

Bahçeşehir Cyprus University Pandemic Period Applications Guide



CONTENTS

- General Hygienic Measures
- Ways of Working
- Use of Offices
- Use of Meeting Rooms and Meetings
- Use of Classrooms and Labs
- Use of Library
- Use of Common Areas and Food-Beverage
- Procedures for COVID-19 Suspicion, Close Contact and Positive Cases
- Precautions to be Taken in Transportation

Primarily...

- ❑ As Bahçeşehir Cyprus University Administration, we constantly monitor the changing pandemic conditions and make changes in our practices when necessary. We will update the information we provide in this guide as needed and share them with you again.
- ❑ All these measures will only be effective as a result of the individual compliance of all Bahçeşehir Cyprus University members with mask, distance and hygiene measures inside and outside the campus.

General Hygienic Measures

- ❑ Hand sanitizer is placed at points that are frequently used.
- ❑ Air conditioning is not used.
- ❑ Temperature and mask are checked at the entrance to all campus buildings.
 - People without masks are not allowed to enter campuses. (Masks are provided for employees)
 - People with a temperature of 37.5 and above that are measured from their wrist without contacting, are not admitted to the campus, in case they have a rest for a while and still have a high fever after the second measurement. They are sent to hospital.

Ways of Working

- ❑ For the Academic and Administrative Staff, the necessary hygiene conditions and distance order were made and working organization was done in such a way that all the staff would be on the campus everyday.

Use of Offices - Offices that can be Ventilated with Glass

- ❑ In closed offices: Single-person offices can be used in their current situation.
 - In offices with more than 1 person, there should not be more than 1 person per 4m²; people's sitting arrangements should be adjusted to be 1.5m apart.
 - Offices should be ventilated by opening windows for 10 minutes, every 30 minutes.
- ❑ In open offices: There should be no more than 1 person per 4m²; people's seating arrangements should be adjusted to be 1.5m apart.
 - Offices should be ventilated by opening windows for 10 minutes, every 30 minutes.
 - Use of mask is mandatory while working in the offices.
 - In case the above seating arrangements cannot be provided in the offices, it is recommended that the use of single-person offices by other academicians, especially when they are empty should be organized by the Deans/Directorates.
 - Office workers are responsible for the ventilation of the offices.

Use of Offices

- ❑ In closed offices : Regardless of the m² of the office, the office should be used by a single person every day. It is important to clean and ventilate it in the evening so that a different person can use it the next day.
- ❑ The use of masks is mandatory while working in offices.
- ❑ The responsibility for the ventilation of the offices belongs to the office users.

Use of Meeting Rooms and Meetings

- ❑ It is recommended that all meetings are done via MS Teams.
 - Meeting rooms that can be ventilated with glass can be used when necessary by adhering to the following rules:
 - Up to maximum 5 people can gather.
 - At least 1.5m should be provided between people and 1 chair should be skipped when sitting.
 - Use of mask is mandatory.
 - Food & beverage shouldn't be taken.
 - Ventilation should be provided once in maximum 30 minutes, for at least 10 minutes between each meeting.

The responsibility of ventilation belongs to the participants in the meeting and the janitors in that floor.
- ❑ Meeting rooms that cannot be ventilated with glass should not be used.
- ❑ For meetings in offices (such as instructor-student meetings), only 1-1 meetings can be held for a maximum of 15 minutes in accordance with the mask-distance rules.
- ❑ Apart from that, open air spaces should be preferred for longer or more crowded meetings.

Use of Classrooms and Labs

- ❑ In classrooms and labs that can be ventilated with a glass:
 - If the classroom has an amphitheatre or a tabled layout and has a fixed position, one row is planned for allocation and one row is left empty and a space is left between each chair which will be used in the rows that are planned for allocation.
 - In classrooms with a chair with armrest, the capacity is calculated as one student per 4m². That amount of chair is left. Besides, locations of chairs are determined by stickers.
 - At the work stations in laboratories, if 1.5m can be provided between each working station, capacity is determined according to the number of stations, and if it is not possible, it is determined by reducing it in such a way that this order can be provided.
 - Classrooms should be ventilated by taking a 20-minute break every 40 minutes in the lessons to be taught in these classrooms/laboratories.

- ❑ Wearing masks in classrooms and labs is mandatory.

- ❑ The responsibility for the ventilation of classrooms and laboratories lies with the relevant academicians.

