

# ALTINBAŞ UNIVERSITY COVID-19 TRAINING PRESENTATION FOR STAFF AND STUDENTS

by

Altınbaş University Occupational Health and Safety Office



**ALTINBAS**  
UNİVERSİTESİ



YÜKSEKÖĞRETİM KURULU

Küresel Salgın Bağlamında  
YÜKSEKÖĞRETİM KURUMLARINDA  
SAĞLIKLI VE TEMİZ ORTAMLARIN  
GELİŞTİRİLMESİ KILAVUZU



TÜRK STANDARDLARI ENSTİTÜSÜ

- **This presentation** has been prepared on the basis of «**Guidelines for Providing Safe, Clean and Hygienic Environments in Higher Education Institutions within the context of Global Pandemic**» issued by Turkish Council of Higher Education (YÖK) and Turkish Standards Institution (TSE), for the following purposes:
- Providing/enhancing a safe, clean and hygienic environment at campus,
- Providing faculty, staff and students with information about how to combat the COVID-19 pandemic and other infectious diseases.



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# TRAINING CONTENT

1. Ways infectious diseases spread

2. General principles to prevent infectious diseases, personal protection techniques, and measures of infection control

3. Biological and psychosocial risk factors

4. Personal hygiene

5. Personal protective equipment for infectious diseases

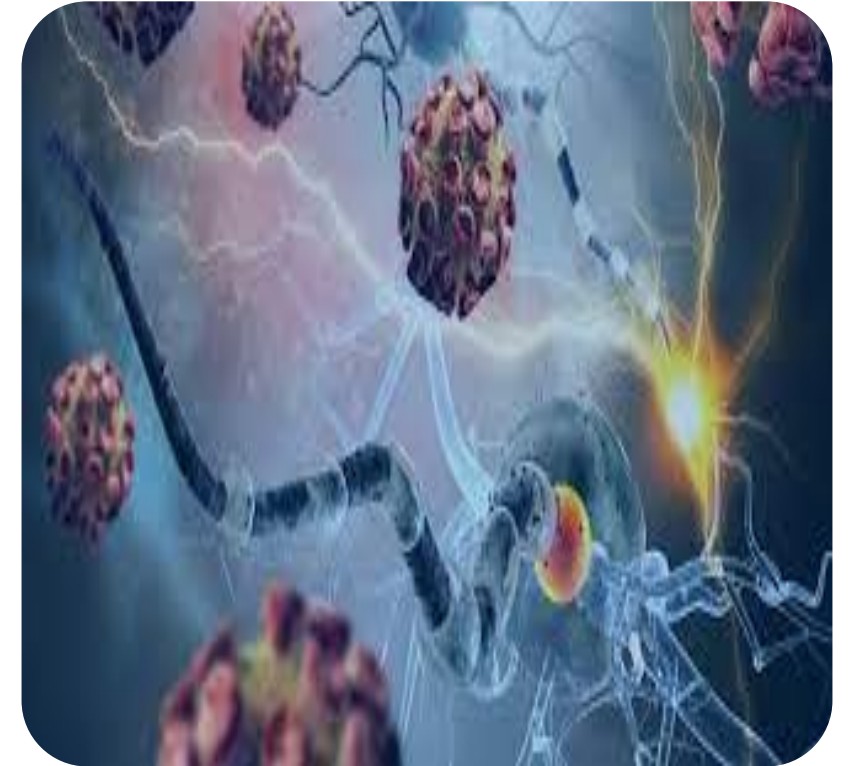
6. How to use and properly dispose of personal protective equipment

