed to work from home:** Those aged 65 and above, those with immunosuppression, those with chronic diseases (chronic diseases like heart condition, diabetes, hypertension, copd, asthma, cancer, etc. which constitute risk about Covid-19); pregnant staff, disabled staff will continue to work from home until further notice by the ministry.
- The masks will be provided for the employees by the school. Each staff member will be given 5 masks a day and the masks for each day will be given weekly.
- Each employee will wear the mask as they are inside the building and office and as they talk to the visitors from outside the school.
- No nametags will be used during the pandemic.
- The school elevator will be inactivated during the pandemic and it will not be used. It will only be used to carry load under the supervision of the technical person in charge. After the load is carried, the elevator will be inactivated again.

- The air conditioners in the offices will not be used during the pandemic. Instead, the offices will often be ventilated during the day.
- No photos should be taken unless it is mandatory. If it is necessary, only two persons' photos will be taken by paying attention to the distance between them or the panoramic feature of the camera will be used.
- The financial affairs, registrar's office, etc. staff to be identified by the related department managers will be asked to wear visors and surgical gloves in addition to the face masks.
- The secretaries and information desk staff must wear masks and visors.
- The information desk staff will send the visitors to the disinfection points in the entrances first. Unnecessary contact with visitors should be avoided.
- The employees who wear surgical gloves must wash their hands with soap after using the gloves.
- For hand hygiene, washing hands often with soap water for at least 20 second is more preferable to use the disinfectants (after you come from outside, whenever the hands get dirty and/or after touching different surfaces, after every toilet visit, before eating something or preparing foods/drinks, if you need to touch your face, before touching your face and/or at least per hour to protect the general hygiene and reduce the risk).
- The common materials should not be used in the offices as far as possible.
- It is prohibited that the employees send their personal mail packages to the school address.
- The mail packages of the persons who are not in the school will be returned.
- The employees will not order flowers to the campus. The employees must warn their beloved ones/friends/relatives about not sending flowers to the school.
- The employees must respect the minimum 2 meters social distance rule.
- The parent meetings and other meetings will be held in the High School Principal's Office, Founder's Representative's Office, in the High School Library, Gurol Gercel Meeting Room, and Foundation Meeting Room.
- The wastes like masks, gloves, and paper tissues will be thrown into the waste bins named "mask and glove bin" available in the offices and common areas.
- If an employee or a member of his/her family is infected with Covid-19 and/or if they contacted someone infected with Covid-19; if the employee went abroad for obligatory reasons and came back or if s/he contacted someone who came from abroad; if the employee comes from a place/area which is under quarantine due to

Covid-19; if the employee suffers one or more Covid-19 symptoms; that employee calls 184 for Covid-19 symptoms or calls 112 to give information about his/her situation and follows the directives to be given by the medical institution. The employee informs the human resources department as well.

## **DEPARTMENT WORK PLAN IMPLEMENTATION PROCESS**

### **Administrative Affairs;**

- The common use areas on the campus and the areas touched with hands will be cleaned and disinfected with maximum 30-minute breaks. The administrative affairs will make a new work plan for the cleaning staff.
- Disinfectant doormats will be put outside the school doors to avoid the carriage of microorganisms from outside by feet.
- The photocopy machine, printers, projectors, computers, mouse, remote controls, desktop phones, mobile phones, pens, folders, agendas, etc.; areas like storage where materials are taken in; and the consumables taken into the campus will be disinfected by the cleaning staff before and after use.
- The water dispensers on the campus will not be used. Instead, every morning one-use water bottles will be delivered to the school buildings to meet the daily need of drinking water.
- Disinfectant will be put in all the offices which are being actively used and the bottles will be checked by the employee who uses it.
- For the parents or visitors to come to the school;
  - ✓ A waiting area will be created in the high school main entrance. If this area is full, the parents will be sent to the high school café waiting area.
  - ✓ A waiting area will be created in the kindergarten main entrance.
  - ✓ A waiting area will be created in the primary school main entrance.

Guidance signs will be put to direct people to the waiting areas; seating order will be arranged in the meeting rooms by using stickers; the parents and students who come to the school for registration will be taken in in maximum 3-person groups and the parents to wait outside will be directed to the waiting areas.

- The school buildings will be disinfected with disinfectant devices at the end of every day.

