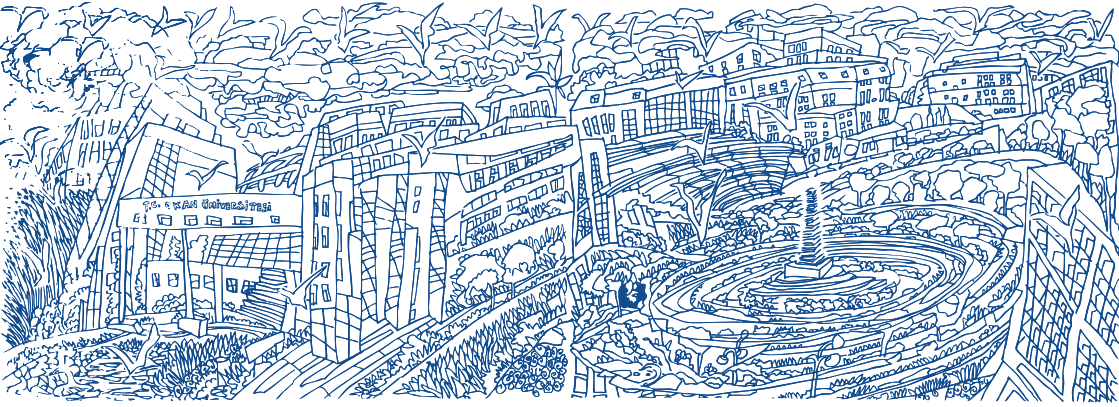


The Improvement of Hygiene Conditions, Infection Prevention and Control Action Plan



— ISTANBUL —
OKAN UNIVERSITY

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Summary of the Study

This guide has been prepared for effective pandemic control measures at Istanbul Okan University while the COVID-19 pandemic is increasing its impact, which has shown its effect worldwide and in Turkey. In the guide, what kind of control measures should be taken against the pandemic, what sanitation and disinfection processes should be carried out, are described on an area/work/departmental basis.

While the effective control measures and rules are clearly stated in the study, the possible dangers and risks of the actions to be taken for different areas/works/departments are also determined. Appropriate precautions should be taken according to the dangers and risks, personal protective equipment and training should be provided. In this context, the guide also includes a list of the measures to be taken and the personal protective equipment to be used.

In addition, the section of Contagion-Based Precautions (CBP) is also mentioned in the study. In case of possible contamination, how the cases will be isolated is indicated in the diagram in ANNEX-1.

This guide, prepared through the Pandemic Board and the Occupational Health and Safety Board established by Istanbul Okan University, will be the primary handbook during the pandemic conditions.

Definitions and Abbreviations

Hygiene: Practices and conditions for protecting the health and preventing the spread of diseases.

Sanitation: The measures taken for a healthy life related to cleaning

Disinfection: Removal of microorganisms on inanimate objects and cause disease in humans, primarily by chemical methods or the effect of temperature.

Disinfectant: Substances used in the disinfection process

Antiseptic: Chemicals used for antiseptis

Contaminated: Contaminated, infected

CAS: Number used to identify chemical compounds

Biocidal: Substances that have chemical and biological effects on microorganisms and rodents are considered harmful thanks to the active substances they contain.

CBP: Contagion-based precautions

FFP: Filtering facepiece

PPE: Personal protective equipment

SICM: Standard infection control measures

ICM: Standard infection control measures

TSI: Turkish Standards Institute

Introduction

Scope and purpose

This guide has been prepared to create adequate sanitation and hygiene conditions against the COVID-19 pandemic, which has affected the whole world and Turkey. This guide has been designed by observing the measures determined within the scope of "IMPROVEMENT OF HYGIENE CONDITIONS, INFECTION PREVENTION AND CONTROL GUIDE" prepared by the Turkish Standards Institute (TSI) for educational institutions on 13 July 2020.