7. Compliance with protective health measures and feedback



# DISSEMINATION OF INFECTIOUS DISEASES

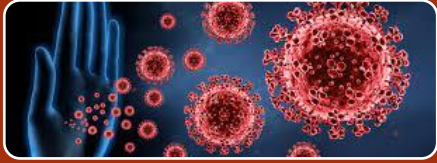
- The World Health Organisation (WHO) defines health as ‘a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity’.
- **Infectious Disease:**
- A disease caused by the entrance into the body of pathogenic agents or microorganisms, such as bacteria, viruses, parasites, protozoans, or fungi, that grow and multiply there. Such diseases can be spread directly or indirectly from one individual to another.
- Infectious diseases are caused by pathogenic agents or microorganisms (bacteria, fungi, viruses and parasites) or their microbial toxins.
- All infectious diseases can be spread from one individual to another through a variety of ways. They are transmissible from human to human, and from living animals to humans. Pathogens can also be transmitted through soil if they come into contact with an infectious host.



# Ways infectious diseases spread

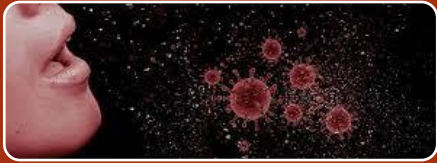


## 1. Airborne (through the air as aerosol particles)



## 2. Through contact (with skin, mucous membrane or sexual contact)

- a. Directly from person to person (through the skin or mucous membranes of infected individuals)
- b. Indirectly from a contaminated item (objects, food etc.)



## 3. Droplet Spread

- (When an infected person coughs, sneezes or talks, tiny particles that contain germs are spread into the air.)



## 4. Through blood or other body fluids

(blood, intravenous route, faecal-oral spread, etc.)

