



Protection From Pandemic and Response Instruction

1. Objective:

The purpose of this document is to slow down / prevent the rate of spread of an outbreak described by the World Health Organization as PANDEMI and to predict the results within the facility. It is prepared for other epidemics that may occur worldwide, with the awareness that every precaution we will take in our workplaces, where people are gathered and are in contact with a large number of people, will have a significant impact on the protection of the entire society, not only for our employees but also for the families of our employees..

This instruction; It may occur during the activities within Rixos Hotels;

- * Disease Measures in the Workplace,
- * Signs of Disease in Workplaces,
- * Outbreak Diagnosis in Workplaces,
- * Precautions to Be Taken in the Place of Workplace Diagnosis,

To analyze the emergencies that are likely to be encountered in advance and to evaluate the possible risks to be encountered,

- Determining the teams that will provide an accurate and effective emergency response,
 - About emergency situations; to include before, after intervention and after the incident; determination of duties, powers and responsibilities,
 - Planning the action styles of these teams,
 - General information and training of the personnel to take part in emergency situations and general information of the other personnel against emergencies,
 - Preparing materials and equipment to be needed in any emergency situation and keeping them active by making necessary controls,
 - By conducting exemplary emergency drills,
- To be ready with all the elements, thanks to this;
- To organize quickly in emergency situations, to analyze the emergency situation and to take control as soon as possible,
 - To protect human health and human life,
 - Preventing the Epidemic Spread to the Environment,
 - To comply with laws and regulations,
 - To provide communication with state institutions and related private institutions in case of emergency,
 - Eliminating the emergency situation as early as possible, returning to normal working conditions and maintaining normal operation,
 - It aims to minimize the material and moral losses of the company by providing the above mentioned points.

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2. Scope:

This plan covers the epidemic announcement affecting the Rixos Hotels workspace and any other epidemic diseases that may occur around the world, or pandemic emergency studies that may arise in another area and relate to the area of the facility.

In case of changes that may affect the emergencies determined at the workplace or cause new emergencies, the emergency plan is renewed completely or partially according to the magnitude of the impact. Other than those with emergency action; According to the hazard class, it is renewed every two, four and six years, respectively, in very dangerous, dangerous and less dangerous workplaces. Emergency Action Plan must be renewed at this facility **UP TO LOCAL LAW INSTRUCTIONS**

Emergency Plan Preparation and Extension Processes responsible: Facility Quality Manager

3. Terms and Definitions:

3.1. Pandemic: It is the general name given to epidemic diseases that spread and spread over a wide area such as a continent or the entire world.

3.2 How to provide Safety: Staff assigned by the facility permanent consultant and administrative staff

3.3 Communication in Emergency Situations: Notification of sudden and emergency situations that may occur within the enterprise; company phone and mobile phones.

3.4 Periodic Controls: Health checks of the working personnel are performed and grounding and electrical installations, periodic maintenance and tests etc. of all kinds of machines used in the facility. The equipment is tested and recorded in accordance with the legal regulations and periods.

4. Responsibilities:

The person responsible for the instruction is the General Manager, the Quality Manager and Emergency Situation for Pandemic Committee members are responsible for its execution and additional responsibilities are defined in the instruction. All employees are responsible for implementing this instruction.

5. ACTIONS TO BE TAKEN UNDER PANDEMI

5.1 ALL DEPARTMENT HEADS:

Depending on the course of the outbreak, employees may undertake more than one task and / or work in different locations when necessary. In order for these changes to be managed correctly and for the continuity of the work, scenarios are prepared by the supervisors of the department for all kinds of negativities and work and worker planning is done. The continuity



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of the work is ensured by giving the relevant personnel the necessary training by their supervisor.

With the recommendation of the workplace doctor, employees who have chronic illnesses and who are at high risk of developing the disease are provided to work at home.

- Working from home or working partly from home is not a leave or vacation practice, it is applied to prevent our employees from being affected by the emergency. For this reason, it is not found in crowded places (shopping malls, public transportation, etc.) that will pose a risk during working from home.
- Laptop and company phones must be available, continuous internet connection must be provided and employees must be accessible from home or partially from home.
- Employees who will work from home and partly from home continue their work by taking into account the “Remote Working Protocol” they have signed.
- Employees who will perform tasks requiring outside and contact with more people are selected from those who do not have chronic illness and are between the ages of 18 and 40.
- The process of discontinuation of facility service production depends on the regional or national quarantine decision taken by the official authorities. As a result of the official notifications made, the work / service is stopped and the security of the facility is determined by the decision of the administrative authority.
- The decision to remove the quarantine is implemented by the Local Authority upon the notification of the facility to the “Senior Management”. The facility's senior management informs all department managers via phone / mail, so that their teams are ready for the task.

