

## MANAGEMENT SYSTEMS

### COVID-19 INFECTION PREVENTION AND CONTROL EMERGENCY ACTION PLAN

PROCEDURE  
NO : SHE-PR-002 –EK-3  
REV. NO : 2  
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#### COVID-19 (CORONA VIRUS) INFECTION PREVENTION AND CONTROL EMERGENCY ACTION PLAN

##### 1. AIM

It has been prepared for the purpose of protection from the COVID-19 Pandemic within the scope of ensuring Public Health, Employee Health and Business Continuity.

##### 2. SCOPE

This emergency action plan covers all businesses within SASA Polyester Sanayi A.Ş and actions to prevent all epidemic dangers that may come from outside SASA. In general, it is essential to act in line with the information or circulars to be published by the Ministry of Health. The contents of this information and circular can be added to the action plan later.

HISTORY	VALIDITY DATE	EMPLOYER'S REPRESENTATIVES SIGNATURE	OCCUPATIONAL SAFETY EXPERTS SIGNATURE	WORKPLACE DOCTORS SIGNATURE
30.04.2021	30.04.2022			

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#### 3. PRECAUTIONARY LEVELS

The following precaution levels have been determined according to the spread of the epidemic . What needs to be done according to these precaution levels are stated in the other articles below.

- Level 1: CONSCIOUSNESS
- Level 2: WARNING
- Level 3: SERIOUS
- Level 4: SEVERE
- Level 5: CRITICAL



#### 4. DEFINITIONS and ABBREVIATIONS

**WHSU:** Workplace Health and Safety Unit

#### 5. TRANSMISSION CHARACTERISTICS OF PANDEMIC COVID-19

The new type of coronavirus is a very new type of virus as of the date of detection. Research on this virus continues all over the world and new information and findings are constantly obtained regarding the transmission, spread, prevention and treatment of the virus. The information regarding the new type of coronavirus in this guide is up-to-date as of the publication date of the guide, and new developments should be followed and applications should be updated accordingly.

##### 5.1. Ways of Transmission

It is based on the assumption that the transmission characteristics of COVID-19 are similar to the 2003 SARS-CoV epidemic. It bears initial phylogenetic and immunological similarities between COVID-19 and SARS-CoV. Transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing and contact with contaminated surfaces. In addition , it is transmitted when sick individuals come into contact with the droplets released by

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coughing and sneezing with other people's hands and then put their hands to the mouth, nose or eye mucosa.



### 5.2. Incubation and Infection Period:

As a result of the evaluation of the clinical and epidemiological characteristics of SARS-CoV-2 cases, it is known that they can be contagious up to 1 day, rarely 2 days before the onset of symptoms. But in most cases, individuals are generally considered contagious while they have symptoms, and contagiousness depends on the stage of the disease and the severity of their symptoms. The average time from symptom onset to clinical improvement is considered to be approximately 2 weeks in mild cases and 3-6 weeks for severe or critical cases. Case reports indicating contagion during the asymptomatic period report that a patient shed virus before the onset of symptoms. International data show that infection decreases significantly within 7 days after the onset of symptoms.

### 5.3. Contamination Precautions:

**5.3.1. Contact precautions:** Used to prevent and control infection through direct contact with the patient or indirectly. Contact is the most common way of transmitting infection.

**5.3.2. Droplet precautions:** Used to prevent and control transmission of infection from an individual's respiratory tract directly via droplets ( $>5\mu\text{m}$ ) over short distances to the conjunctiva or mucosal surface of another individual. Droplets penetrate the respiratory system above the alveolar level. The maximum distance for cross-transmission through droplets has not been precisely determined, but the risk area is often reported in the medical literature as a distance of approximately 1.8 meters (6 feet) around the infected individual.

**5.3.3. Airborne (aerosol) precautions (respiratory precautions):** Used to prevent and control the transmission of infection from the respiratory tract of an individual via aerosols ( $\leq 5\mu\text{m}$ ) directly to the conjunctiva of another individual or without close contact with a mucosal surface. Aerosols penetrate the respiratory system to the alveolar level. These are the precautions taken to prevent particles smaller than  $\leq 5\mu\text{m}$  from transmitting infection from the respiratory tract of the sick individual to the mucosal surfaces of the healthy person via aerosols. Being in the same environment, especially in closed environments, even if not in close proximity, increases the risk of transmitting the infection.

