



EMERGENCY PROTOCOL  
IN-FACILITY OUTBREAK PLAN

Document number:

Revision number

and date

Release date

12.08.2020


**PROTOCOL PURPOSE** This Protocol has been prepared based on the recommendations and publications of the Ministry of Interior, Ministry of Culture and Tourism. In case of changes that may affect determined emergencies or cause emergence of new emergencies in the workplace, the emergency plan is completely or partially renewed depending on the magnitude of the impact. Other than that, emergency plans; It is renewed at the latest every two, four and six years, respectively, in very dangerous, dangerous and less dangerous workplaces according to the hazard class. **EMERGENCY COMMISSION:** The emergency commission consists of board members formed by facility managers and employees. Relevant emergency authorities in our facility,

NAME SURNAME	OUR TEAM	MOBILE PHONE
Ercüment İZ	Infectious Disease Emergency Team Chief	0543 458 88 28
Ebru YANBOLUDUR	Infectious Disease Emergency Team Hospital Sample Supervisor	0530 394 18 24
Fatih KALIN	Infectious Disease Emergency Team Purchasing, Receiving and Warehouse Specialist Documentation approval and signature officer	0544 525 99 70
Cemal AGDUK	Infectious Disease Emergency Team Pest and Disinfection Specialist	0536 433 31 76
Muhammet AGDUK	Isolation Room Service Responsible	0545 337 30 97
Cahit Güngör	Isolation Room Cleaning Specialist Waste Management Officer	0555 054 73 95
Ali YAPRAK	Food Safety Team	0536 875 66 64
Yaşar HÜNÜL	Food Safety Team	0506 063 58 75
Alper karaaslan	S.P.A Communicable Disease Emergency Team Responsible	0506 710 12 92

Yönetim Temsilcisi

Hazırlayan

©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.

	EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN	Document number:	
		Revision number and date	
		Release date	12.08.2020

They are members of the emergency commission.

This plan; During the activities that take place within our facility may occur;

- \* Disease Precautions at Workplace,
- \* Symptoms of Disease in Workplaces,
- \* Outbreak Diagnosis in Workplaces,
- \* Measures to be Taken Towards the Diagnosis of Outbreak in Workplaces,
- The emergencies that are likely to be encountered are analyzed in advance and the possible risks to be encountered,
- It aims to minimize the financial and moral losses of the company by providing the above mentioned issues.

#### GENERAL EXPLANATION AND DEFINITIONS

How to Ensure Security: Security practices will be provided by consultants and administrative staff.

Communication in Emergency Situations: Informing sudden and emergency situations that may occur within the enterprise; is carried out by company phones and mobile phones. The emergency contact list is published and presented in the attachment.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

Periodic Controls: Health checks of working personnel are carried out and all kinds of machine used in the facility, all air conditioner and filter maintenance, technical equipment and devices, periodic maintenance and tests, etc. equipment is tested and recorded in the manner and time periods stipulated by legal regulations.

Daily Inspection and Checklists:

• With the reopening of our hotel, all kinds of daily practices described in this procedure are regularly audited by designated authorized persons and records are kept.

Corona (COVID19-Corona) Virus Symptoms:

High fever (38.3 ° C and above) lasting several days,

- Phlegm and / or Dry cough,
- Throat ache,
- Shortness of breath (difficulty breathing),
- Headache
- Diarrhea
- Fatigue-weakness,

Shortness of breath

Respiratory distress and kidney failure or even death

For the elderly and the very young with compromised immune systems, the virus can cause much more serious respiratory illness such as pneumonia or bronchitis.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

### World Health Organization Recommendations

- Avoid close contact with infected people
- Paying attention to hand hygiene, frequently washing hands with soap and water for at least 20 seconds; In the absence of soap and water, use alcohol-based hand sanitizer; Wash hands, especially after direct contact with sick people or their environment,
- Avoid unprotected contact with farm or wild animals,
- If infected, keep social distance (1.5m), cover mouth and nose with disposable tissue while coughing and sneezing; In cases where tissue paper is not available, the inside of the elbow should be used and hands should be washed; avoid touching eyes, nose and mouth
- Surfaces touched by infected people should be disinfected,
- Animal foods such as meat and eggs should be cooked thoroughly,
- Sick people should not enter crowded places if possible, if they have to, mouth and nose should be closed and a medical mask should be used.