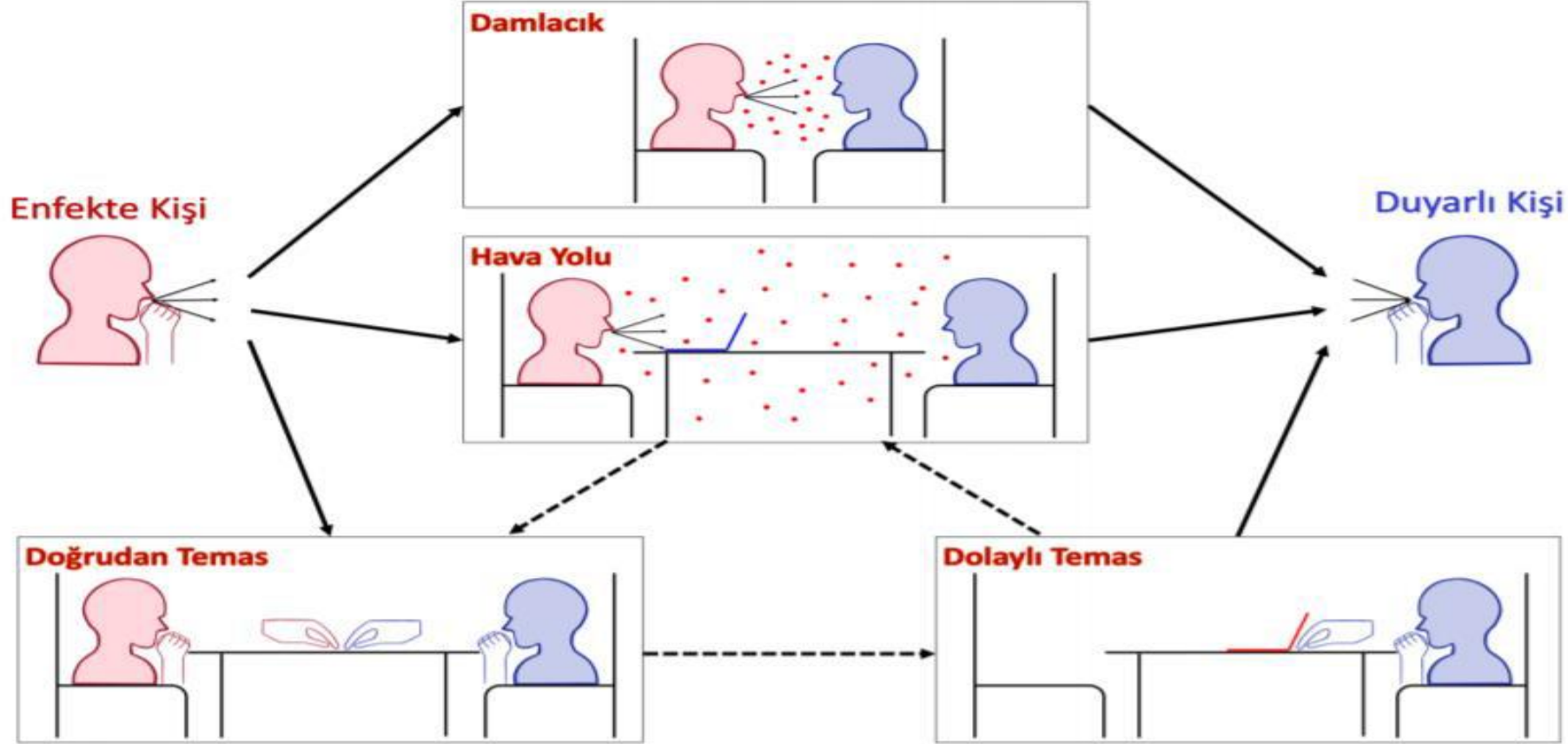


## 5. Vector-Borne

(mosquitoes, ticks etc.)



# SALGIN HASTALIKLARIN YAYILIMI



Şekil: Virüsler damlacık yolu, hava yolu, doğrudan veya dolaylı temas yolu ile enfekte kişilerden duyarlı kişilere bulaşabilir. (Çizim: A. Berra Okumuş. BMC Infect Dis 19, 101 (2019), Recognition of aerosol transmission of infectious agents: a commentary'den esinlenerek hazırlanmıştır.)

# Coronavirus disease (COVID-19)

- The Novel Coronavirus Disease (COVID-19) has originated at Wuhan city of China rapidly widespread in almost every country across the world.
- All available evidence for COVID-19 suggests that SARS-CoV-2 has a zoonotic source.
- On 30 January 2020, the WHO Director General declared that the outbreak constitutes a Public Health Emergency of International Concern (PHEIC).
- The first case of coronavirus (COVID-19) in Turkey was confirmed by Turkish Health Minister on 11 March 2020.
- On the same day, the World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic.



# COVID-19: Main Modes of Transmission and Its Epidemiology



The virus is transmitted through direct contact with respiratory droplets (generated through talking, sneezing, and coughing) of an infected person.



Droplet transmission occurs when a person is within 1-2 meters with someone who has respiratory symptoms and is therefore at risk of having his/her mouth and nose or eyes exposed to potentially infective droplets.



People with the virus may leave infected droplets on objects and surfaces when they sneeze, cough, or touch surfaces. Other people may become infected by touching these objects or surfaces, and then touching their eyes, noses or mouths without cleaning their hands.



# The Symptoms and Incubation Period of COVID-19

- Main symptoms of coronavirus are: high temperature, cough, shortness of breath or difficulty breathing.
- More serious complications from COVID-19 illness may include pneumonia, severe respiratory distress, renal failure and death.
- The incubation period of the virus is estimated to be between 2 and 14 days. But, on average, it is 5-6 days.
- Other signs and symptoms may include muscle or body aches, sore throat, fatigue, headache, abdominal pain, diarrhea, nausea or vomiting, loss of taste or smell.



**GENERAL PRINCIPLES TO PREVENT  
INFECTIOUS DISEASES, PERSONAL  
PROTECTION TECHNIQUES,  
MEASURES OF INFECTION CONTROL**



# MEASURES OF INFECTION CONTROL

## CHAIN OF INFECTION

Reservoir

Mode of  
Transmission

Susceptible Host

Controlling  
agent at source  
of transmission

Transmission-  
Based  
Precautions

Measures to  
protect the  
susceptible host



# Transmission-Based Precautions

## Standard Precautions



- Standard precautions apply to everyone regardless of their diagnosis or infection status.
- Hand hygiene, use of personal protective equipment (e.g., masks, gloves, aprons) when necessary.