The COVID-19 virus spreads when an infected individual coughs, sneezes, etc. It is transmitted directly to an individual's mucosal surface, eye (conjunctiva) or environmental surfaces via droplets from the respiratory tract.

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Interrupting transmission of COVID-19 requires both droplet and contact precautions; If an aerosol generating operation (AOP) is being performed, aerosol precautions may be required in addition to contact precautions. In the laundry, all kinds of belongings, clothes and sheets belonging to people who are determined to be sick should be considered contaminated (these can be placed in melting bags and thrown into the machine; provided that they are washed at at least 60 degrees) and should be evaluated as potential AOPs.

Appropriate mask wearing is required in all areas. Masks provide a physical barrier to minimize contamination of the oral and nasal mucosa.

All personnel must use PPE and/or job-specific uniform/clothing during work. Goggles or visors (face protection) should be used in any work where there is a risk of droplet splashing.

### 6. PROTECTION AND CONTROL MEASURES

#### 6.1. Standard Infection Control Precautions (SICPs):

Standard Infection Control Precautions (SICPs) are basic infection prevention and control measures necessary to reduce the risk of transmission of infectious agents from both known and unknown sources. Source of infection; Any equipment or product in the patient environment that is contaminated with blood and other body fluids, secretions and excretions (other than sweat), patient excretions. SICPs must be carefully implemented by all personnel in all service areas, always in accordance with the organizational plan. These measures generally include the following:

- Acting in accordance with the general measures taken for COVID-19 within the business,
- Maintaining physical distance,
- Wearing a mask,
- Ensuring appropriate cleaning and disinfection procedures,
- Compliance with respiratory hygiene and cough/sneeze etiquette,
- Providing hand hygiene.



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#### 6.2. Transmission Based Precautions (TBPs)

When SICPs alone are insufficient to prevent cross-contamination of an infectious agent, Transmission Based Precautions (TBPs) are applied. TBPs is additional infection control measures required during the provision of services to a patient infected with a known or suspected infectious agent. TBP is categorized by infectious agent's transmission way.

These precautions are generally the actions to be taken during and after contact with people suspected or diagnosed with COVID-19:

- Ensuring that the person is isolated and remains isolated
- Use of appropriate PPE when handling contaminated materials, including personal intervention
- Performing appropriate disinfection procedures for contaminated materials and areas
- Providing hand hygiene
- Ensuring ventilation of the room

#### 6.3. Procedures for Confirmed Persons Showing COVID-19 Symptoms:

The organization must act in accordance with the Action Plan for Hygiene, Infection Prevention and Control regarding the actions to be taken in cases where one of the employees, visitors or third parties shows symptoms of COVID-19. Actions should be taken immediately in accordance with the action plan to minimize the contact of the person showing symptoms with other people. The action plan prepared for situations where COVID-19 symptoms are observed should at least follow the steps listed below;

- The person showing symptoms is asked to wear a medical mask, if he can tolerate it, and the person is taken to a separate area; The workplace doctor and the local health authority are informed and the person is referred to a health institution.
- After reporting the situation to the local health authority to direct the patient to the pandemic polyclinic of the local hospital for treatment, the physician will decide how the treatment will continue, but the treatment process cannot continue at the workplace.
- Sick personnel should not continue to work at the workplace, and medical care needs can be provided by the organization's health personnel.
- A room or toilet should be designated to be used only by this sick person.
- The sick person's use of common areas in the business should be limited.
- Must be ensured to wear a mask at all times. Hand hygiene should be ensured after coughing and sneezing. Environmental contact should be minimized.
- If the use of a mask cannot be tolerated by the sick person, a cotton cloth (disposable wipe) should be provided to cover the mouth and should be thrown into a medical waste bag immediately after use. If a medical waste bag is not available, it should be placed in a sturdy double plastic bag and sealed and disposed of as household waste; Hands should be cleaned with soap and water or alcohol-based hand antiseptic.

