

# COVID-19 PANDEMIA PROCESS MANAGEMENT



# MEASURES TAKEN IN THE COVID-19 PROCESS

1

ESTABLISHMENT OF A  
PREPARATORY TEAM

2

PREPARING AN  
EMERGENCY PLAN

3

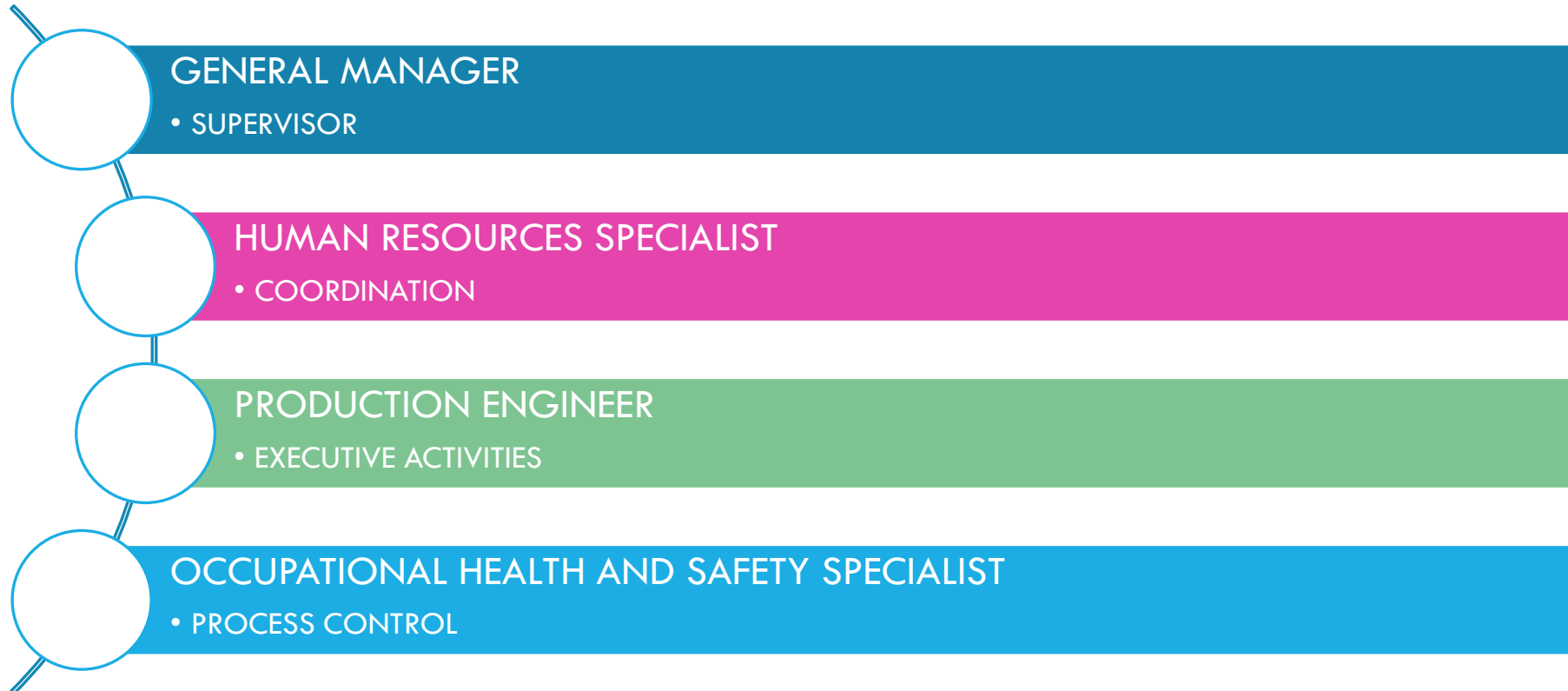
COVID-19 SPREAD  
PREVENTION  
ACTIVITIES

4

EDITING COMMON  
USE AREAS



# 1. PREPARATION TEAM AND TASKS



## 2. EMERGENCY PLAN AND RISK ASSESSMENT

EMERGENCY  
TRAINING IS  
COMPLETED

RISK ANALYSIS  
IS COMPLETED

COVID-19  
INFORMATION  
AND TRAINING  
PROCESS IS  
COMPLETED



## 3. COVID-19 PREVENTION ACTIVITIES

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### A. CLEANING AND HYGIENE

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### B. VENTILATION

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### C. PERSONAL PROTECTION

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### D. ARRANGEMENT OF WORKING AREA



## 3A. CLEANING AND HYGIENE

CLEANING STAFF WORKING ALL DAY IS ASSIGNED.

ALL SURFACES WHICH ARE USED AND CONTACTED BY CLEANING STAFF ARE DISINFECTATED.  
(LIGHTING BUTTONS, DOOR HANDLES, TOILETS, TAP..ETC.)

WORKING TABLE AND KEYBOARD CLEANING INCREASED.

ANTIMICROBIAL AND ANTIVIRAL DISINFECTATION PROCESS WITH SILVER ION CONTENT IN OUR  
FACTORY IS PERFORMED REGULARLY.



## 3B. VENTILATION

PERIODIC MAINTENANCE OF ALL AIR CONDITIONING AND VENTILATION SYSTEMS HAS BEEN PLANNED AND THE FILTER AND MAINTENANCE FREQUENCY IS PLANNED TO BE INCREASED.

IT IS PLANNED AND IMPLEMENTED IN OUR PRODUCTION AREAS TO OPERATE AT LEAST 3 WINDOWS TO PROVIDE 100% CLEAN AIR INLET.