### RESPONSIBILITY

All staff and guests working in the business are responsible for the implementation of this plan.

### THE WAY TO FOLLOW IN CASE OF MEETING WITH THE CASE

When guests have symptoms of illness in themselves or another guest or detected by a staff member emergency team will be informed.

IF A PATIENT OR SUSPENDENT IS A GUEST;

Yönetim Temsilcisi

Hazırlayan

©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number

and date

Release date

12.08.2020

- The symptomatic person will leave the other guests or staff and wear a mask and be directed to the health institutions by calling the ALO 184 line of the Ministry of Health.
- People who are in close contact with the guest (guests, relatives of guests, employees, etc.) are determined quickly and Basic personal protective measures are taken and people with suspected cases are isolated in the isolation areas determined in these people until the Covid-19 diagnoses are clear.
- Nobody should be allowed to enter the isolation room or area except the staff or healthcare professionals. Employee and guest family members / friends etc. who are taken to the isolation area. Businesses should be able to manage situations such as wanting to see visitors, wanting to go outside.
- In case of suspicious cases in the business, the Emergency Commission quickly meets and reviews the business activities that may create risks. • The employee who will clean the patient or suspect room (Isolation Room) wears personal protective clothes before entering the room. • Until the suspicion of the people in this cleaning team becomes clear and the suspicion is found to be negative, it is possible. does not clean other guest areas or rooms and does not use common areas with other employees provided. • After cleaning, including the underwear worn here, should be removed and the uniform is changed. At the end of the working person's work take a shower. • The textiles and clothes formed should be placed in sealed, impermeable, marked laundry bags and personnel personal protective measures (gloves, waterproof apron / overalls etc.) should be taken. • All textile materials such as bed linen and bed sheet towels in the guest's room with a diagnosis of COVIT-19 should be placed in separate bags and delivered to the laundry. • The room is disinfected with ULV. After waiting for the appropriate time, the room is ventilated. After the room is well ventilated, the cleaning process is done.
- The flow should be ensured so that the cleaning process is free from contamination. The bathroom should be cleaned last. Before starting the cleaning process, the room should be ventilated. • Disposable cleaning materials (disposable wiping cloth, mop, etc.) should be used during the cleaning process. • Bathroom fittings, mirrors, etc. If a cloth is used to wipe and dry, cleaning should be continued with high-risk items (eg toilet, toilet brush and bidet), starting with the least risky items (eg mirrors, hand wash basin and bathtub). • Telephone in the room, remote control equipment, door knockers / handles, elevator buttons, armature heads, bath fences, reservoir buttons, etc. It must be thoroughly cleaned and disinfected. • Highly absorbent materials should be used to pre-clean surfaces contaminated with vomit / faeces / secretions, all contaminated mattresses, mattresses and soft mattresses etc. It should be disinfected with an appropriate disinfection method. • Drying should be done with a disposable paper towel. • After the room of the patient or suspicious guest is cleaned, all air conditioning filters should be changed and the room should be opened to the next guest after intensive disinfection with ULV method.
- The service and cleaning staff, who will serve the room in case of an incident, will be organized in such a way that the guest will stay in a separate isolated room at the hotel during their stay. • At the end of the 8th day after the case leaves the hotel, the isolation room service and cleaning officer will be tested for COVID PSR.