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- The room where the patient is isolated should be ventilated.
  - Additional protective equipment should always be used when caring for a person with significant COVID-19 symptoms (fever, dry cough, or difficulty breathing), including a mask, eye protection, gloves, and gown. The protective equipment used should be removed carefully (avoiding touching the front of the mask and avoiding contact with dirty surfaces of other protectors).
  - First, gloves and clothing should be removed, hand hygiene should be performed, then eye protection should be removed, lastly the mask should be removed and hands should be cleaned immediately with soap and water or alcohol-based hand antiseptic.
  - Gloves and other disposable items that come into contact with the body fluids of a person with symptoms are considered medical waste and are disposed of appropriately.
- If the person showing COVID-19 symptoms is an employee on the establishment's campus, his/her work is stopped, the local health authority is notified and the authority's instructions are implemented.

### 6.4.Evacuation/Transfer of Suspected COVID-19 Case:

In order to minimize the risk of infection and impact on other people, the symptomatic person must leave the facility in accordance with the instructions of the facility management and the local health authority. As a result of the evaluation of the health authority, the suspicious case should be directed to the most appropriate health institution, taking into account the recommendations. Identification and management of possible contacts of the sick person should be carried out in accordance with the instructions of the health authority.

The organization must implement cleaning and disinfection programs, in accordance with the Action Plan for Hygiene, Infection Prevention and Control, for the cleaning and disinfection of the area used by the sick person.

If there is an ambulance within the organization, the rules in the Ministry of Health COVID-19 Guide are applied.

### 6.5.Non-Affected Employees:

Unaffected employees are those considered to have low-risk exposure. Whether or not there is a possible COVID-19 case in the organization, information about the disease, transmission and preventive measures should be provided.

Businesses should be asked to self-monitor for symptoms of COVID-19, including fever, cough or difficulty breathing, for 14 days from the date the patient is transferred or departed.

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If they develop symptoms suggestive of COVID-19 within 14 days, they are asked to immediately notify their supervisor, self-isolate, and contact local healthcare providers.

#### 6.6.Filiation/Surveillance:

Immediately after a suspicious case is detected in the organization, workplace physicians will contact the provincial health directorate and the process will be coordinated.

#### 6.7.Contractors, External Service/Service Providers, Product and Service Suppliers:

Contractors, external service/service providers, product and service suppliers must follow safe working systems. It is also obliged to comply with the organization's practices and national authority rules to prevent the spread of COVID-19.

The organization must inform its suppliers about the rules to be followed and ensure their implementation.

### 7. THINGS TO DO

#### 7.1.THINGS TO BE DONE FOR EMPLOYEE HEALTH

Level	Things to Do	Responsible
S 1	Basic hand hygiene training and poster information should be provided.	WHSU / Unit Managers / Experts / Administrative Affairs
S 1	Posters and training should be provided on coronavirus symptoms.	WHSU / Unit Managers / Experts / Administrative Affairs
Q2	Posters should be provided or prepared to inform employees and hung in places where employees can reach them.	WHSU / Unit Managers / Experts / Administrative Affairs
S 1	Gloves, Mask etc. Personal protective equipment, hand disinfectant products and cleaning disinfectants should be supplied.	Administrative Affairs / Purchasing Specialists
S2	All surfaces, including doors and door handles, should be cleaned frequently with appropriate detergent/disinfectant.  If there is no person determined to have COVID-19 in the facility, frequent cleaning of all surfaces, including bathrooms, toilets, sinks and	Unit Managers / Experts / Administrative Affairs



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door surfaces, with water and appropriate detergent is sufficient. Bathrooms, toilets and toilets are disinfected with diluted bleach at least once per shift. To prevent hand contact, personnel sinks should have hand-free taps and contact-free dispensers, if possible.



If possible, hand sanitizer devices should be located at each toilet/sink entrance (ideally both inside and outside). A banner/poster/warning sign should be placed to remind visitors and staff to wash their hands with soap and water for at least 20 seconds each time. If possible, a pedal bin should be placed near the exit to make it easier for staff and customers to throw away paper towels and similar waste. If available, necessary precautions should be taken to prevent the use of hand dryer devices.

The ventilation system of toilets should be clean and air circulation should be sufficient and appropriate.



**Q2**

If there are personnel who have come from one of the Level 3 and above countries in the last 14 days, they should be directed to the nearest health institution (Family Physician, Hospital) by wearing a surgical mask.

Workplace Physicians /  
Human Resources /  
Administrative Affairs

**S 1**

If there is a personnel who is coughing, has a fever and has difficulty breathing, they should be sent to the nearest health institution by wearing a surgical mask.

