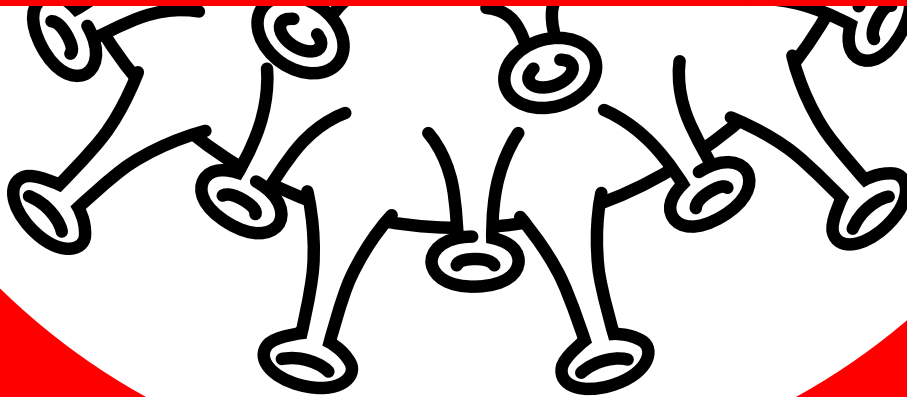
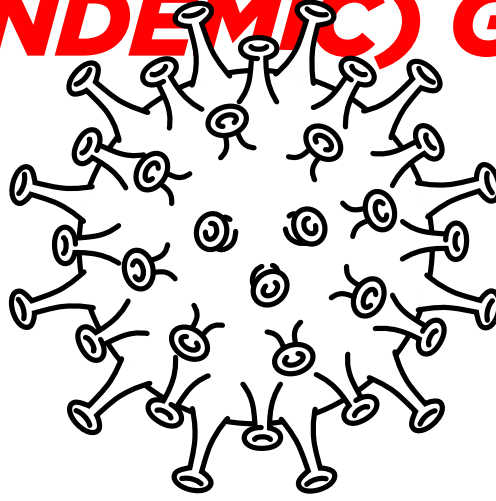


***MALTEPE UNIVERSITY
COVID-19 GLOBAL OUTBREAK
(PANDEMIC) GUIDE***



MALTEPE UNIVERSITY COVID-19 GLOBAL OUTBREAK (PANDEMIC) GUIDE



This guide has been prepared by taking into account the precautions and warnings specified in the guides prepared by the Presidency of the Republic, the Ministry of Health, the Ministry of Family, Labor and Social Services, the Ministry of Interior and the Higher Education Council.

This guide covers the guidelines that students, academic and administrative staff should follow in case of suspected COVID-19 cases, the global epidemic (pandemic) practices at Maltepe University, which was prepared to prevent the spread of COVID-19, and the rules to be followed in this process.

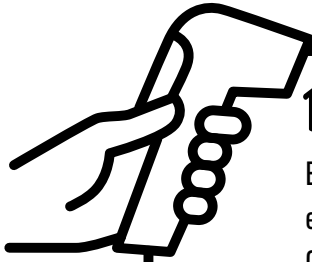
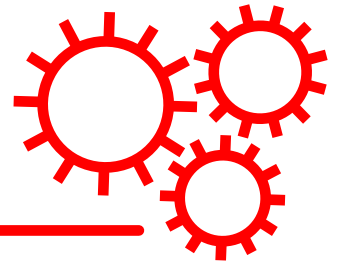
We would like to thank all our students and staff for their diligence and sensitivity to comply with COVID-19 global pandemic rules on our campus.

MALTEPE UNIVERSITY CORONA VIRUS COMMISSION



Prof. Dr. Betül ÇOTUKSÖKEN	Head / Vice Rector
Bilsay ÇETİN	Member / Secretary General
Kıvanç BOZKURT	Member / Vice Secretary General
Asst. Prof. Dr. Aşkın Keskin KAPLAN	Member / Maltepe University Maltepe University Faculty of Medicine Hospital Head Physician
Asst. Prof. Dr. Aslı KARADENİZ	Member / Faculty Member of the Department of Infectious Diseases and Clinical Microbiology
Gamze GÖKTUNA AKÖZ	Member / Head of Personnel Department
Neslihan KIVRAK	Member / Head of Student Affairs Department
Zeliha TAHMAZOĞLU	Member / Workplace Physician
Cihan AKÖZLÜ	Member / Occupational Health and Safety Specialist
Kadir TOZANER	Member / Security Manager