Yönetim Temsilcisi

Hazırlayan

©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

- IF THE PATIENT OR SUSPENDENT IS A PERSONNEL;
- The symptomatic person will be separated from the other personnel and the mask will be worn, and the Ministry of Health will be called ALO 184 line and directed to health institutions.
- People who are in close contact with the staff (guests, relatives of guests, employees, etc.) are quickly identified and basic personal protective measures are taken for these people and the people with suspected cases are isolated in the designated isolation areas until the Covid-19 diagnoses are clear.
- Nobody should be allowed to enter the isolation room or area except the staff or healthcare professionals. Employee and guest family members / friends etc. who are taken to the isolation area. Businesses should be able to manage situations such as wanting to see visitors, wanting to go outside.
- In case of suspicious cases in the enterprise, the Emergency Commission quickly convenes and reviews the operational activities that may create risks (especially outsourced maintenance / repair, construction, show / live music, etc.) and all processes where the risk cannot be eliminated or minimized are suspended.
- The employee who will clean the patient or suspect room (Isolation Room) wears personal protection before entering the room.
- It is ensured that the persons in this cleaning team do not clean other guest areas or rooms and use common areas with other employees, if possible, until the suspicion becomes clear and the suspicion is determined to be negative.
- After cleaning, including the underwear worn here, should be removed and the uniform is changed. It is ensured that the operator takes a shower at the end of the work



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number

and date

Release date

12.08.2020

• The resulting textiles and clothing should be placed in sealed, impermeable, marked laundry bags and personnel personal protective measures (gloves, waterproof apron / overalls etc.) should be taken during transportation. • All textile materials such as bed linen, bed sheet and towel in the guest's room with a diagnosis of COVIT-19 should be placed in separate bags and delivered to the laundry. • The room is disinfected with ULV. After waiting for the appropriate time, the room is ventilated. After the room is well ventilated, the cleaning process is done. • The flow should be ensured so that the cleaning process is free from contamination. The bathroom should be cleaned last. Before starting the cleaning process, the room should be ventilated. • Disposable cleaning materials (disposable wiping cloth, mop, etc.) should be used during the cleaning process. • Bathroom fittings, mirrors, etc. If a cloth is used to wipe and dry, cleaning should be continued with high-risk items (eg toilet, toilet brush and bidet), starting with the least risky items (eg mirrors, hand wash basin and bathtub). • Telephone in the room, remote control equipment, door knockers / handles, elevator buttons, armature heads, bath fences, reservoir buttons, etc. It must be thoroughly cleaned and disinfected. • Highly absorbent materials should be used to pre-clean surfaces contaminated with vomit / faeces / secretions, all contaminated mattresses, mattresses and soft mattresses etc. It should be disinfected with an appropriate disinfection method. • Drying should be done with a disposable paper towel. • After the room of the patient or suspicious guest is cleaned, all air conditioning filters should be changed and the room should be opened to the next guest after intensive disinfection with ULV method. • In case of an incident, the service and cleaning staff who will serve the room will be organized in such a way that the guest stays in a separate isolated room at the hotel.

### PATIENT OR SUSPECTED GUEST / STAFF TEXTILE AND CLOTHING CLEANING

- The resulting textiles and clothing should be placed in sealed, impermeable, marked laundry bags and personnel personal protective measures (gloves, waterproof apron / overalls etc.) should be taken during transportation.
- All textile materials such as bed linen, bed linen and towels in the guest's room who have been diagnosed with COVIT-19 should be placed in separate bags and delivered to the laundry, and these products should be washed separately from other materials after 72 hours.
- Laundry should not be washed with other clothes.
- Personnel performing this operation in the laundry should take the necessary personal protective measures (mask, gloves, visor mask, disposable apron / overalls, etc.). They must never touch the dirty textile with bare hands.
- Textiles or clothing should be washed at the highest temperature they can be washed. (Min.70 oC)
- After the washing, drying and ironing processes are completed, the laundry should be sent to the room without any contamination.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

### SOCIAL DISTANCE DEFINITION

- Restaurant. In areas such as a la carte, the distance between the tables is 1.5m, the mutual sitting distance is 70cm, the sitting distance is 60cm.
- The distance between bar stools has been arranged to be 60 cm.
- A strip has been drawn so that the distance between employees working in front of the desks throughout the facility is at least 1.5 meters.
- In order to maintain social distance throughout the facility, the distance between persons has been arranged to be at least 1.5 meters.