Workplace Physicians /  
Unit Managers /  
Specialists /  
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<b>S 3</b>	Employees with fever (38 C and above) should be directed to the hospital. (A non-contact, thermometer gun must be provided to identify personnel with fever.)	Workplace Physicians/Administ.Affairs
<b>S 1</b>	The disease situation in the country will be learned by Workplace Physicians from their relevant institutions and the necessary information will be shared with the senior management and all units.	Workplace Physicians
<b>Q2</b>	Level updates will be made by Workplace Physicians in case of epidemic situations that may occur in the country.	Workplace Physicians

#### 7.2.PERSONAL PROTECTION MEASURES



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Level	Things to Do	Responsible
S 1	<p>Hand hygiene is the most critical element of standard infection control measures (SICP) and is necessary to reduce personal transmission of infection. Hand washing facilities should be provided for all personnel, customers, visitors and service personnel at the entrance to the facility and at appropriate points where possible. At points and areas where hand washing is not possible, hands should be rubbed and cleaned with an alcohol-based antiseptic.</p> <p>Hand hygiene, mask, face protective (visor) uniform, etc. Removal should be done again immediately after transporting the waste and after any action or contact that may cause contamination of hands.</p> <p>Before providing hand hygiene;</p> <ul style="list-style-type: none"> <li>Rolling up the sleeves (up to the elbows, if possible),</li> <li>Bracelets, rings etc. removing jewelry,</li> <li>Nails should be clean and short; making sure that fake nails or nail products are removed,</li> <li>Skin integrity is compromised, wounds, cuts, etc. Information should be given about covering the areas with a waterproof tampon. Hand hygiene should be given importance.</li> </ul> <p><b>Hand Washing and Scrubbing Technique</b></p> <p>Hand hygiene includes washing hands with soap and water when hands are dirty or visibly contaminated, and cleaning with alcohol-based hand antiseptic for routine hand hygiene.</p> <ul style="list-style-type: none"> <li>Hand washing should be done thoroughly and for a sufficient amount of time, at least 20 seconds, to neutralize the virus.</li> </ul> <p>Good practice: Cleaning hands with soap and water.</p> <p>Antiseptic dispensers for all personnel should be positioned at the closest point within the work area, and when this is not possible, pocket antiseptics should be used. The antiseptic agent use technique should be applied well and for a sufficient time (between 20 and 30 seconds) to clean the hands and inactivate the virus.</p> <ul style="list-style-type: none"> <li>When there is no opportunity to provide hand hygiene, such as when water is not available or it takes time to reach water, people should be encouraged to rub with an alcohol-based antiseptic. However, especially staff should be advised to wash their hands at the first opportunity.</li> </ul>	All Employees
S 1	Hand disinfectant must be available at the entrances and exits of all businesses/units.	Administrative Affairs
S 1	Shaking hands, shaking hands and kissing are prohibited.	All Employees
S 1	Mouth, nose and eyes should not be touched with dirty hands.	All Employees
S 1	Crowded environments should be avoided as much as possible.	All Employees
S 1	When coughing or sneezing, the mouth and nose should be covered with a disposable tissue. If a tissue is not available, the inside of the elbow should be used.	All Employees