6. Emergency Situation Team for Pandemic

- Pandemic emergency committee are the members of the Council defined at the workplace. Members are defined in the Emergency Situation Team for pandemic Committee Members List.
- All actions related to the emergency are consulted in this board and the decision is made.
- The implementation and continuity of all actions pertaining to the relevant decisions are monitored and supervised by the members of the Emergency Situation Team for pandemic Committee Members List.
- Establishing contact with the Ministry of Health in case of emergency is provided by the workplace doctor, contact with the Ministry of Family and Labor is provided by the human resources department, and contact with the Security Forces is provided by the Safety department.
- The decisions of the Committee are published and sent digitally to the people via e-mail.

7. QUALITY AND RELATED PROTECTION DEPARTMENT

- Posters about pandemic symptoms and prevention methods are hung, hand brochures etc. all informative materials are shared and all staff are trained.
- Common areas (toilets, resting areas, etc.) are checked daily by the workplace healthcare personnel, and non-conformity determinations are resolved immediately.
- Hand sanitizers in the field are checked daily by the workplace healthcare personnel, and the non-conformity determinations are resolved immediately.

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- If a person who coughs, has a fever (38.5 C and above) and has difficulty in breathing is detected, the person is evaluated by the workplace doctor and directed to health institutions if deemed necessary.
- Evaluates the continuity of the measures planned within the scope of the "Pandemic Protection Emergency and Action Plan", informs and directs the Emergency Committee by investigating the additional measures needed to increase the epidemic throughout the country and throughout the province.

8. 14 RULES TO BE FOLLOWED IN THE WORKPLACE TO BE PROTECTED FROM CORONA VIRUS AS FOLLOWS



14 RULES AGAINST NEW CORONAVIRUS RISK

- 1 Wash your hands frequently with soap and water for at least 20 seconds by scrubbing.
- 2 Have distance of at least 3-4 steps from people who show symptoms of a cold.
- 3 Ventilate your environments frequently.
- 4 Wash your clothes with normal detergent at 60-90°C.
- 5 If you have complaints such as fever, cough, shortness of breath, wear a mask and contact a health care provider.
- 6 Do not touch your eyes, mouth and nose with your hands.
- 7 Spend the first 14 days at home on your return from abroad.
- 8 Cover the mouth and nose with disposable wipes when coughing or sneezing, use the inside of the elbow if there is no wipe.
- 9 Cancel or postpone your travels abroad.
- 10 Clean your frequently used surfaces, such as door handles, fixtures, sinks, with water and detergent daily.
- 11 Avoid close contact, such as shaking hand and hugging.
- 12 If you have cold symptoms, do not contact the elders and chronic patients, do not go out without wearing a mask.
- 13 Do not use any of your personal belongings (casual items such as towels) in common.
- 14 Drink plenty of fluids, eat a balanced diet, pay attention to your sleep patterns.

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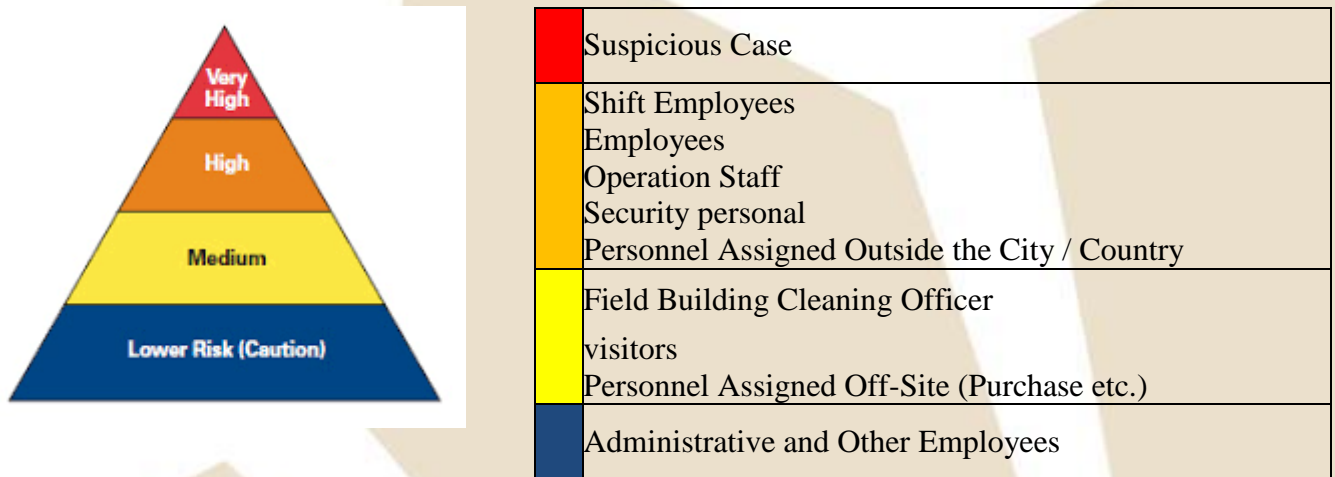