Applications of Hybrid Lessons in Classrooms

- ❑ In order not to lose expression during the lecture, the academicians can teach with a visor without using a mask, if they can maintain a distance of 3m between the first row of students sitting. In cases which this cannot be done, the use of mask is mandatory.
- ❑ The use of mask is mandatory in applied lesson where the academician is not in a constant state of speaking and works closer to the students.
- ❑ In addition to the general attendance taken, it is mandatory to get a list of students who are present in the course physically in order to detect close contact when necessary.

Library Areas and Computer Labs

- ❑ Any open or closed working area that is not ventilated with glass shouldn't be used.
- ❑ In open working areas that can be ventilated with glass:
 - A minimum distance of 1.5m should be provided between the chairs in the layout plan.
 - The places of tables and chairs shouldn't be changed.
 - The use of mask is mandatory.
- ❑ Closed working areas that can be ventilated with glass must be disinfected between each users or not used.
- ❑ The total number of people in the library must be kept under control constantly and the total capacity which is one person per 4m² shouldn't be exceeded.

Elevators

- ❑ The appropriate number of people according to m^2 has been determined for the use of elevators. More crowded use than this is inconvenient.
- ❑ The use of masks is mandatory in the elevators.

Corridors and Common Areas

- ❑ Waiting in the corridors is not recommended.
- ❑ Passing routes will be marked to reduce the traffic.
- ❑ Social distancing is maintained in common areas and the use of masks is mandatory.
- ❑ Insistently warn people who do not use masks and ask for help from the security guards in case they don't comply with your warnings. In case of non-compliance to these rules, security officers will keep a record and necessary measures will be taken.

Cafeterias and Tea spots

- In the cafeterias, the tables are placed in such a way that there is at least 1.5 m between people. Placed table and chair arrangements mustn't be changed in any way.
- Lounges next to the tea spots mustn't be used. Outdoor must be preferred for tea breaks.
- Only disposable cups will be served at the tea spots.
- It must be remembered that activities such as eating, drinking tea and smoking are the riskiest activities in terms of virus infection and maximum attention must be paid to precautions.

In case COVID-19 is detected among Bahçeşehir Cyprus University Students and Staff

- ❑ If one of our students/employees test positive for COVID19, it is expected that the person or a relative or other BAU Cyprus students/employees who are aware of this situation will inform BAU COVID19 Prevention and Supervision Committee.
- ❑ The relevant Committee makes a close contact list of BAU Cyprus members by getting in touch with our student/employee who test positive for COVID19 on the phone, if his/her situation is convenient. BAU Cyprus members with whom our student/employee has been in close contact in last 5 days are informed and followed up by the relevant Committee on the phone. **Close Contact:** Refers to all people who stay in the same household, work in the same office and contact with people who attend the lesson together in the same class without a mask, and those who stayed at a distance of less than 1.5m for more than 15 minutes while wearing mask.
- ❑ CLOSE CONTACT PROCEDURE is applied to BAU Cyprus Students and Employees who are in a close contact. (in the following slide)
- ❑ Areas such as office, meeting room, classroom that are used by our student/employee are disinfected.

In case of Suspicion or Close Contact with COVID-19 among Bahçeşehir Cyprus University Students or Staff.

- ❑ If you have the symptoms of COVID19 (SUSPICION PROCEDURE);
 - Inform BAU COVID 19 Prevention and Supervision Committee about your situation 24/7.
 - Quickly go to the nearest hospital and get tested.
 - Rest at home and isolate yourself until you get a negative test result.

- ❑ If COVID19 has been detected in one of the people you had a close contact with (CLOSE CONTACT PROCEDURE), inform the relevant Committee, do not come to campus and isolate yourself.

- ❑ If you have symptoms go to the nearest hospital immediately, if you don't have, isolate yourself for 14 days and then go get tested in the nearest hospital.

- ❑ Rest at home and continue isolating yourself until you get a negative test result.

- ❑ In case it is determined that the people who should be in isolation are on the campus, required precautions will be taken by security units.

Precautions to be Taken in Transportation

- The students to be transported must be planned in such a way that they do not exceed 50% of the vehicle capacity.
- Buses must be hygienic and cleaned before and after transporting students. Especially the areas that are touched by hand must be disinfected.
- There must be a sanitizer in every bus.
- Before each student gets on the bus, their temperature must be taken and hands must be disinfected.
- Social distancing must be observed when getting on and off the bus. The first student to get on the bus must be seated starting from the back. They must get off the bus from front to back.
- Students mustn't be taken to the bus without a mask. Besides, the driver must wear a mask.
- Students mustn't remove their masks along the way.

In this period, you can forward all your opinions and suggestions to the BAU Covid-19 Prevention and Supervision Committee.

We wish you healthy days...