Concepts of Infectious Disease, Types of Pandemics and Ways of Transmission

Sporadic: The occurrence of infectious disease as sporadic cases in different regions (Rabies)

Endemic: Continuous occurrence of an infectious disease in a particular country or region depending on climate and geographical conditions (Malaria, Oriental boil)

Epidemic: It is an infectious disease in an area more than expected. (Intestinal disease, Influenza, Typhoid)

Pandemic: An infectious disease that spreads rapidly and makes an epidemic between countries or continents (Bird flu, SARS, HIV/AIDS, COVID-19)

Types of Outbreak:

1. Explosive outbreaks (cholera)
2. Contagious outbreaks (measles)
3. Non-communicable outbreaks: Outbreaks caused by physical or chemical reasons (nuclear accidents, chemical spills).

Ways of the transmission of infectious diseases:

Respiratory tract: Respiratory entry may occur due to direct contact with patients or carriers, mixing aerosols, or infected droplets into the inhaled air. Infected droplets can become airborne when coughing, sneezing, or talking. In addition, the inhalation of contaminated dust that will enter through the respiratory tract of the sick person may also cause transmission. Infections transmitted by infected droplets are diseases of the upper and lower respiratory tract.

Gastrointestinal tract: Infectious agents enter the new host via food, beverages (water, milk, etc.), contaminated hands, and nails. Diseases transmitted by raw edible leafy vegetables, water, and beverages: typhoid, paratyphoid, cholera, bacillary dysentery; diseases transmitted by milk, meat, fish and their products such as food poisoning: tuberculosis (bovine type), anthrax, foot and mouth disease, brucellosis, hydatid cyst, tapeworm, salmonella.

Transmission by contact: As a result of direct contact with some infections, pathogenic agents enter the body through the skin and mucous membranes in various parts of the body. Generally, many factors cannot penetrate through intact skin; Cracks in the skin, injuries, non-compliance with

cleaning rules facilitate the entry of factors. Smallpox, scabies, rabies, anthrax, lupus vulgaris, and fungal diseases are among the diseases in this group.

Transmission via an intermediary: In this type of pathway, disease agents enter the hosts through mediators. Transmission via mediator can be mechanical or biological: some of the biological mediators are fleas, ticks, lice, and mechanical mediators are syringes, needles, surgical instruments, serum, and plasma.

Ways of Protection

Getting Started with Protection: The Preparation Phase

Controlling, preventing, and suppressing transmission in pandemics is one of the essential methods of struggle. The control hierarchy prepared for that is necessary to maintain and suppress the pandemic. The pandemic management procedure in "AŞ.İSG.001- The First Action Flow Diagram in Dangerous Pandemic and Infectious Disease" prepared by Istanbul Okan University is used for COVID-19 precautions. The flow chart of this guide is shown in detail in APPENDIX-1. In preparation;

- Early diagnosis of the disease
- Notifying the relevant institutions of the disease status
- Early isolation of the suspect
- Reporting confirmed cases to health authorities

Process follow-up is carried out in a way to include its stages.

Defining procedural processes and making an action plan for them is defined as the preparatory stage. All works' possible risks and precautions are determined in the preparation phase, and an action plan is prepared.

Infection Prevention and Control Phase

The infection control and prevention (ICP) phase is vital after the preparation phase in the pandemic disease process. Measures in the second stage;

- General precautions
- Physical distance practice (minimum 1.5 meters)
- Appropriate personal protective equipment for the job (at least the use of masks is mandatory for everyone)
- Wiping the common areas with sodium hypochlorite solution between 1/10 and 1/100 with the widespread use of disinfection barriers and hand sanitizers
- Ensuring a suitable ventilation environment

Contagion Based Prevention Planning

Contagion-based prevention planning (CBP) is applied when ICM applications alone are insufficient. Additional precautions are taken for the person with the known disease with CBP. In these other measures, the person;

- The person is isolated from the moment of suspicion.

- It is ensured that the person does not come into contact with anyone by giving masks and gloves.
- The surfaces that the person comes into contact with are wiped with 1/10 aqueous sodium hypochlorite solution.
- The places where the suspect is present are ventilated effectively.
- Contaminated personal products are stored separately in the waste area

Applications for external services

Employees and service providers in security, cleaning, catering, and other services within the university should follow safe working systems. In addition, it is obliged to comply with practices of the company and rules applied throughout the country in general to prevent the spread of the pandemic disease.

All suppliers operating within the university declare that they are obliged to comply with these rules.