### **Human Resources;**

- The employees who go somewhere in Turkey or who go abroad must inform the Human Resources thereabout.
- The voluntary isolation or working from home can be practiced after overseas trips within the framework of the recommendations of the Ministry of Health and the other reliable guides and/or by considering the recommendations of the school doctor.
- The 14-day quarantine time to be spent by the employees who travel abroad due to non-mandatory reasons after they return to Turkey will be deducted from their annual leave of absence.

### **Infirmary;**

- If the body temperature of an employee is found to be higher than 37.5 degrees after the employees begin to work or if the employee suffers dry cough, exhaustion and joint pain, and loss of smell and taste, the employee is sent to the infirmary.
- The person is examined by the medical staff who wears protective equipment in the infirmary.
- The employee who is suspected to have Covid-19 is taken to one of the quarantine rooms which are determined before and the person does not contact anyone.
- 112 is called and the employee is taken to a hospital.
- The persons who the suspected employee contacted in the school are identified.
- These persons are isolated from other people and they are sent home.
- Until the diagnosis of the suspected employee is received, the other persons who contacted him/her do not come to work.
- If the suspected employee is diagnosed with Covid-19, the persons who contacted him/her should go to a hospital and have a test. If they are diagnosed with the disease, they must be treated and they must return to work after they complete the isolation and quarantine period and receive a report indicating that they were treated.
- The area where the employee suspected to have the disease works is disinfected and ventilated.

### **Security G4S;**

- The high school and primary school gates will be used to enter the campus.
- The security team will take their own precautions (mask, visor, etc.).

- The security staff will check if the staff members and visitors who come to the school wear their masks and they will not allow the persons without a mask to enter the school.
- The fever of each staff member and visitor will be measured at the gates with a contactless fever meter.
- The fever of the staff members who come to the school by school service cars will be measured in the high school garage. Then, the staff members will be allowed to enter the school.
- The persons who are found to have high fever will be sent to the infirmary and they will be isolated from the other employees.
- All the mail packages to come to the school will be accepted by the security staff and taken to the mail package waiting point identified by the administrative affairs. The received packages will be disinfected with a disinfectant machine and delivered to the related persons by the staff in charge.
- The employees who come to the school by their own cars may use the school's parking area.

#### **Service cars;**

- The employees who have a car will come to the school by car. If they need to bring another employee with them, they should pay attention to the number of persons and the seating order in the car in accordance with the statement of the Ministry of Transportation. There must be maximum 3 persons in a car including the driver.
- The use of the school service cars will be organized to make sure that minimum number of staff is carried. According to the statements of the ministry, the number of persons to be carried in a service car should be half of the total capacity of the car by maximum and the passengers should be seated by leaving one empty row between each other. The seats should be marked in advance to avoid any confusion.
- The drivers will have to wear face masks.
- The hand disinfectants will be available in the cars to the staff can use.
- The service cars will be sprayed and disinfected every day with more frequency.
- The daily cleaning of the service cars will be controlled by Efatur staff every day.
- The fever of the drivers will be measured when they come to the school.
- A sign will be put in the service cars reminding the passengers to sit by the windows to keep social distance.

- Until otherwise is stated, the air conditioners will not be turned on in the service cars during the pandemic.

## **Food;**

- The kitchen area will be closed to common use during the pandemic until otherwise is stated by the school administration.
- The kitchen and other service staff must pay attention to the use of personal protectors and to the hygiene rules by maximum during the pandemic. The hygiene controls of the staff will be made by the catering firm authorities.
- Only the high school tearoom will be open on the campus. If they like, the employees can bring their tea or coffee bottles.
- Only the tearoom staff will be in the tearoom. The entrance of the tearoom will be closed by a table or with a stripe to avoid the entrance of the employees. The administrative affairs will arrange the order.
- The school employees/other persons will definitely be prohibited from entering the tearoom.
- The employees/other persons who wish to take tea or coffee will request it in front of the door and pick up their drink from the table in front of the door.
- The hands must be disinfected by washing before entering the cafeteria.
- The employees will sit in the cafeteria in one line to face the same direction and by leaving at least 1,5 meters between each other. The arrangement will be made and the needed number of chairs will be provided. The extra chairs will be removed temporarily. The seating order will be arranged in coordination with the administrative affairs.
- The meals will be served and picked up by the catering firm staff.
- The meals and salads will be served covered.
- Single-use forks, spoons, knives, salt, etc. will be used.
- The water will be served in closed plastic glasses.
- The employees who wish to bring their meals from home may do so but they cannot share it with the other employees.