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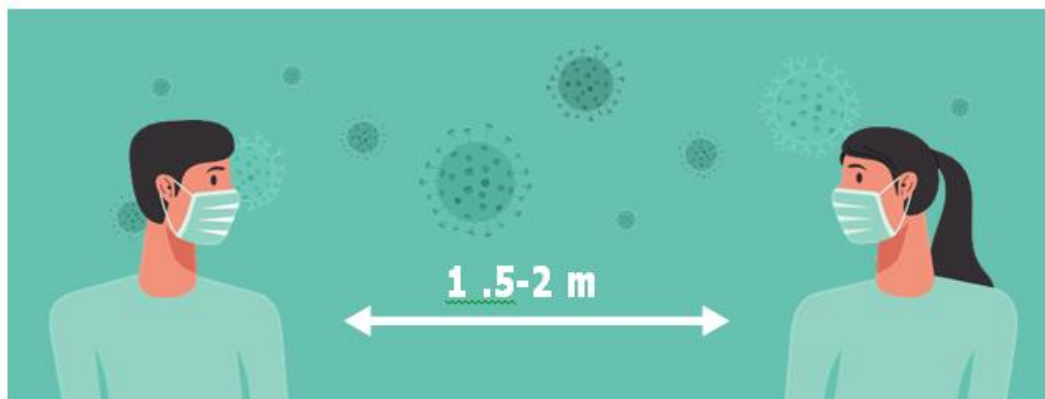
<b>S 1</b>	<p>Closed areas, especially workplaces, offices and rest rooms, are frequently should be ventilated.</p> 	Managers/ Experts
<b>S 1</b>	To strengthen the immune system, a balanced and healthy diet should be taken. Foods should be washed thoroughly before consumption.	All Employees
<b>S 1</b>	Spitting on the ground; It is forbidden to throw butts, tissues, medical masks and garbage.	All Employees
<b>S 1</b>	Hand washing training should be given practically and controlled by unit managers in all units.	Workplace Physicians
<b>S 1</b>	Employees in all units should be informed about coronavirus symptoms.	WHSU / Unit Managers / Experts / Administrative Affairs
<b>S 1</b>	Daily showering is required and clothing cleanliness must be checked.	Managers/ Experts
<b>S 1</b>	Employees can sunbathe in daylight as much as possible, encouraging measures and off-site activations can be organized.	Unit Managers / Administrative Affairs
<b>S 1</b>	It is mandatory to wash hands before every rest and meal break.	All Employees
<b>S 1</b>	All equipment requiring hygiene (cups, towels, etc.) must be personal. It will not be used jointly.	All Employees
<b>S 1</b>	Hands should be washed before starting cleaning (without wearing gloves) and after cleaning is completed.	All employees

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<b>S 1</b>	Employees with high fever, cough, cold or flu symptoms should not be employed during their treatment.	Workplace Physicians
<b>Q2</b>	Contact with stray animals and poultry should be avoided. Existing stray animals in the facility should be removed.	All Employees
<b>S 3</b>	<p>Droplets are effective only for short distances in the air; A distance of at least 1 meter was determined to prevent droplet spread. This distance is not an absolute value and should be considered as a minimum. Where possible, it is recommended to set a slightly greater safe distance (e.g. 1.5-2 m). This distance may be even greater in areas with air conditioning or ventilation systems. All measures in the organization should be designed accordingly.</p> <p>Physical distance rules should be applied in all kinds of meetings, including organization managers. If possible, meetings should be held via teleconference. Organizations where physical distance may be violated both during and outside working hours (e.g. sports activities, picnics, office visits outside the scope of work, etc.) should be avoided.</p> <p>In situations where collective presence is required (training, briefing, meeting, meal, etc.), procedures should be implemented to ensure that there is a distance of at least 2 m between people.</p>	WHSU / Unit Managers / Experts / Administrative Affairs
<b>S 3</b>	Conducting interviews and meetings via remote connection (electronic environment)	All employees
<b>S 4</b>	Referring all employees showing symptoms of epidemic disease (cough, runny nose, sore throat, fever for Covid-19) to the Workplace Health Unit. Informing about this situation.	All employees / WHSU / Unit Managers / Experts / Administrative Affairs



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#### 7.3. TRAVEL PRECAUTIONS

Level	Things to Do	Responsible
S 1	<b>Business travel</b> to countries at levels 3, 4 and 5 is prohibited. Those who need to travel must obtain approval from the General Manager.	All Employees/Employer Representatives
S 1	SASA employees and foreign employees, consultants, guests or visitors entering Turkey from abroad (14 days for Covid-19) will not be admitted to SASA without self-quarantine and positive test results.	All employees / WHSU / Unit Managers / Experts / Administrative Affairs
S 1	Intercity travel plans should be reviewed and travel should not be avoided if not necessary.	All Employees
S 1	If travelers have symptoms of acute respiratory infection, they should use a surgical mask and cough during cough; should keep their distance, cover with a disposable tissue and wash their hands.	All Employees
S 1	Hotel, plane, bus etc. Consuming products that are susceptible to contact should be avoided.	All Employees
S 1	Foreign travel should be prohibited regardless of level difference. Those who need to travel should inform the Board of Directors.	All Employees
S 3	Travel outside the city should be prohibited. Those who need to travel should inform the Board of Directors.	All Employees