### INSULATION ROOM CONDITIONS


- When the isolated persons are not family, they are isolated separately.
- Isolation rooms, independent from common areas, have sufficient ventilation system, and are easily accessible by the doctor, with personal toilet and bathroom.
- Carpet, curtain, lampshade, etc. Difficult to clean materials and decorative products are not available in these rooms.
- Ventilation of isolation rooms does not depend on shared ventilation.
- Hand disinfectant in the room, sufficient number of surgical masks, face shields etc. for the patient to use. personal like  
There is protective equipment.
- The isolated patient does not use common eating and drinking areas.
- Single-use services are preferred in the room.
- There is a telephone in the rooms suitable for calling the infirmary-reception in case of emergency.

Yönetim Temsilcisi

Hazırlayan

©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.



	EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN	Document number:	
		Revision number and date	
		Release date	12.08.2020

- During the cleaning of the room, if possible, the patient should have a balcony, etc. Cleaning will not exceed 15 minutes.

It is carried out by trained personnel wearing fully equipped PPE.

- Linens and towels used in the room. such as daily changing materials, all protection measures separately.

It is collected by the trained and trained cleaning personnel and washed separately at high temperatures.

- Rooms evacuated by sick guests are subjected to intensive disinfection.

- The following special personal protective equipment is used for the isolation room cleaning team and the patient / suspicious guest / staff.

- Disposable coverall, (non-sterile, preferably liquid impermeable and with long sleeves)

FFP2, FFP3 or N95 mask


- Visor mask or protective goggles

Surgical gloves

Foot protector (overshoes with neck) and bonnet


Temizlik ekibi kişisel koruyucu önlemlerin, alırken aşağıdaki hususlara dikkat etmeli;

- Kişisel koruyucu donanımlar giyilmeden önce eller yıkanmalıdır,
- Giyme sırası: Önlük veya tulum, maske, gözlük, siperlikli maske ve eldiven Çıkarma sırası: Eldiven, gözlük, yüz koruyucu, önlük, maske

	EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN	Document number:	
		Revision number and date	
		Release date	12.08.2020

RISK GROUPS DEFINITION PRAMIDITY FOR COVID-19:



	EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN	Document number:	
		Revision number and date	
		Release date	12.08.2020

<p>Jobs with very high exposure risk are those with a high potential for exposure to known or suspected sources of COVID-19 during certain medical, post-mortem, or laboratory procedures. (Suspicious Case)</p>
<p>Jobs with a high risk of exposure are those with a high potential for exposure to known or suspected sources of COVID-19. (Security Personnel, Front Office Personnel, Assigned Out of City / Country Staff)</p>

Moderate exposure risk jobs include jobs that require frequent and / or close contact (ie within 2

#### COVID-19 RISK GROUPS IDENTIFICATION PRAMIDE EMERGENCY MEASURES:

##### LOW RISK GROUP:

- Health status of employees is monitored daily.
- Employees who have symptoms of illness (fever (38 °C), cough and shortness of breath) immediately inform the department manager by phone. You should never come to work. The person isolates himself without contact with other people. Necessary controls are made with the guidance of the workplace doctor.

- If the doctor deems appropriate, the 14-day rule is applied, the person isolates himself for 14 days. At the end of 14 days, the work is done with the doctor's approval. • The employee, who is a sick family member at home, informs the department manager. The working or isolation status of the person is decided upon taking the opinion of the workplace doctor. An employee who is positive for corona virus in any family member or contact person cannot come to work. Quarantine application is carried out for 14 days with the guidance of the relevant organizations by informing the department manager. • The frequency of cleaning and disinfection of staff and guest areas is increased. ULV disinfections other than routine cleaning are recorded. The department manager ensures that the employee who performs the disinfection process uses the necessary personal protective equipment (gloves, masks, goggles, aprons).