COVID-19 GLOBAL OUTBREAK (PANDEMIC) PRACTICES

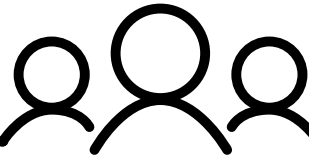
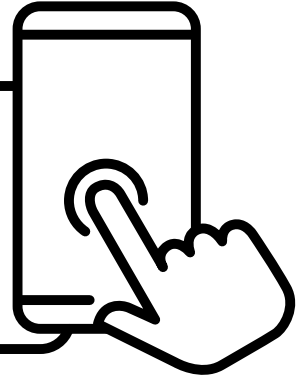


1. TEMPERATURE CHECKS

Everyone have their temperature taken with a thermometer upon entering the campus and those with a temperature of 37.5 degrees Celsius or higher will not be admitted to the campus.

2. HES CODE APPLICATION

All of our students and employees are required to fill in the form sent for their HES codes. The HES codes sent are regularly checked by the PDirectorate of Personnel Department everyday and necessary actions are taken.



3. COVID-19 BUILDING FOLLOWUP TEAM

Global pandemic management at our campus will be managed under the responsibility of the COVID-19 Building Followup Team.

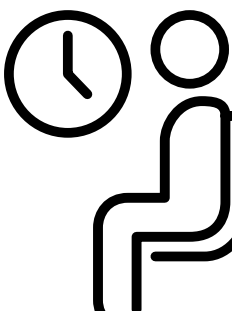
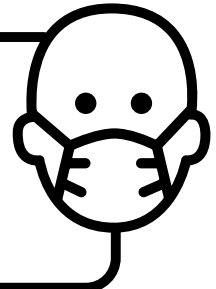
Covid-19 Building Followup

- COVID-19 Followup Executive
- Faculty Secretary

This list of COVID-19 Building Followup Team and contact information is provided below.

4. HEALTH CENTER COVID-19 FOLLOWUP UNIT

A "Health Center COVID-19 FollowUp Unit" was established on our campus in order to plan the tests and quarantine processes of our students and employees that have been determined by the COVID-19 FollowUp Team or who reported that they have COVID-19 SYMPTOMS.



5. ISOLATION ROOM

An "Isolation Room" was established in the Health Center for the isolation of individuals who are risky, close contact of an infected person or who are showing the symptoms.

RULES TO BE FOLLOWED AT OUR UNIVERSITY DURING THE COVID-19 GLOBAL OUTBREAK (PANDEMIC)



Rules to be followed in Offices

1. Maintain your physical distance in offices.
2. Do not exceed the maximum capacity (persons) specified at the office entrance.
3. Do not remove your mask in the office. Wear it correctly.
4. Do not accept guests to your office during the epidemic, prefer to meet in open areas or waiting areas.
5. Do not engage in group activities that require close contact.
6. Do not be more than one person indoors at the same time, as the mask will be removed while drinking water or eating.
7. Open the doors and windows of your offices and ventilate them frequently.
8. Do not operate air conditioners / fans in the office as it may cause the droplets to spread.
9. Do not share office supplies, in case of necessity, disinfect them after use.
10. Do not share your personal belongings (office phone, keyboard, mouse, pen, etc.).
11. Dispose your masks only into the mask waste bins.
12. In case of having COVID-19 symptoms during the day, notify the Follow-up Officer of your building.