#### 7.4. THINGS TO DO DURING WORK

Level	Things to Do	Responsible
S 1	It should be determined how basic needs will be requested and logistic support will be provided during the crisis.	Purchasing/General Manager/Deputy General Managers
S 3	Procedures must be implemented to ensure that there is a distance of at least 1.5 m between people in the factory.	All employees / WHSU / Unit Managers / Experts / Administrative Affairs
S 3	Entrance to the factory should be limited to essential workers only. Factory entry should only be done in a controlled manner. Visitor cards must be disinfected before each use. Such as a walkie-talkie/phone shared by security personnel	WHSU / Administrative Affairs

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It should be ensured that the materials are properly disinfected during shift changes and before delivery. Necessary PPE should be provided for security/desk personnel, face shields used should be cleaned and alcohol-based hand antiseptics should be available.

It is recommended that security personnel be located in glass cabins to reduce the possibility of face-to-face contact. If there is no such possibility, arrangements should be made to ensure a distance of at least 1 meter between those entering the establishment and security guards. If you want to stay away from 1 meter, wearing a mask is sufficient. If a body search is to be carried out, a mask and glasses/face protection must be used.

Employee visitors should be limited as much as possible. If the physical infrastructure of the organization is suitable, a visit reception area should be created and meetings should be held in this area.



To prevent physical contact at door/turnstile entrances, services should ensure that employees are dropped off at a certain distance or in a suitable area.

Warning lines, strips and tapes should be drawn to ensure that physical distance rules are observed at entrances and exits; Employees should be taken to the workplace one by one, additional turnstiles should be added if necessary, and these actions should be monitored with cameras whenever possible.

At check-in, everyone's body temperature should be measured and recorded, regardless of whether they are managers, guests, employees, visitors or suppliers. Persons whose body temperature value is measured and verified at the first entrance to the facility should be 38°C and above, should not be admitted to the facility and should be measured again at least 15 minutes after the first measurement, and the method determined for the referral of persons with body temperature value of 38°C and above to the nearest health institution should be applied. .

Advisory staff should be adequately informed about COVID-19. This way, they can perform their duties safely and help prevent the spread of COVID-19 within the business.



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	<p>Before entering the establishment, visitors must be informed about the measures/rules implemented to prevent COVID-19, mentioned in this Guide or prepared by the establishment, and a commitment must be taken from the visitor to comply with these rules. For people showing symptoms, the points specified in Article 3 of this Guide should be applied. After entering the establishment, customers, staff and other persons can be evaluated for infection risk by measuring their body temperature with a thermal camera or non-contact thermometer device, where possible, during the day. The temperatures of staff and customers who stay in the business for more than 24 hours should be monitored daily. For people with a fever higher than 38°C detected in the facility, the issues specified in Article 3 of this Guide must be applied.</p> <p>If possible, counseling staff should be selected from people who do not have chronic health problems. Desk staff must take all necessary precautions, including physical distancing. Desk/reception etc. A barrier should be created to create a distance of at least 1.5 meters at the communication points so as not to hinder communication, and/or the staff should be ensured to wear face protection.</p>	
<b>Q2</b>	Social distance should be maintained during meal and break times.	All employees / WHSU / Unit Managers / Experts / Administrative Affairs
<b>S 3</b>	Using PET bottles or PET glasses of water, canceling the use of water dispensers	Administrative Affairs, Unit Chiefs
<b>S 3</b>	Cleaning, maintenance and inspection of central ventilation systems. Having wall type or room type split air conditioner cleaning and maintenance done every 3 months	Administrative Affairs, Unit Chiefs
<b>S 1</b>	Ensuring that all areas, including offices, especially work areas with visible dust, are ventilated using natural ventilation and windows are opened.	All employees / WHSU / Unit Managers / Experts / Administrative Affairs
<b>S 3</b>	The number of employees who will work on strategic products and in emergency situations should be determined at a minimum level. A process should be developed to determine and evaluate the situation of employees.	General Manager/Deputy General Managers/Managers
<b>S 3</b>	Anyone coming from a country where the virus has been diagnosed for any reason should not be accepted into the factory.	Workplace Physician
<b>S 3</b>	If possible, not accepting visitors. If a strategically important visitor comes, he/she must wear an appropriate mask (N95, FFP3) and pour hand disinfectant on his/her hands.	Security Guard/Bodyguard Security