## Transmission-Based Precautions



- Three categories of Transmission-Based Precautions are: «Contact Precautions», «Droplet Precautions», and «Airborne Precautions».
- Due to the fact that a microorganism may spread the disease through multiple modes of transmission, factor-based multiple isolation precautions may be taken as well.



## HOW TO PROTECT YOURSELF FROM COVID-19



Practice physical distancing, stay away from infected persons.

Cover your nose and mouth with a tissue when you sneeze or cough. Safely dispose of used tissues.

Stay home if you feel sick.

Wash your hands with soap and water for at least 20 seconds.

If soap and water are not available, use an alcohol-based hand sanitizer.

Avoid touching your eyes, nose and mouth.



# Infection Control Precautions on Campus



As students, faculty and staff spend most of their time on campus, such premises can be risky in terms facilitating the spread of COVID-19 when necessary measures are not taken to prevent it.



The occupancy in common spaces should not exceed the maximum allowed limit. Meetings and other social gatherings may be held online or outdoors depending on occupant capacity.



Altınbaş University has its cleaning staff regularly clean common spaces like classrooms, libraries, laboratories, dining halls, cafeterias, and gyms.





Overcrowded classroom teaching should be avoided. To limit the number of students gathering in a classroom at the same time, Altınbaş University allows entry to only one person for every two square metres of available floor space. At least 1 metre distance should be maintained between desks.



Sharing of personal items increases the chances of being infected by the virus. Equipment in shared locations (microscopes, computers etc.) should be cleaned and disinfected after each use.



Air conditioning, ceiling fans or electric fans should not be used in shared locations. Indoor spaces should be regularly ventilated.





Masks should not be worn during a group activity. A protective face shield is advised in higher risk environments necessitating close contact with others.



Face masks should be worn indoors at all times.



All personnel and students should carry a hand sanitizer at all times.



Practice hand hygiene before and after using public transport or personnel shuttle service.



Maintaining good personal hygiene will help you protect yourself from getting infected and spreading the disease to other people.





# BIOLOGICAL AND PSYCHOSOCIAL RISK FACTORS

**Emergencies can cause emotional reactions, including stress. The stress factors that are specific to the COVID-19 pandemic may include:**

- The risk of getting infected with the virus or transmitting it to another person,
- Common symptoms of other diseases, such as high temperature, may be confused with those of COVID-19, causing fear of getting infected with coronavirus.
- The parents may be concerned about their children being alone at home with the proper care and support (due to school closures),



# Employees Working in an Office

- *Going to work during the COVID-19 pandemic may bring about some physical and emotional challenges. To mitigate these challenges to a minimum:*

Follow all COVID-19 related precautions and guidelines issued by your employer.

Eat healthy, get a good night's sleep, and regular exercise.

Keep your relationship with the technology to a minimum outside office hours. Use it only to meet your informational needs.

Try to keep your hobbies and interests alive.

Do not be afraid to ask for help. Access information and support services.



# Employees Working Remotely/From Home

may experience the following:

- Working from home may not feel the same as working at the office
- Thinking about work all the time,
- Lack of motivation,
- Priority issues,
- Feedback problems; uncertainty about performance,
- Sleep and eating problems,



# Employees Working Remotely/From Home

## Tips for maintaining a healthy work-life balance during the COVID-19 pandemic

- COVID-19 döneminde iş ve özel yaşam dengesini kurabilmek için ipuçları:

Manage your time,  
make a realistic  
work planning.

Prioritise your time  
considering your  
office work routine.

Define your  
working hours. Try  
to keep your daily  
work schedule  
between the hours  
you turn on and off  
your computer.

Use the time spent  
commuting from  
home to work to  
start a morning  
exercise routine.