Rules to be Followed in the Use of Classrooms

1. Do not exceed the maximum capacity (persons) specified at the entrance of the classroom.
2. Maintain the physical distance at least 1.5-2 meters in situations where there are activities such as loud speaking and singing.
3. For activities that require you to speak loudly due to droplets, choose larger classes and spaces instead of smaller ones.
4. Educational materials to be used by students during the course should be personal. Do not share personal belongings (pen, notebook, eraser, keyboard, mouse, etc.).
5. Follow the seating arrangement created and do not sit on the marked areas.
6. Keep classrooms well-ventilated by opening the windows.
7. Keep the air conditioner / ventilator turned off as this may cause the droplets to spread..
8. Do not engage in group activities that require close contact.
9. Dispose your masks only into the mask waste bins.
10. Do not eat or drink in classrooms.
11. In case of a cough or a sneeze, do not remove your mask while coughing or sneezing. Change your mask afterwards. Disinfect your hands by either washing them with soap for 20 seconds or using a hand disinfectant.
12. In case of having COVID-19 symptoms during the day, notify the Follow-up Officer of your building.

Rules to be followed in elevators

1. Please do not use elevators unless you have to, use the stairs as much as possible.
2. Disinfect your hands before and after using the elevator.
3. Do not talk at all in elevators if possible.
4. Use the elevator according to the maximum person capacity indicated at the entrance.
5. Keep your hands away from your mouth, nose, ear or eyes while using the elevator.
6. Stand on the marked areas in elevators and maintain social distancing.
7. Do not touch the interior walls of the elevator, when in the elevator, keep your head tilted with your back facing other people and facing the elevator floor.

RULES TO BE FOLLOWED AT OUR UNIVERSITY DURING THE COVID-19 GLOBAL OUTBREAK (PANDEMIC)



Rules to be followed in Dining Halls

1. Wash your hands with soap and water before entering the dining hall and after leaving the dining hall for at least 20 seconds in accordance with the hand washing instructions or use sanitizers.
2. Enter the dining hall with your mask on and remove the mask only while eating.
3. Line up by paying attention to the markings set in accordance with the social distance rule in the dining hall.
4. When getting your food and leaving dirty dishes, follow the floor marking footsteps and act in compliance with the social distance rule.
5. Do not talk while eating.
6. Do not share your personal belongings (spoon, fork, knife, etc.).
7. Pay attention to touch the surfaces in the dining hall as little as possible.
8. Do not speak loudly or in a way that causes droplets to come out of your mouth in the dining room.

Rules to be followed in the Meeting / Conference Hall

1. The seating arrangement in the hall should be arranged in accordance with social distance rules.
2. Keep the meetings as short as possible. In case of exceeding the 20 minute limit, have the meeting room aired by opening the windows..
3. Do not use paper or similar materials whenever possible ; Carry out your work on the computer; Use e-signature. In cases where wet signature is required, sign the document by taking turns, considering social distance..
4. Use your own pen when signing documents, do not use the commonly shared pen to sign.

Rules to be followed in the Library

1. Never take off your mask while in the library.
2. Make an appointment before you come to the library and please respect the appointment times.
3. When you enter the library, use alcohol-based hand sanitizer or cologne containing at least 70% alcohol.
4. Maintain your social distance between you and the library staff while shopping for books and searching for resources etc.
5. Necessary inspections shall be made in order that the number of users in the library does not exceed the maximum number of people in the library.
6. It is forbidden to keep and consume food / beverages other than water in the library.
7. Do not touch the surfaces in the library unless it is necessary. When you touch the surfaces that need to be touched frequently, always use hand sanitizer.

Rules to be Followed in Shuttle Buses

1. Follow the physical distance rule while getting on and off the shuttle bus.
2. Use hand sanitizer or cologne containing at least 70% alcohol before getting on the shuttle bus.
3. Do not remove your mask during the journey.
4. Pay attention not to speak in the service vehicle as speaking produce droplets..
5. When getting on the shuttle bus, people sitting at the window seats should get on first, and continue from the back to the front. Try to sit on the same seat every day.
6. Do not eat or drink on board of the shuttle buses unless it's necessary.
7. When sneezing or coughing , cover your mouth with a disposable tissue or the crook of your arm immediately.
8. Follow the bus driver's instructions.
9. Pay attention not to touch the surfaces within the shuttle bus.

