

MEASURES TO BE TAKEN AGAINST CORONAVIRUS (COVID-19) IN THE WORKPLACES (by Ministry of Family, Work and Social Services of Turkey)

(Translated from Turkish by Mahmut Ekşiođlu)

Use of Service Vehicles

1. Cleaning and hygiene should be provided at frequent intervals, especially on the frequently contacted surfaces of the service vehicles.
2. Reducing the contact of employees using the service vehicles to the surfaces inside the vehicle as much as possible,
3. Planning the carrying capacity of the service vehicles by considering the social distance,
4. Putting hand disinfectants at the vehicle entrances,
5. During the journey, the driver and all passengers should wear a surgical mask in the vehicle.

Travel

1. Canceling or reducing travels unless it is necessary,
2. To ensure that those returning from abroad avoid going to work and comply with the 14-Day Rule of the Ministry of Health, and be directed to the ALO 184 Coronavirus Advisory Line for information when necessary,
3. It should be ensured that the employees returning from domestic travel do not go to work without health check and that their health status is observed during the work.

Entry and Exits to the Workplace

1. Making arrangements for putting hygiene materials to be used,
2. The use of non-contact systems against the risk of contamination or not using these systems temporarily in workplaces that have a access control system by contact,
3. Protecting the distance, preventing accumulation and crowding by making transition markings in accordance with the social distance rule,
4. Measuring the fever of the employees with contactless thermometers,
5. It should be ensured that employees with complaints of fever, cough, shortness of breath and the like are directed to the workplace health personnel and, if not, directly to the health institutions.

Work Environment

1. Updating the risk assessment and emergency plans considering the new coronavirus outbreak,
2. Considering the social distance rule, revising the working methods and forms, and, where possible, organizing a work organization in accordance with this rule,
3. Planning the interaction of employees with each other to a minimum, including mid-breaks and meal breaks,
4. Planning to minimize the number of employees at the same time in the work area, if possible, prefer methods such as working remotely,
5. Provide adequate ventilation of the work environment,
6. Frequent disinfection as used by different users for the purpose of ensuring hygiene of all equipment and work environment including computerlike equipment and related parts (keyboard, mouse, common phone, diaphone, microphone etc.),
7. Selecting and using appropriate personal protective equipment so as not to interfere with the execution of the work and reduce the risk of contamination,
8. Lifts are not used as much as possible, in cases where necessary, they are limited to the number of people in accordance with the social distance rule and disinfection of the contacted surfaces frequently,
9. In the framework of the social distance rule, no behaviors such as handshaking, hugging or touching the face area with hands,
10. Placement of a sufficient number of trash cans in the work environment that do not need to be touched by hand,
11. To have sufficient amount of personal hygiene materials in toilets, bathrooms and sinks, to pay attention to the application of personal hygiene rules before and after the use of these areas and to disinfect them frequently,
12. Employees with complaints of fever, cough, shortness of breath and so on are directed to work after the checkup to be done if the workplace health personnel are present in the workplace, and if not, directing them to the health institutions,
13. Making necessary arrangements to prevent contact of work clothes and external clothes and to store them separately,
14. Personnel responsible for cleaning and waste disposal should take care of their personal hygiene and proper PPE use,
15. Not using the water dispensers and tea machines as much as possible in the common use area, providing the workers with water in closed bottles,
16. If there is suspicion of Covid 19, it should be ensured that the workplace employees who come into contact with this person are identified, the contact information of the people who have been in contact with the employee is recorded,

and the action is taken in accordance with the direction of the Provincial / District Health Directorate.

Meetings and Trainings

1. Postponing meetings and trainings until the epidemic ends,
2. Conducting meetings and trainings that cannot be postponed due to legal obligations by methods such as distance education, teleconference,
3. Trainings in which methods such as distance education cannot be implemented, with the minimum number of people, taking into account the social distance and hygiene rules,
4. Conducting information activities to employees to prevent the spread of corona virus, messages from electronic media, share media