Working in pyjamas  
does not boost your  
work-from-home  
productivity.

Do not check your  
emails every other  
minute. Try to  
respond to them  
during working  
hours, unless it's an  
emergency.



# Employees Working Remotely/From Home

Have a separate routine on weekdays and on the weekend.

Do fun activities to relax and de-stress on the weekend.

Staying in touch with your loved ones is good for you. Use your online habits as a way to spend time with your family and friends.

Exercise regularly, keep a healthy diet and sleeping routine to be more productive and to maintain your physical and mental health.



# PERSONAL HYGIENE

- Hand hygiene is the most basic and the simplest measure to control and prevent the spread of infections, when performed regularly and properly.
- **Before practicing hand hygiene;**
- Roll up your sleeves,
- Remove rings as well as other jewellery like bangles, bracelets, or wrist watches,
- Artificial fingernails and other nail products should not be worn when washing your hands.

El Hijyeni, Enfeksiyonları Önlemede  
En Etkili ve Ekonomik Yöntemdir.



Yeditepe Üniversitesi İhtisas Hastanesi Enfeksiyon Kontrolü Komitesi



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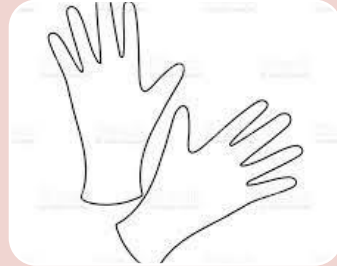
# Hand hygiene

**Always practice hand hygiene in the following situations;**

- Before and after cooking
- Before and after eating
- Before and after using the restroom
- Before cleaning your teeth, mouth, face and eyes
- After cleaning your nose
- After coughing and sneezing
- After touching garbage, dirt, debris or spoiled food
- After handling raw food
- After you exit public transportation
- After touching animals or their droppings
- When you get home or into work



# PERSONAL PROTECTIVE EQUIPMENT FOR INFECTIOUS DISEASES



Face  
Masks

Gloves

Aprons

Goggles  
/Face  
Shields

Liquid  
Soap

Hand  
Sanitizers





# MASKS

- Research shows that public mask wearing is highly effective at reducing spread of the coronavirus.
- It is extremely unhygienic to share your mask with other people.
- It is recommended to use disposable single-use masks or reusable masks that can be washed after each wear.
- Masks should be worn properly, covering your nose, mouth and chin. There should be no gaps on the side of your face.
- Make sure you are wearing your mask properly to increase its effectiveness.
- Do not touch the part of the mask that covers your nose and mouth. If you accidentally touch it, wash or sanitize your hands.
- Wearing a mask does not substitute for «social distancing» or «avoiding touching your mouth, nose or eyes».
- Wearing a mask reach full effectiveness when you follow social distancing and hygiene rules as well.



# TIBBİ MASKELER NASIL KULLANILIR?

who.int/epi-win

## BUNLARI YAPIN



Maskeye dokunmadan önce ellerinizi yıkayın



Yırtık ya da kire karşı maskeyi kontrol edin



Metal parçanın veya sert kenarın bulunduğu üst tarafı tespit edin



Renkli tarafın dışı dönük olduğundan emin olun



Metal parçayı veya sert kenarı burnunuza yerleştirin



Maskenin ağızınızı, burnunuzu ve çenenizi kapattığından emin olun



Maskeyi yanlarda boşluk bırakmayacak şekilde çenenize yerleştirin



Maskeye dokunmaktan kaçının



Maskeyi kulakların veya başın arkasındaki iplerden tutarak çıkarın



Maskeyi çıkarırken kendinizden ve yüzeylerden uzak tutun



Maskeyi kullandıktan hemen sonra tercihilen kapaklı bir çöp kutusuna atın



Maskeyi attıktan sonra ellerinizi yıkayın

## BUNLARI YAPMAYIN



Yırtık ve nemli maskeleri kullanmayın



Maskeyi yalnızca ağız veya burun üzerine takmayın



Maskeyi gevşek duracak şekilde takmayın



Maskenin ön yüzüne dokunmayın



Konuşmak veya maskeye dokunmayı gerektiren başka şeyler yapmak için maskeyi çıkarmayın