Rules to be Followed in Masjids and Places of Worship

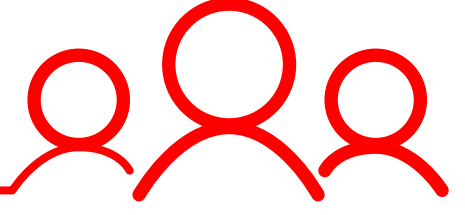
1. Use hand sanitizer at the entrance to the Masjid.
2. Do not remove mask while entering the Masjid and during prayer.
3. Follow the physical distance rule while performing ablution and prayer. Pay attention to physical distance signs.
4. Use a personal prayer rug.
5. Do not share books, including the Quran, in the Masjid..
6. Use disposable paper towels in places where ablution is performed.

MALTEPE UNIVERSITY

CORONA VIRUS COMMISSION COVID-19

BUILDING FOLLOW-UP TEAM

(According to Marmara Education Village Campus
Entrance Gate Settlement Plan)



School of Foreign Languages Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Instructor Ahmet Sena KUTLU	COVID-19 FollowUp Executive	2105	ahmetsenakutlu@maltepe.edu.tr
Zeynep KÜREKÇİ	Sec. of Foreign Languages School	2103	zeynepkurekci@maltepe.edu.tr

School of Nursing Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Asst. Prof. Dr. Demet AVCI ALPAR	COVID-19 FollowUp Executive	2173	demetavcialpar@maltepe.edu.tr
Özlem GÜLEÇ BEKMAN	Secretary of School	2152	ozlemgulec@maltepe.edu.tr

Faculty of Education / Faculty of Humanities and Social Sciences Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Asst. Prof. Dr. Deniz DAĞSEVEN EMECEN	COVID-19 FollowUp Executive	2255	denizemecen@maltepe.edu.tr
Özlem TURAN	Faculty Sec. / Faculty of Humanities and Social Sciences	2204	ozlemturan@maltepe.edu.tr

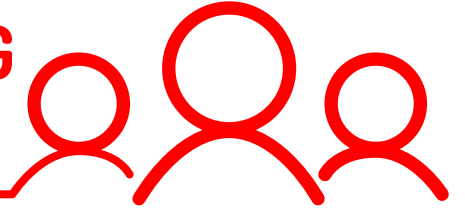
Faculty of Law / Business and Management Sciences / Architecture and Design / Engineering and Natural Sciences Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Asst. Prof. Dr. Mete TEVETOĞLU	COVID-19 Takip Sorumlusu	2326	metetevetoglu@maltepe.edu.tr
Havvanur KOÇAK	Faculty Secretary / Architecture	2504	havvanurkocak@maltepe.edu.tr
Canan AYAR	Faculty Sec. / Business and Management Sciences	2354	cananayar@maltepe.edu.tr

Faculty of Fine Arts / Communication / Medicine Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Asst. Prof. Dr. Uğur Baran KASIRGA	COVID-19 FollowUp Executive	2754	ugur.baran@maltepe.edu.tr
Asst. Prof. Dr. Cem ÇINAR	Vice Dean	2753	cemcinar@maltepe.edu.tr
Özgür BIYIK	Secretary / Faculty of Medicine	2754	ozgurbiyik@maltepe.edu.tr

MALTEPE UNIVERSITY CORONA VIRUS COMMISSION COVID-19 BUILDING FOLLOW-UP TEAM



Vocational School Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Instructor Diğdem ENEREM	COVID-19 FollowUp Executive	2294	digdemenerem@maltepe.edu.tr
Özgür TORAMAN	Secretary of Vocational School	2286	ozgurtoraman@maltepe.edu.tr

Conservatory Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Assoc. Dr. Ayşe Bahar POLAT	COVID-19 FollowUp Executive	2089	baharpolat@maltepe.edu.tr
Çiğdem GÜLER	Department Secretary	2204	cigdemguler@maltepe.edu.tr

Cultural Center COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Kıvanç BOZKURT	COVID-19 FollowUp Executive	2647	kivanc.bozkurt@maltepe.edu.tr
Zuhal NAZIM	Graduate School Secretary Coordinator	2595	zuhalnazim@maltepe.edu.tr

Administration Building COVID-19 FollowUp Team

Name Surname	Profession	Ext.	e-mail
Gamze Göktuna AKÖZ	COVID-19 FollowUp Executive	2022	gamzegoktuna@maltepe.edu.tr
Feyza Nur PÜSKÜLLÜ	Rector's Assistant	2011	feyzapuskullu@maltepe.edu.tr