

	<b>EMERGENCY PROTOCOL IN-FACILITY OUTBREAK PLAN</b>	Doküman numarası:	
		Revizyon numarası ve tarihi	
		Yayın Tarihi	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 .

Workplace determined that emergency conditions that may affect or new emergency situations occur to exit reason that the changes occurred to come into effect on the size based emergency situation plan completely or partially renewed . That except emergency situation 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:

Emergency situations commission facility managers by and employees by formed committee of its members are composed .

Relevant emergency authorities in our facility,

INSTITUTION	EMERGENCY	TELEPHONE
Okan AYWATAŞ	Infectious Disease Emergency Team Chief Documentation Approval and Signature Officer Food Safety Team Hospital Sample Supervisor	0532 132 65 69
İsa ŞAHİN	Waste Management Officer Pest and Disinfection Specialist Infectious Disease Emergency Team	0537 286 36 68
Esen KARATAŞ	Food Safety Team	0532 433 17 39
Zehra ÖNOL	Isolation Room Service Responsible	0549 510 32 21

They are members of the emergency commission.

*This plan;* During the activities 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 at 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.

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## GENERAL EXPLANATION AND DEFINITIONS

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

### Emergency Cases Communication:

Operating within the square may come sudden and urgent situations article submission; is carried out by company phones and mobile phones . The emergency contact list is published and presented in the attachment.

### Periodic Controls:

Employees of staff to health checks carried out and all kinds of machinery used in the plant, air conditioning and filter maintenance, art hardware and device for periodic maintenance and testing and so on. equipment is tested and recorded in the manner and time periods stipulated by legal regulations .

### Daily Inspection and Checklists:

- Our hotel re- operations to go with along with this procedure described as all kinds of everyday implements trowel designated competent person by regular intervals and are controlled and records are kept below are taken .

### Corona (COVID19-Corona) Virus Symptoms:

- High fever ( 38.3 ° C and above) that lasts for a few 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 a weak immune system, the virus can cause much more serious respiratory illness such as pneumonia or bronchitis.

### 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,

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- If infected , keep the social distance (1.5m) , cover the mouth and nose with a 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 in the case of an emergency team shall be notified.

IF A PATIENT OR SUSPENDENT IS A GUEST;

- 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 the basic personal protective measures are taken and suspected cases of people with Covidien-19 diagnosis are isolated in the isolation area designated for these people until 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, bed sheet and towel in the guest's room who have been diagnosed with COVIT-19 should be placed in separate bags and delivered to the laundry.
- The room is disinfected with ULV. After waiting for a suitable time, the room is ventilated. After the room is well ventilated, the cleaning process is done.
  - The flow should be provided so that the cleaning process is clear of dirt . The last bathroom should be cleaned. 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 .

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- 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, fixture heads, bath fences, reservoir buttons, etc. It must be thoroughly cleaned and disinfected .
- Vomiting / feces / secretion with contaminated been previously surface to clean highly absorbent materials should be used, polluted all beds, bed mattresses and soft floors etc. It must be disinfected with an appropriate disinfection method .
- Drying should be done with a disposable paper towel .
- After the room of the patient or suspect 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.
- Case B if there is serviceable , which will Service and cleaning staff accommodation at the hotel's guests stayed at the hotel as long as separate br isolated room will remain in şekilde organized will next be .
- After Case left the hotel at the end of Day 8 isolated room is serviceable do the cleaning staff and Covidien PSA test I would I.

#### 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's ALO 184 line will be called 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 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 for 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 convenes and reviews the business 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 room of the patient or suspect (Isolation Room) wears personal protection before entering the room.
- It is ensured that the people 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, it should be removed and the uniform is changed. It is ensured that the operator takes a shower at the end of the working day.
- The resulting textiles and clothing should be placed in sealed, impermeable, marked laundry bags and personnel personal protective measures (gloves, waterproof aprons / overalls, etc.) should be taken during transportation.
- All textile materials such as bed linen, sheets and towels in the guest's room with a diagnosis of COVIT-19 should be placed in separate bags and delivered to the laundry.

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- Case in case of room is serviceable , which will Service and cleaning staff accommodation in the hotel unless you stay at the hotel where guests separate br isolated room will remain in şekilde organized will next be .

#### **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 aprons / 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.
- The personnel performing this operation in the laundry should take the necessary personal protective measures (mask, gloves, visor mask, disposable apron / overalls, etc.), and definitely should not touch the dirty textile with bare hands.
- Textiles or clothing should be washed at the highest temperature at which 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.