Kullanılmış maskeleri başkalarının erişebileceği yerlerde bırakmayın



Maskeleri tekrar kullanmayın

Maske kullanımının tek başına COVID-19'a karşı koruma sağlayamayacağını unutmayın. Maske takarken bile çevrenizdeki insanlarla aranızda en az 1 metre mesafe bırakın ve ellerinizi sık sık ve iyice yıkayın.

EPI-WIN



# TIBBİ OLMAYAN KUMAŞ MASKELER NASIL KULLANILIR?

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## BUNLARI YAPIN



Maskeye dokunmadan önce ellerinizi yıkayın



Yırtık ya da kir ihtimaline karşı maskeyi kontrol edin



Maskeyi yanlarda boşluk bırakmayacak şekilde çenenize yerleştirin



Maskenin ağızınızı, burnunuzu ve çenenizi kapattığından emin olun



Maskeye dokunmaktan kaçının



Maskeyi çıkarmadan önce ellerinizi temizleyin



Maskeyi kulakların veya başın arkasındaki iplerden tutarak çıkarın



Maskeyi çıkardıktan sonra yüzünüzden uzakta tutun



Maskeyi, kirli veya ıslak değilse ve yeniden kullanmayı planlıyorsanız temiz, plastik ve kilitli bir poşette saklayın.



Maskeyi poşetten çıkarırken mutlaka iplerinden tutun



Maskeyi günde en az bir kez, tercihen sıcak su ile, sabun veya deterjanla yıkayın.



Maskeyi çıkardıktan sonra ellerinizi yıkayın

## BUNLARI YAPMAYIN



Maske yırtık varsa kesinlikle kullanmayın



Maskeyi gevşek duracak şekilde takmayın



Maske takarken burnunuzu dışarıda bırakmayın



1 metre yakınızdaki insanların bulunduğu yerlerde maskenizi çıkarmayın



Nefes almanızı zorlaştıran maskeleri kullanmayın



Kirli ya da ıslak maskeleri kullanmayın



Maskenizi başkalarıyla paylaşmayın

Kumaş maskeler çevrenizdeki diğer insanları virüsten korur. Kendinizi COVID-19'dan korumak ve virüsün yayılmasını önlemek için, diğer insanlarla aranızda en az 1 metre mesafe koymayı, ellerinizi sık sık ve derinlemesine yıkamayı, yüzünüze ve maskenize dokunmaktan kaçınmayı unutmayın.



# Face Shield/Eye Goggles

- Persons required to work in close proximity with others for more than 15 minutes, especially indoors, cleaning/security staff, or persons responsible for the disposal of infectious waste are advised to wear eye goggles or face shield with a mask.
- Although you can wear a face shield when wearing a mask may not be feasible, face shields do not replace a mask.
- Make sure the face shield or eye goggles you are wearing fit your mask. A face shield should match snugly into your face and against the sides of face without gaps.
- A face shield or eye goggles can be reused until it expires or until it's dirty, but you should wash them regularly with soap and water or clean them using disinfectant wipes that contain 70 percent isopropyl alcohol.
- Always perform the appropriate hand hygiene before and after using personal protective equipment.



# Gloves

- You do not need to wear gloves unless your job requires you to wear one to prevent the spread of coronavirus.
- Persons working at campus cafeterias, dining halls etc. should wear single-use disposable gloves while preparing food.
- Similarly, a pair of gloves should always be worn when handling/disposing of garbage, garbage containers, used masks, or food waste.
- Wearing gloves does not replace hand hygiene.
- Always consider gloves contaminated during and after use. Avoid touching your face (mouth, nose and eyes) while wearing it. Perform proper hand hygiene after removing your gloves.