Steps for Implementation

Hand hygiene

Hand hygiene is the most critical element of standard infection control measures (SICM) and is necessary to reduce personal infection transmission. Therefore, all staff, students, parents, and visitors should be provided with the opportunity to wash hands at the entrance and appropriate points. Where this is not possible, hands should be rubbed and cleaned with 70% alcohol-based antiseptic.

Before, hand hygiene is provided;

- Rolling up the sleeves (up to the elbows if possible),
- Removing bracelets, rings, jewelry, etc.
- Information should be given about covering impaired skin integrity, wounds, cuts, etc., with a waterproof tampon.

For hand hygiene;

- For the viruses to become ineffective in washing hands, it is necessary to wash the hands thoroughly with soap and foam, and the washing should take at least 20 seconds.
- If it is not possible to wash hands, they should be cleaned with 70 percent alcohol based antiseptic.

Respiratory Hygiene;

Due to the spread of the COVID-19 disease agent as droplets and aerosols, respiratory hygiene is required.

Respiratory hygiene includes ambient ventilation and personal protection and provides control of droplet and aerosol output such as coughing and sneezing.

Within the scope of these measures, it is necessary to improve the ventilation of the environment and encourage staff, students, visitors, suppliers, training, and compliance with specific rules. In this direction;

- Disposable wipes should be used to prevent the spread of all kinds of droplets.
- In sneezing and coughing, the mouth should be closed, and the procedure should be performed towards the elbow.
- For disposable wipes used by people, pedal, sensor, or lidded trash cans should be preferred.
- In cases such as sneezing and coughing, alcohol-based hand antiseptic should be used.

Training

Within the scope of COVID-19, training to academics, administrative staff, and students is as crucial as practical studies related to the pandemic.

It is necessary to collect the groups that will receive training in three categories:

- Administrative and academic staff
- Cleaning, dining hall, security, and service personnel
- Students

The content of the training should include the source, spread, and precautions of the pandemic. In this sense, the curriculum for administrative-academic personnel should consist of the following issues:

- Standard Infection Control and Precautions
- Contagion Based Precautions
- Mechanism of the spread of pandemic disease
- Personal hygiene
- Hand hygiene
- Use of Personal Protective Equipment
- How to dispose of PPE
- Waste management

Training for cleaning, dining hall, and service personnel should consist of the following issues:

- Possible risks in the service process
- Risks in waste management
- Use of special PPE used in the service process
- Cleaning of contaminated products
- The cleaning of common areas

Cleaning personnel should get training about:

- Special topics in waste management
- Contents of chemicals used in the cleaning of common areas

Waste Management

In closed and open areas, they should follow the instructions of authorized institutions and local authorities to dispose of waste. Infected waste should be identified, the waste collection station should be separated from other areas and the environment to meet local regulatory requirements. In addition, the liquid and solid waste collection stations should be cleaned after each disposal/removal of waste.

Waste Management should be established in line with the Waste Management Directive of Istanbul Okan University. According to the Waste Management Directive, each product must be stored separately. Furthermore, within the scope of COVID-19, personal protective equipment should be stored separately.

However, these products are not medical waste and should be disposed of after being stored separately for a maximum of 48 hours. Since the university can not execute the disposal process, they should be handed over to the relevant institutions like other wastes.

Public places

All social and common areas should be kept clean and tidy. Areas should be cleaned adequately at frequent intervals and disinfected when necessary.

Following the Organization's Action Plan for Hygiene, Infection Prevention, and Control, germicidal agent dispensers should be available in different areas, including public toilets and other related areas used by students, staff, and others (e.g., cafeteria entrance, service areas, elevator entrances).

In central ventilation systems, the method of not giving the air taken from the inside to the circulation again and conditioning by absorbing 100% of the outside air should be preferred.

- Campus Entrance
- Campus entrance should be seen as the beginning of the measures. In this direction;
- Minimizing the use of visitor cards,
- Not accepting the people who do not have the HES code application at the entrances and rejecting the risky ones from the door
- Temperature measurement with a thermal camera at the entrances and "suspicious" application for those above 37 degrees,
- Minimizing the contact of security guards
- Surrounding the security counter with a barrier
- Body searches do not take place except in emergencies
- Hand antiseptics must be available at the entrances.

Classrooms

As the most widely used common area of the campus, classrooms should be used according to the following rules:

- The capacity of classrooms should be determined. It should be arranged so that there is one person in 4 square meters.