GENERAL VENTILATION IS PROVIDED BY PUTTING THE ENTRANCE DOORS AND 3rd FLOOR DOORS FOR 1 HOUR BEFORE AND AFTER THE WITHIN WORKING HOUR.

IT IS PLANNED TO STAY AT LEAST 1 WINDOW WILL TAKE CLEAN AIR OF OFFICE WINDOWS.



## 3C. PERSONAL PROTECTION

PERSONNEL MASK AND GLOVES WILL BE COLLECTED AT THE MEDICAL WASTE PLACE AND NEW MASK AND GLOVES WILL BE PROVIDED FOR THOSE.

MASK, GLOVES, PROTECTIVE MASK AND HYGIENE PRODUCTS WILL BE PROVIDED DURING THE WORK PERIOD.

SECURITY STAFF, CLEANING STAFF AND DINING PERSONNEL WILL PROVIDE SERVICE WITH MASK, GLOVES AND PROTECTIVE MASK.

THE FINGER READING SYSTEM WILL NOT BE USED TO INCREASE THE RISK OF INFECTION INSTEAD OF THE CONTACT-FREE CARD READING SYSTEM WILL BE USED.





## 3D. ARRANGEMENT OF WORKING AREA

THE DISTANCE BETWEEN MACHINES IN THE SEWING AREA HAS BEEN ADJUSTED AT LEAST 1,5 METER AND THE DISTANCE BETWEEN CONTROL TABLES IN PACKAGING IS SET AS A 1,5 METER.

GUESTS WILL BE INSIDE WITH THE MASK AND WILL NOT BE OUT OF THE WAITING AREA. CARGO, COURIER SHIPMENTS WILL BE MADE TO THE ENTRY OFFICE ONLY.

FOOD LIST WILL BE REPLANNED AND MORE EAT 15 STAFF TOGETHER. MOST 2 STAFF CAN BE EATED WITHIN THE TABLES AND DINING WINDOWS SHOULD BE OPEN AT THE LUNCH TIME.



## 4. EDITING COMMON USE AREAS

A. MOVEMENTS  
OF GUEST AND  
STAFF

B. DINNING  
ROOM LAYOUT

C. CARS USAGE  
RULES AND  
CLEANING

D. TOILETS  
USAGE RULES



## 4A. MOVEMENTS OF GUEST AND STAFF

STAFF AND GUESTS WILL BE MEASURED BODY TEMPERATURE WITH THE CONTACT-FREE THERMOMETER AFTER THE DISINFECT PROCEDURE WILL BE APPLIED. IF STAFF AND GUEST WITH HIGH BODY TEMPERATURE THEY ARE NOT ALLOWED THE ENTRANCE.

HIGH BODY TEMPERATURE AND COUGHING STAFF WILL BE ISOLATED AND EMERGENCY ACTION PLAN WILL BE APPLIED AFTER EMERGENCY SERVICE WILL BE INFORMED AND SUBMITTED.

SOCIAL DISTANCE MUST BE FOLLOWED IN COMMON USE AREAS IF NON-COMPLIANT STAFF WILL BE WARNED.



## 4B. DINNING ROOM LAYOUT

AT THE DINNING ROOM MULTIPLE USED MATERIALS ARE REMOVED INSTEAD OF DISPOSABLE MATERIALS WILL BE USED.

FOOD LIST WILL BE REPLANNED AND MORE EAT 15 STAFF TOGETHER. MOST 2 STAFF CAN BE EATED WITHIN THE TABLES AND DINING ROOM WINDOWS SHOULD BE OPEN DURING THE LUNCH TIME.

THE SOCIAL DISTANCE RULES WILL BE FOLLOWED DURING THE TAKING OF THE FOOD, SAME TIME SPEAKING IS FORBIDDEN.

DISINFECTATION FREQUENCY OF WATER CAUSES INCREASED



## 4C. CARS USAGE RULES AND CLEANING

DRIVERS WILL BE USED WITH DISPOSABLE MATERIALS AND MASK WHEN USING CARS.

TRAVELING MORE THAN 3 PEOPLE IN THE CARS FORBIDDEN AND PASSENGERS CAN ONLY USE THE REAR SEATS.

EVERY CAR WHICH IS COMPLETED MISSION AFTER WINDOWS WILL BE OPENED AND VENTILATED AND ALL TOUCHED SURFACES WILL BE DISINFECTED.



## 4D. TOILETS RULES AND CLEANING

IT WILL BE USED ONLY ONE OF THE SIDE BY SIDE SINK AND UNIRALS.

USE WILL BE NON-CONTACT RUBBISH AND EVERY DAY THEY WILL CLEANING UP.


EVERYONE MUST FOLLOW THE HAND WASHING RULES.





## FOLLOW 5 STEPS AND HELP STOP CORONAVIRUS

1. **HANDS** Wash them often.
2. **ELBOW** Cough into it.
3. **FACE** Dont touch it.
4. **FEET** Keep the distance more than 1,5m.
5. **FEEL** Sick! Stay home.



**IT IS IN YOUR HANDS TO AVOID THE VIRUS**





COVER YOUR MOUTH AND NOSE WITH A TISSUE  
IF YOU DON'T HAVE A TISSUE  
USE THE INNER SIDE OF YOUR ELBOW



REFRAIN FROM CLOSE CONTACT  
DO NOT SHAKE HANDS



STAT AWAY FROM CROWDED PLACES



DO NOT TOUCH YOUR EYES, NOSE, OR MOUTH  
IF YOUR HANDS ARE NOT CLEAN



WASH YOUR HANDS WITH SOAP AND WATER FOR AT LEAST 20 SECONDS.



USE HAND SANITIZERS IF YOU CAN'T WASH YOUR HANDS