- Disinfection of personnel services in every shift is controlled. • Tables in the cafeteria are arranged in accordance with social

Yönetim Temsilcisi	Hazırlayan ©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.
--------------------	--



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number

and date

Release date

12.08.2020

distance. If necessary, employees are provided to come to dinner in sections. • The number of disinfectant dispensers is increased in general areas and personnel areas. • Disposable materials are used whenever possible. • Cleaning, filling mini bars etc. in guest rooms. The department manager ensures that the necessary personal protective equipment (mask, gloves, goggles) is worn by the necessary personnel, especially the employees who enter for reasons, collect, separate, wash. • Fever measurements are made at the entrances to the facility, employees with high fever (38 °C) are provided with a mask and the department manager is informed. Necessary health checks are made with the guidance of the workplace doctor. The measurements made are recorded in the FIRE MEASUREMENT REGISTRATION FORM.

- Employees are informed about their personal hygiene.
- All employees must abide by the following rules.
- Attention should be paid to hand cleaning. Hands should be washed with soap and water for at least 20 seconds.
- Alcohol-based hand sanitizer should be used after washing.
- Avoid contact with mouth, nose and eyes without washing hands.
- Avoid contact with people with cold and flu symptoms (stay at least 1.5 m away).
- Persons who come into contact with guests' personal belongings, such as carrying their luggage, should immediately wash their hands after such procedures or do hand cleaning with alcohol-based hand sanitizer.
- When coughing or sneezing, the nose and mouth should be covered with a disposable tissue. In cases where tissue paper is not available, the inside of the elbow should be used. Hands should be washed with soap and water.
- Handshaking and hugging should be avoided.
- Confined areas should be ventilated frequently.
- In case of shared items in the office, users are required to wash and disinfect their hands every hour.
- Offices are frequently ventilated, allowing fresh air to enter the environment.
- Before the tools and equipment (buggy, departmental tools and equipment) to be used in the facility start to be used, steering wheel, control buttons, etc. The points that come into contact with hands should be cleaned with disinfectant liquid. Hands are washed before and after cleaning. Gloves are used during cleaning.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

### SUBCONTRACTORS AND VISITORS COMING OUTSIDE THE FACILITY

- In addition to the measures to be taken for the Low Risk Group;
- No subcontractor, supplier or visitor is accepted inside the facility unless it is mandatory.
- Subcontractor, supplier or visitor with signs of illness (fever (38 °C), cough and shortness of breath) not taken.
- Fever measurements are made at the entrances to the facility, and a mask of subcontractors, suppliers or visitors with high fever (38 °C) is worn. It is never taken into the facility. Visitors are isolated at appropriate places and the Senior Management is informed. The authorized health institution is informed with the approval of the senior management. The measurements made are recorded in the FIRE MEASUREMENT REGISTRATION FORM.
- People coming from outside the facility use the cafeteria at the time determined for them. It is forbidden for subcontractors, suppliers or visitors to use the cafeteria during other hours.

### HIGH RISK GROUP:

#### SECURITY PERSONNEL / FRONT OFFICE STAFF

- In addition to the measures to be taken for the Low Risk Group, the departmental measures mentioned above (Page 9) are also taken.

### VERY HIGH RISK GROUP-POSSIBLE CASE

- Personnel and visitors who show symptoms of the disease are informed to the workplace health units and supervisor, and the person is isolated by the workplace doctor and referred to the relevant health institution.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

### COMMUNICATION WITH NON-ORGANIZATIONAL AUTHORITIES IN EMERGENCY SITUATIONS:

- The phone numbers specified in the Emergency Notice Numbers List, which may be required in emergencies, should be posted in places accessible to everyone and should be kept up to date.

Emergency teams will also provide in-group communication between them via their phones.