- There must be a distance of at least 1.5 m between the seating points.
- The seating arrangement should be arranged diagonally, with one space in each row.
- After each lesson, the classrooms should be ventilated and not used for at least 1 hour.
- Common areas in classrooms should be wiped with 1/100 aqueous hypochlorite solution.
- Manual folding seats should be cleaned separately.
- During the lesson, the classrooms should be ventilated with the forced ventilation method.

Laboratories and workshops

- Common use surfaces should be wiped with 1/100 aqueous hypochlorite solution.
- Laboratories and workshops should be used according to their capacities.
- Ventilation filters should be checked regularly, and mixed air systems should not be used.
- Ventilation systems must carry at least ten cycles of air per hour.
- Stopovers should not be used at the same time, but a separate timetable should be created.

Offices

- The layout of the offices should be arranged by paying attention to the physical distance, if possible.
- Ventilation systems should be adjusted to receive fresh air from outside.
- Filter cleaning, maintenance, and controls of the ventilation system of the offices should be done regularly.
- It should be ensured that office supplies (computer keyboard, mouse, telephone, pen, eraser, etc.) are not shared as much as possible. Disinfection of common materials should be done following cleaning/disinfection plans/programs.

Meeting/Multipurpose conference room

- The seating arrangement in the hall should be arranged following the physical distance rules (current conditions determined by the authorities).
- Materials like books, magazines on the table should be removed, and cleaning/disinfection should be done before and after the meeting (table, technical equipment if any, microphone, etc.).
- During the meeting, refreshments should be made following the established hygiene rules.
- Meeting times should be kept as short as possible if the meeting is prolonged, it should be interrupted, and natural ventilation of the environment should be provided by opening the windows.
- There should be hand antiseptic at the meeting room entrance, and people should use hand antiseptics when entering and leaving the meeting room.

Canteens and Dining Halls

Separate rules should be set for those in the production/service area and within the scope of service areas in canteens and cafeterias. In this context, for those involved in production;

- Practices that will prevent contact with money should be arranged in canteens and cafeterias.
- Canteen/Dining Hall personnel must strictly comply with personal hygiene rules (frequent hand washing, cough/sneezing etiquette).
- Personnel should use work-specific PPE (mask, bonnet, gloves, etc.). In addition, alcohol-based hand sanitizer should be available at the entrance of the cafeteria.
- Buffet surfaces should be cleaned and disinfected frequently.
- The proper operation of the dishwashing equipment, especially the working temperatures, and the appropriateness of the dosage of cleaning and disinfecting chemicals should be checked.
- In addition, cafeteria staff should be warned against excessive use of chemicals.

For users;

- Persons should be strongly reminded to provide hand hygiene by washing hands before and after meals (warning posters/posters etc. placed at the entrance, and appropriate points are necessary but often not sufficient).
- Persons should be positioned at a distance of 1.5 m in the rows.
- It should be ensured that people eat meals at a distance of at least 1.5 m, as soon as possible and with little contact.

In the dining halls;

- Water dispensers, beverage machines such as coffee, tea, and vending machines should be prevented during risky periods. At other times, cleaning and disinfection of these equipments (including periodic maintenance, filter changes) should be made at planned and frequent intervals.
- If possible, water dispensers and vending machines should be non-contact (ones with photocell).
- The ventilation system must be adequate and suitable for fresh air circulation, at least ten cycles per hour.

Toilets

- All surfaces, including doors and door handles, should be cleaned with suitable detergent/disinfectant at frequent intervals, at least once an hour.
- If no person is determined with a pandemic disease, it is sufficient to frequently clean all surfaces, including bathrooms, toilet bowls, sinks, and door surfaces, with water and appropriate detergent.
- Bathrooms and toilets should be disinfected at least once a day with 1/10 diluted sodium hypochlorite.
- A poster/poster/warning sign should be placed to remind students and staff to wash their hands with soap and water for at least 20 seconds each time.

- If possible, pedal bins should be placed near the exit to make it easier for staff and students to dispose of paper towels and similar waste.
- Ventilation should be provided naturally. At least ten cycles of pure air should be pumped per hour in places that cannot be supplied naturally.