# Work Uniforms & Workwear

- Cleaning, catering, cooking, moving and security staff working at a campus may have to wear clothing that is specific to their job.
- It is unhygienic to share your own workwear with other people.
- When you remove your work uniform, fold it without shaking it out and keep it in a dust and particle-free place.
- Work uniforms should be washed at the appropriate temperature using the appropriate laundry detergent.
- Used work uniforms should be carried in a bag.



# Work Uniforms & Workwear

- You should wash your hands with soap and water for at least 20 seconds, and use a hand sanitizer before putting on and removing your work uniforms.
- Work uniforms should not be worn in shared environments and you should also avoid going home wearing your uniform.
- Accordingly, employers should provide locker rooms, lockers and showers to such employees engaged in specific hazardous tasks.
- As employees actively helping each other to put on or remove PPE increases the risk of contamination, the employees should try to put on or remove their uniforms and other PPE on their own.



# HOW TO USE AND PROPERLY DISPOSE OF PERSONAL PROTECTIVE EQUIPMENT

**COVID-19 PANDEMİSİNDE ATIK YÖNETİMİ**  
COVID-19 hastasının atıkları ile hastalık bulaşmasını gösteren bir kanıt yoktur.

- 01** Hastane ortamında olası ve kesin COVID-19 hastasına ait atıklar enfeksiyöz atık olarak kabul edilerek **tıbbi atık kutusuna atılır.**
- 02** Evde hasta takibi kapsamında izlenen olası ve kesin COVID-19 hastalarının atıkları gerekli koruyucu önlemler alınarak ayrı toplanıp, çift torba içinde muhafaza edilerek **evsel atık torbasına atılmalıdır.**
- 03** Toplu yaşam alanlarında (yurt vb.) 14 gün gözlem altında tutulan temaslılara (olası ve kesin COVID-19 vakalarının temaslıları, hastalığın yaygın görüldüğü bir ülkeden ya da ilden gelenler) ait atıklar **evsel atık torbasına atılmalıdır.**
- 04** Toplumda korunma amaçlı kullanılan tek kullanımlık maskeler ve eldivenler **evsel atık torbasına atılmalıdır.**
- 05** DSÖ, CDC ve ECDC gibi önemli sağlık kuruluşlarının rehberlerinde COVID-19 hastasına ait atıkların hastane ve diğer sağlık kuruluşları da dahil olmak üzere **herhangi bir bekleme süresinden sonra atılmasına ait bir bilgi bulunmamaktadır.**

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- **Waste Management during the COVID-19 Pandemic**
- Waste generated during the treatment, diagnosis or quarantine of suspected or clinically confirmed/diagnosed COVID-19 patients are considered infectious waste and disposed of in a medical waste container.
- Waste generated by suspected or clinically confirmed/diagnosed COVID-19 patients during their treatment or monitoring at home should be collected in separate waste receptacles, should be double-bagged and disposed of in a household waste container.
- Waste generated by persons, who live in shared living spaces (such as dormitory) and who came into contact with suspected or confirmed COVID-19 patients quarantined for 14 days or with persons coming from a city or a country where the is circulating at very high rates, should be disposed of in a household waste container.
- Single-use disposable masks and gloves should be disposed of in a household waste container.
- The guidelines issued by major global health organisations, including WHO, CDC and ECDC do not provide any information regarding the disposal period for waste generated by COVID-19 patients at hospitals and other healthcare facilities.



# Compliance with protective health measures and feedback

- In accordance with public health and hygiene decisions issued by Turkish Ministry of Health, Turkish Ministry of Family, Labour and Social Services and Istanbul Governor's Office,
- All COVID-19 related health measures taken and imposed by Altınbaş University is regularly shared with all stakeholders on <https://covid19.altinbas.edu.tr/> .
- All students, faculty, staff, visitors, and all other stakeholders are required to carefully read COVID-19 guidelines and try to follow them as strictly as possible.





**THANK YOU**



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