#### **SOCIAL DISTANCE DEFINITION**

- Restaurant . Alacarte etc. areas MAs are from a distance 1,5m, mutual seating distance of 70cm, side- lit seating arrangement so that the distance of 60cm is yapılmışt .
- The distance between the bar stools was arranged to be 60 cm .
- Plant-wide desk distance between the front-running lane guests are taken to be at least 1.5 meters.
- In order to maintain social distance throughout the facility, an arrangement has been made so that the distance between people is at least 1.5 meters.

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## INSULATION ROOM CONDITIONS

- In case 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 sanitizer, sufficient number of surgical masks for the patient to use , face shields etc. 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 to call the infirmary-reception in case of emergency.
- During the time of cleaning the room, the patient, if possible, balcony etc. Taking an area like 15 minutes cleaning . t not to exceed

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

- Linen-towels etc. 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 temperature.

- 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)
  - M aske
  - Visor mask or goggles
  - Surgical gloves
  - Foot protector (overshoes with neck) and bonnet

Cleaning team should pay attention to the following issues while taking personal protective measures;

- Hands should be washed before wearing personal protective equipment,
- Order of wearing: Apron or overall, mask, goggles, visor mask and gloves Order of removal: Gloves, goggles, face shield, apron, mask

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RISK GROUPS DEFINITION PRAMIDITY FOR COVID-19 :

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

#### LOW RISK GROUP:

- The health status of the employees is monitored daily .
- Employees who have symptoms ( 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. 14-day quarantine application is carried out with the direction 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, glasses, aprons).
- Disinfection of personnel services in every shift is controlled.
- Tables in the cafeteria are arranged in accordance with social 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, mini bar filling 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 the dirty, separate and wash them.
- 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. These measurements REGISTRATION FORM MEASURING FEVER ' na is recorded.
- 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 antiseptic should be used after washing.
- Mouth, nose and eyes should not be touched without washing hands.
- Colds and flu symptoms should avoid contact with people who (at least 1, 5 meters away bulunulmalı).
- Persons who come into contact with guests' personal belongings, such as carrying their luggage, should wash their hands immediately 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.

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- Handshake and hug 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 starting to use the tools and equipment ( buggy , departmental tools and equipment) to be used in the facility , steering wheel, control buttons, etc. The points that come into contact with hands should be cleaned with a disinfectant liquid. Hands are washed before and after cleaning. Gloves are used during cleaning.

**SUBCONTRACTORS AND VISITORS COMING OUTSIDE THE FACILITY**

- In addition to the measures to be taken for the Low Risk Group;
- Unless it is mandatory, subcontractors, suppliers or visitors are not accepted inside the facility.
- 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. These measurements REGISTRATION FORM MEASURING FEVER ' na is recorded.
- 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, departmental measures mentioned above (Page 9) are also taken.

**VERY HIGH RISK GROUP -POSSIBLE CASE**

- The staff and visitors who show the symptoms of the disease are informed to the workplace health units and their supervisor, and the workplace physician isolates the person and is referred to the relevant health institution.

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

- The phone numbers specified in the Emergency Notice Phone 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.

INSTITUTION	EMERGENCY	TELEPHONE	
Fire Department	Fire	110	
Police	Sabotage	155	
Gendarme	Security Violation	156	
Public Hospital	Accident, Illness	0212 529 4400	

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Agriculture and Forestry Directorate	Leak / Food Poisoning	0216 468 2100	
Ministry of Family and Labor	Work accident	0212 511 4275	
ALO 184	Epidemics- Covid-19	184	
Governorship		0212 455 59 00	
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 FOR PATIENTS AND WOUNDED:**

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

**TRAINING AND EXERCISES:**

**Trainings:**

- Square may come and this plan defined every kind of emergency situation related to staff training was given ..
- Our business consists may come emergency situations against , Work Health and Safety Specialist by " EMERGENCY RESPONSE TRAINING " arranged and records below were taken .
- All personnel 'HYGIENE EDUCATION' ' arranged and records below were taken .
- Integrated disinfection methods training for all personnel has been organized and recorded .
- All staff work health and safety covered all training arranged and records below were taken .
- All staff safe tourism system and process and instructions , isolation room general terms and conditions , personal protective equipment use , storage methods and FIFO rules , fruit vegetables disinfection and witness sample intake , food hygiene and the risk of food management , Conducted the field of cleaning and general housekeeping practices trainings organized and registration under , is incorporated .

**Exercises:**

- Square may come and this plan is defined every kind of emergency situation related to staff together practical exercises are made .
- Exercises year at least one time to be the way it is planned .
- After each exercise held ; related training forms are filled and the tatbikatla about the pictures where detailed reports are prepared . Signed lists of the personnel participating in the exercise will be kept in these reports .