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<b>Q2</b>	Measurements should be made at the entrances with thermal cameras, and those deemed at risk should be subjected to temperature measurement with an infrared non-contact thermometer. If he/she has a high fever, he/she should be immediately taken to an isolation area and/or the Workplace Health Unit should be informed and directed to the relevant hospital.	Security Guard / Workplace Physicians / Protection, Security and Administrative Affairs
<b>S 1</b>	Do not approach a person who shows symptoms of fever, shortness of breath, cough, sneezing or sneezing within 1.5 metres, and direct them to the hospital with a mask and gloves.	Workplace Physicians/Administrative Affairs
<b>S 1</b>	Placement and use of wall-mounted hand disinfectants at designated points	Administrative Affairs
<b>Q2</b>	It is mandatory for employees to use masks and latex gloves at all times.	Unit Chiefs
<b>Q2</b>	Measuring and monitoring the temperatures of all employees, including service drivers, waiters, tea sellers and subcontractors, on a daily basis at the beginning of work and at certain and frequent periods during the day.	Workplace Physicians/Administrative Affairs
<b>Q2</b>	Temperature measurement of Visitors, Subcontractors, Drivers; Turning away personnel with high fever and directing them to the hospital	Administrative Affairs
<b>Q2</b>	All visitors are required to wear masks and latex gloves.	Administrative Affairs
<b>S 3</b>	Personnel who declare that they are sick or have fever must go to the hospital before coming to work, infirmary/health unit etc. in the facility. Areas should be cleaned and disinfected. The number of people who can use the infirmary should be determined, the person coming to the infirmary should take precautions for the use of PPE, and case follow-up records of people applying to the infirmary should be kept.  Waste generated in the infirmary '6. It must be disposed of as described in the 'Waste Management' article.	All employees / WHSU / Unit Managers / Experts / Administrative Affairs
<b>Q2</b>	Keeping external company personnel, drivers and visitors in waiting areas; dining hall, tea house, meeting and training halls, etc. Restricting their entry to public places. Waiting room/lobby areas should be kept clean and tidy. Seating arrangement will be at least 1.5 meters between people	Administrative Affairs, Unit Managers

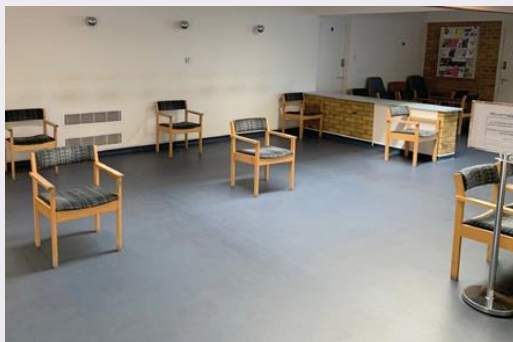
# MANAGEMENT SYSTEMS

## COVID-19 INFECTION PREVENTION AND CONTROL EMERGENCY ACTION PLAN

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should be arranged accordingly. All non-essential items, including books, brochures and magazines, should be removed from lobby/waiting areas and other common areas and lounges. These items should not be shared when available. The entire area and its furniture and belongings

It must be cleanable and must be cleaned frequently (preferably at the same time as the environment). Water and other beverages kept in these areas must be in closed packages. If possible, alcohol-based hand antiseptic should be available.



**Q2**

Restriction of task changes and temporary assignments between units

Human Resources/Unit Managers

**S 3**

Establishing isolation areas for Suspicious/Sick employees/visitors in the workplace and at the police station.

Workplace Physicians/Administrative Affairs

**Q2**

Frequently changing the ventilation filters of personnel transportation services, procuring periodic service for internal disinfection, and carrying out daily cleaning in accordance with the schedule and disinfection instructions and frequency.

Administrative Affairs

**S 4**

Ensuring the isolation of risk group employees (over 65 years of age, pregnant, chemotherapy, etc.) determined by the Workplace Physician

Workplace Physicians

**S 3**

After the Sick/Suspicious employee is detected in a unit, the identification of employees coming with the same service and those working in the same unit; Directing them to the relevant hospital upon their fever and questioning.

Workplace Physicians/Administrative Affairs

**S 4**

If a person tests positive for Covid-19, ensuring the isolation and follow-up of those working in the same field or using the same service as that person, by contacting the Ministry of Health from the first day they are detected as suspicious.

Workplace Physicians/Administrative Affairs

**S 1**

In vehicles using more than one driver, the vehicle should not be handed over to another driver without disinfection.