KURUM	ACIL DURUM	TELEFON
Fire Department	Fire	110
Police	Sabotage	155
Gendarme	Security Violation	156
Public Hospital	Accident, Illness	0212 529 4400
Agriculture and Forestry Directorate	Leakage / Food Poisoning	0216 468 2100
Ministry of Family and Labor	Work accident	0212 511 4275
HELLO 184	Epidemic Diseases -Covid-19	184
Governorship		0212 455 59 00

Yönetim Temsilcisi

Hazırlayan

©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number  
and date

Release date

12.08.2020

Emergency

112

Note: The numbers to be called for external communication should be called with the instructions of the Operations Manager.

- The reason for the search should be stated briefly and clearly.
- The location should be stated clearly and understandably, if necessary, location information should be shared.
- Do not panic.
- Officials trying to help should be heard and their questions answered clearly.
- The directives given on the phone must be followed.

### VEHICLES AND HOSPITALS TO BE SHIPPED TO PATIENTS AND WOUNDED:

- The sick and injured are called 184 CORONA VIRUS CONSULTATION LINE and transferred to the health institutions by the vehicle in the enterprise or by the ambulance.

### TRAINING AND EXERCISES:


#### Trainings:

- Training has been provided to the personnel regarding all kinds of emergencies that may occur and defined in this plan.
- "EMERGENCY RESPONSE TRAINING" has been organized and recorded by the Occupational Health and Safety Specialist against emergencies that may occur in our business.
- "HYGIENE TRAINING" has been arranged and recorded for all personnel.
- Integrated disinfection methods training for all personnel has been organized and recorded.
- All trainings for all personnel within the scope of occupational health and safety were organized and recorded.

Yönetim Temsilcisi

Hazırlayan

©Tüm Telif Hakları CC FACILITY SERVICES' e aittir.

	EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN	Document number:	
		Revision number and date	
		Release date	12.08.2020

• Safe tourism system procedures and instructions, Isolation room general conditions, Personal protective equipment usage, Storage Methods and FIFO rules, Fruit and vegetable disinfection and witness sampling, Food hygiene and risky food management, Cleaning of contact areas and general cleaning practices were organized for all personnel. and recorded.

#### Exercises:

- Practical exercises were carried out with the personnel regarding all kinds of emergencies that may occur and defined in this plan.
- Exercises are planned to be at least once a year.
- After each exercise held; Relevant training forms are filled and a detailed report with pictures of the exercise is prepared. The signed lists of the personnel participating in the exercise will be kept in these reports.

#### WASTE MANAGEMENT:

- Mask, gloves and other personal hygiene material wastes generated after all activities in the facility are separated from other wastes. It is stored in two tightly closed bags, at least 72 hours in temporary storage areas. After being stored, it is managed as "domestic waste" in the category of "other waste" and it is delivered to the municipality.

#### APPLICATION IN EMERGENCY SITUATIONS:

##### Control of Measures Taken Against Corona Virus and Action Style

Corona virus measures are constantly checked and are always ready for use.

- Entrance areas of the ambulance should not be kept closed,
- The quarantine zone should be determined in the facility,
- All employees are taught telephone numbers and action styles to report in the event of an illness. Corona Virus Hotline: 184





## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number

and date

Release date

12.08.2020

### NATIONAL OR REGIONAL STREET PROHIBITION STATEMENT - MEASURES TO BE TAKEN IN CASE OF RESTRICTION OF

#### INDIVIDUAL MOVEMENT

- The implementation of curfew / restriction of individual movement starts based on the notifications made by official institutions to the facility.
- Although the implementations regarding the curfew / restriction of individual movement include an all-encompassing measure aimed at protecting the public health, business activities may be exempted from this restriction in order to meet the minimum basic needs of the country / region.
- The measures to be taken in addition to the precautions depending on the exemption of the facility operation from the restriction are described below. Apart from these defined measures, additional measures to be communicated by official institutions are also absolutely implemented.