Staff changing rooms

- Changing rooms should be organized to reduce the number of people who will use them simultaneously.
- A minimum of 4 m² area per person will be provided in the dressing rooms, and its use should be planned following the social distance rule.
- Alcohol-based hand sanitizer should be placed at the room entrances.
- The frequency of cleaning and disinfection should be reviewed; cleaning and disinfection should be done after each use. In addition, the ventilation conditions of the environments should be sufficient.
- To prevent hand contact, should there be non-hand-contact faucets and non-contact dispensers in washbasins, if possible.
- Necessary precautions should be taken to prevent cross-contamination from dirty and clean clothes and shoes.

Guesthouse/Dormitory

- The number of people staying in each room should be limited according to the area of the room. In this sense, an arrangement should be made to allow a maximum of 3 people to stay in the rooms.
- Bed breaks should be arranged following the social distance rule.
- Social distance should be maintained in all areas.
- Layout plans should be created taking into account these rules.
- Alcohol-based hand sanitizer should be available at the entrances.
- Food and drink should not be kept in rooms and personal lockers.
- Where possible, side-by-side beds should be positioned with one head and one foot end. There should be adequate ventilation/air conditioning conditions in the rooms. Air conditioner maintenance and cleaning should be done regularly. Room and bed changes should not be allowed, except for necessary situations.

Shuttles

- Users must travel using a mask in the shuttles.
- There must be antiseptic at the entrances of the shuttles.
- Users must be registered for each use.
- Talking should be avoided as much as possible during travel.

Personal Protective Equipment

Necessary occupational health and safety equipment should be available in the establishment within the framework of the Action Plan(s) for Hygiene, Infection Prevention, and Control, and they should be made available to the employees.

All personnel should be trained on the correct use of PPE, and awareness should be raised. The use of masks is important for pandemic diseases transmitted through the respiratory tract. In this sense,

- a) The mask must comply with the relevant standards/criteria (TS EN 14683, TS EN 149, or TSE K 599).
- b) The mask should be stored in a clean/dry area, protected from contamination (according to expiration dates) until needed for use.
- c) The mask should be used following the recommendations of national/international health authorities.
- d) The mask should cover the nose and mouth well.
- e) The mask should not hang around the user's neck during or after use.
- f) Once worn, should not be touched the front of the mask.
- g) If breathing becomes difficult or damaged, or deteriorated, the mask should be disposed of and replaced.
- h) A wet, moistened, and contaminated mask should be replaced with a new one.
- i) Hand hygiene should be ensured while wearing and removing the mask.

Other protective equipments are;

- Disposable gloves: It is not recommended to use gloves outside of private areas and procedures. Gloves should be used in case of transportation or contact of sick or pandemic disease suspects. They should be properly removed after the procedure or after completing the task, and hand hygiene should be performed immediately.
- Visor: Personnel for communication should use a face shield and an appropriate mask in cases of contagious respiratory disease (consultation, security, etc.).

Covid-19 Dangerous Pandemic and Infectious Disease Symptoms

High Fever (higher than 37.8 degrees)

dry cough

Throat ache

Loss of smell and taste

chest pain

Headache

breathing difficulties

Quarantine area/room

It should be isolated from other work areas.

Disinfectants, gloves, and masks should be available.

A phone must be available to call and communicate with Alo184.

Alo 184 SABIM

Coronavirus hotline

Suspicious

Are there signs of a pandemic or contagious disease?

Urgently have the suspect wearing a mask, gloves and avoid contact with anyone.

The suspect is taken to the quarantine area/room.

By calling ALO 184 SABIM, the symptoms related to the suspect are conveyed, and support is requested.

Monitoring of symptoms continues.

The publications of the Ministry of Health are followed, and the recommendations are implemented.

ALO 184

Is there any suspicion of illness as a result of the interview?

Quarantine status is maintained.

Emergency Call Center 112 is dialed.

They are sent to the health institution together with the health teams.

Monitoring of symptoms continues.

The area is disinfected, and hygiene conditions are increased.

The publications of the Ministry of Health are followed, and the recommendations are implemented.



Contact information

In the event of a possible contamination-based situation, the following people should be contacted and informed.

Dilek Erdoğan

Payroll and Personnel Affairs Specialist - #2075
dilek.erdogan@okan.edu.tr

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