Administrative Affairs

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**S 1**

Increasing the use of PPE / increasing the attention of the employees of catering companies, tea sellers and waiters, and ensuring the use of hand disinfectant.

Administrative Affairs

**S 1**

Obtaining information by monitoring subcontractors, temporary or temporary employees, allowing only those who are absolutely necessary to enter the field, ensuring that these people are followed after they enter the field, and in case of complaints, monitoring the referral processes through their own companies.

Unit Managers / Experts /  
Administrative Affairs

**S 1**

Subcontractors, temporary or temporary employees should not be allowed into the field if they do not have the current dated ANNEX-2 health examination form and all up-to-date examinations along with their field entry approvals.

Unit Managers / Experts /  
Administrative Affairs

**Q2**

Case tracking in the field and organization and event on and off the field Close coordination between organizers and health authorities is required at the planning stage, in the implementation of the event and in the post-event phase. Establishing communication channels for accessibility and instant information transfer (24/7)

General Manager/Deputy  
General Managers

**S 4**

The number of users should be determined in masjid areas to ensure physical distance rules. Lanes should be created to ensure physical distance of at least 1 meter. Relevant physical distance warnings should be made. Fresh air circulation should be provided regularly. Cleaning and disinfection should be carried out as frequently as possible within the determined plan.

A mask should be worn when entering the mosque and should not be removed during prayer.

It should be ensured that prayer rugs, all books, including the Holy Quran, and prayer beads are personalized, and if possible, disposable prayer rugs should be available.

General Manager/Deputy  
General Managers  
Administrative Affairs

## MANAGEMENT SYSTEMS

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#### 7.5.Things to Consider in Internal and External Meetings and Trainings

Unless it is an emergency, the meeting will not be held.

At Level 1 and Level 2, pre-meeting hygiene rules will be observed and social distance will be applied during meetings.

At Level 3, meetings will be cancelled. The Meeting will not be held except for extraordinary exceptional circumstances. If it is done, the information and circulars published by the Ministry of Health will be followed.

#### 8. LEVEL 4 AND LEVEL 5 CONDITIONS

As SASA Polyester A.Ş. produces strategic products:

In Level 4 and Level 5 Cases, the Board of Directors (Employer and Deputies) must decide whether the work will be stopped or the strategic production will be carried under high-intensity isolation and hygiene.

**COVID-19 INFECTION PREVENTION AND  
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**9. 14 RULES SET FORTH BY THE MINISTRY OF HEALTH**

The 14 rules determined by the Ministry will always be followed.

**KORONAVİRÜS RİSKİNE KARŞI 14 KURAL**

Bilgi için: [www.saglik.gov.tr](http://www.saglik.gov.tr)

- 1 Ellerinizi sık sık su ve sabun ile en az 20 saniye boyunca olarak yıkayın.
- 2 Soğuk algınlığı belirtileri gösteren kişilerle aranıza en az 3-4 adım mesafe koyun.
- 3 Öksürme veya hapsirme sırasında ağız ve burunu tek kullanımlık mendille kapatın. Mendil yoksa dirseğin iç kısmını kullanın.
- 4 Tokalaşma, sarılma gibi yakın temaslardan kaçınin.
- 5 Ellerinize gözlerinize, ağızınıza ve burnunuza dokunmayın.
- 6 Yurt dışı seyahatlerinizi iptal edin ya da erteleyin.
- 7 Yurt dışından dönüşte ilk 14 günü evinizde geçirin.
- 8 Bulunduğunuz ortamları sık sık havalandırın.
- 9 Kıyafetlerinizi 60-90°C'de normal deterjanla yıkayın.
- 10 Kapı kolları, armatürler, lavabolar gibi sık kullandığınız yüzeyleri su ve deterjanla her gün temizleyin.
- 11 Soğuk algınlığı belirtileriniz varsa yaşlılar ve kronik hastalığı olanlarla temas etmeyin, maske takmadan dışarı çıkmayın.
- 12 Havlu gibi kişisel eşyalarınızı ortak kullanmayın.
- 13 Bol sıvı tüketin, dengeli beslenin, uyku düzeninize dikkat edin.
- 14 Düşmeyen ateş, öksürük ve nefes darlığınız varsa, maske takarak bir sağlık kuruluşuna başvurun.