MEASURES TO BE TAKEN IF THE FACILITY WORKS CONTINUE: • The top management of the enterprise determines who will be assigned to the facility and the necessary permissions and approvals are obtained from the official institutions. • Anyone who is not approved for assignment from official institutions is not allowed to enter the facility. The security department pays utmost attention to this issue. The Security Manager personally monitors the relevant process on site. • The coordination of personnel in and out of the facility, transportation, eating and drinking and ensuring minimum hygiene conditions are in the Human Resources Department. • In this regard, chief personnel department supervisors provide the necessary support to the HR department. • The temperature of everyone who will enter the facility area is measured and preventive measures are taken in order to detect possible risky cases. This measurement is made by security (main door entry) personnel under the direction and control of the workplace doctor. • The person whose fever is detected above 38 ° C is immediately directed to the workplace health unit and the relevant supervisor is informed. The workplace is isolated by the health unit and transferred to the relevant health institution. • Facility workplace health unit personnel can monitor the temperature of the staff in charge during the sampling method during working hours. • In the event that the corona virus test results are positive in the employee and / or family members in the facility area, the guidance and decisions of the official institutions (Ministry of Health, Labor Department, etc.) regarding the operation in the facility area are followed. If the functioning will continue in line with the measures and measures taken by the institutions, the workplace health unit will measure and evaluate the fever of all personnel every day. • In the event that the official institutions decide to terminate the operation in the facility area based on the above incident and the facility area is declared as a quarantine area, measures start to be implemented according to this plan \*



## EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN

Document number:

Revision number

and date

Release date

12.08.2020

• Until the curfew / restriction of personal movement is lifted, the continuity of the above-defined operation is ensured by all

employees.

• With the lifting of the ban / restriction, the implementation of the measures in the EMERGENCY ACTION PLAN OF PROTECTION FROM CORONA VIRUS (COVIT-19) is valid until a second decision.

MEASURES TO BE TAKEN IN CASE OF STOPPING FACILITY WORKS: • The cessation of work starts with the date and time specified in the notification by official institutions. Until this time period, it is ensured that the facility site is dehumanized in a controlled manner. • The names of the Security and Technical Service personnel who are required to remain on duty in the facility area are determined by the relevant department chiefs under the coordination of the senior management and their permissions are obtained from the relevant official authority. • Entering the facility is completely prohibited, except for on-duty personnel, after the defined time period for stopping the work. • In case of an unusual / unexpected entry-exit request at the facility, it is carried out by the Security Manager with the approval of the Operations Manager and the permission of the law enforcement officers. • All department employees will leave the facility by taking the general safety and OHS measures of their duty areas at the date and time determined by the facility top management. • Before leaving the facility site, the general safety and OHS measures defined below are fulfilled under the responsibility of the relevant department supervisor and under the responsibility of all employees.

GENERAL SAFETY AND OHS MEASURES TO BE TAKEN: • Electronic devices that are not used in work areas should be turned off and plugs should not be left in the socket. • Doors and windows in work areas should be closed. • Although the process may take a long time, you may need personal items and possibly spoilage food, garbage, etc. It is not left in offices / work areas. • Materials that may cause fire are not kept in offices and working areas. • Technical workshop etc. In places, it is ensured that this material is removed to locked and suitable storage areas. • Necessary measures are taken in line with the possibility of varying weather conditions. • During this process, if any changes are made in the address and contact information of the employees, the department managers and the Human Resources Department are definitely informed. • It is not allowed to leave the house except when it is not necessary (medicine, food and cleaning products, etc.). • Employees are advised not to go out of town in case of emergency calls.

### RENEWING THE EMERGENCY PLAN

• In the event of changes in the workplace that may affect the determined emergencies or cause new emergencies, the emergency plan is fully or partially renewed depending on the magnitude of the impact.

• Emergency plans; are renewed at the latest every two, four and six years, respectively, in very dangerous, dangerous and less dangerous workplaces according to the hazard class.