**WASTE MANAGEMENT:**

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- Mask , gloves and other personal hygiene material wastes generated after all activities in the facility are separated from other wastes.  
As deposited , mouth tightly sealed inside the interior of the two bags are placed , temporary storage areas at least 72 hours  
After standing after " other waste " category of " household waste " be governed and municipal delivery to be provided .

#### APPLICATION IN EMERGENCY SITUATIONS:

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

- Corona virus measures continuous control is and always use ready taken
- 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 ways of action to report at the onset of an illness . Corona Virus Warning Line : 184

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

- Street exit ban / individual movement of the restriction on the application , official bodies facility made to notifications pursuant starts .
- Street exit ban / individual movement of the restriction on applications, although up community health protection for and everyone including a measure to contain if the, country / region minimum basic needs are met to the point of commercial activities that the restrictions exempted held .
- Plant the functioning of the restrictions exempted to keep connected as the measures added as taken measures below have been identified . This definition of measures outside the formal institutions by will be forwarded additional other measures in absolute way, the application is received .

#### MEASURES TO BE TAKEN IF THE FACILITY WORKS CONTINUE :

- The persons to be assigned in the facility are determined by the senior management of the enterprise and the necessary permissions and approvals are obtained from the official institutions .
- Picture from institutions assignment approval not taken any one facility entries to make permission not given . Security department that the matter maximum attention sensitivity shows . Security Manager about the process itself onsite follow it .
- The coordination of the personnel in charge of entering and leaving the facility , transportation , eating and drinking and ensuring minimum hygiene conditions are in the Human Resources Department .
- This is a matter primarily guard personnel department supervisors needed support HR to department data .
- Plant the field input will make everyone fever by measuring the potential risk of the case to identify the purpose of the preventive measures to be taken are working . This measurement is made by the security (main door entrance ) personnel under the direction and control of the workplace doctor .
- Fever of 38 ° C on the determination that the person urgently as workplace health the unit is directed and relevant to the supervisor notice is given . Workplace health unit by isolated by relating health to the establishment of shipment is provided .
- Facility workplace health unit staff sampling procedure overtime hours in officer personnel , the fire of measuring trace can .
- Plants in the field officers working in and / or family members in the corona virus test results of positive come out the case , property in the field of operation with about official institutions ( Health Ministry of Labor Presidency etc.) . Orientation and the decisions are complied with . If the bodies taken precautions and measures in accordance with the operation continues to the workplace health department with every day all staff to fire the measurement is carried out and evaluate .

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- Above occurred finds events referring to facilities in the field of operation of the termination of the official institutions decide to give and plants of the field quarantine area as declared to be the case this plan by measures to be implemented will begin .
- Street exit ban / individual 's movement be restricted to shield up above defined the functioning continuity of all employees by provided .
- Prohibition / restriction lifted with together CORONA VIRUS (COVİT-19) in the outbreak PROTECTION Emergency Action measures applying the second a decision as valid .

**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 . This time slice until the plants of the field controlled a form of human Purification is achieved .
- Plants in the field of duty as remain necessary security , Technical Service staff names top management koordinasyon at about departat bearing chiefs of determining the relevant official from the authority are allowed to be taken .
- The study stopped for defined time from now then , on duty personnel , except , facility entries completely is prohibited .
- Facilities at the usual non / unexpected an input-output requests that the case Business Manager approval and enforcement of powers of authorization by the Security Manager by executed .
- All department employees include senior management of the designated date and time functions of field general safety and OSH the measures taking property from will be separated .
- Plant area leave without first following described general security and OSH measures , the relevant department supervisor in charge and all of the employees in liability instead brought .

**GENERAL SAFETY AND OHS MEASURES TO BE TAKEN:**

- Work areas use outside the elektronik devices must be closed and plugs the outlet must not be left .
- Doors and windows in work areas should be closed .
- Duration of long riding possibility though needs can hear personal items and impairment possibility that food , garbage and so on. It is not left in offices / work areas .
- Offices and working in the fields of fire rise to give materials inside are not taken .
- Technical workshop etc. In places , it is ensured that this material is removed to locked and suitable storage areas .
- Weather the terms of variability indicate the possibility in accordance with the necessary precautions are taken .
- In this process, the employees of be made to address and communicate the information every which a change made if department managers and Human Resources to the Department must inform done
- It is not allowed to leave the house , except in cases where it is not necessary ( medicine , food and cleaning products, etc. ) .
- Emergency cases on calling the possibility against employees cities outside do not come recommended .

**RENEWING THE EMERGENCY PLAN**

- Workplace , determined that emergency conditions that may affect or new emergency situations occur to exit reason that the changes occurred to come into effect on the size based emergency situation plans fully or partially refreshed .
- Emergency situations 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 .