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9. PANDEMI RISK GROUPS IDENTIFICATION PYRAMID



10. PANDEMIC RISK GROUPS IDENTIFICATION PIRAMID EMERGENCY MEASURES

10.1. LOWER RISK GROUP

10.1.1. GENERAL MEASURES FOR ALL EMPLOYEES, INCLUDING SUB-EMPLOYERS:

- When getting off the service or from another public transport and entering the workplace, after touching a foreign body coming to the workplace or an object (counter, center stand, door handle, etc.) touched by foreigners, signs of a foreign or respiratory infection (cough hands, sneezing, runny nose, fever-malaise, breathing problem) should be washed with soap and water for at least 20 seconds after being within 2 meters of the person, and alcohol-containing hand antiseptic should be used in the absence of soap and water. The mouth, nose and eyes should never be touched without washing hands.
- All common areas (WCs, dining hall, changing rooms, resting areas, etc.) are provided to be disinfected with cleaning fluid daily.
- 10 ml of bleach mixture is used as 5 liter water as cleaning liquid.
- It is forbidden to shake hands, hug, shake hands, kiss, greet any kind of body contact.
- During coughing or sneezing, the mouth and nose should be covered with a disposable wipe, and if there is no wipe, care should be taken to cover the inside of the elbow.
 - There must be a distance of at least 1 mt between the employees as much as possible during the work.
- Social distance should be maintained during meal and break times.
- All closed areas should be ventilated frequently.

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- A balanced and healthy diet should be used to strengthen the immune system. It should not be sleepless. Foods should be washed thoroughly before consumption.
- Even with the diagnosis of Normal Upper Respiratory Tract Infection, every patient will work from home or isolate himself at home until the disease has passed.
- Any pre-planned internal and external training within the enterprise is suspended until a second decision. Information about pandemic is excluded from this scope. The method and location of the information (open air if possible) is decided by the workplace doctor.
- All possible meetings with outsourced (supplier, customer, etc.) participants are postponed to a later date.
- The meetings planned to be held within the business are canceled. In compulsory situations, few participants are provided and they are held for a short time.
- In all meetings; Digital media is preferred due to infrastructure and facilities.
- It was decided that everyone would eat one by one and enter the queue with a distance of 2 meter in line and the hotel staff and subcontractors would be used according to the defined time periods.
12: 00-13: 00 subcontractor staff
13: 00-14: 00 hotel staff
- It was decided to make markings on the ground and all employees to comply with this rule in order to ensure a safe distance of 2 mt during the meal.
- Use of disposable plates, forks, spoons, salt karabiber etc. will be provided. The bread will be from single-bag bread. Sosyal Tesis kullanıma kapatılır. Ortak zaman geçirilebilecek ve çapraz bulaşmaya neden olabilecek oyun (bilardo, langirt vb.) ekipmanları kullanılmaz.
- Outside the staff cafeteria, service vehicles and lodgings have been decided to apply ulv with hydrogen peroxide every day, and offices will be held weekly.
- Staff clothes are changed daily. Dirty clothes are provided to be washed at least 60-90 ° C.
- Entry and exit can be taken under control in the accommodation. Except for mandatory cases, entry and exit can be stopped.
- The mask is definitely used in jobs where it is not possible to work by maintaining the social distance of the staff. Masks are changed daily, or given to the laundry to be washed.

10.1.2. OFFICE EMPLOYEES:

- In the case of shared items in the office, users must wash and disinfect their hands hourly.



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10.1.3. DRIVER & CLUB CAR DRIVERS:

- Before using vehicles, steering wheel, control buttons etc. hand contact points should be cleaned with disinfectant fluid.
- A chlorine-based chemical is used as the cleaning fluid.
- Hands are washed before and after cleaning.
- Gloves are used during cleaning.

10.2. MEDIUM RISK GROUP:

10.2.1. FACILITY FIELD BUILDING CLEANING OFFICER:

- Hands are washed before and after cleaning.
- Gloves are used during cleaning.
- A chlorine-based chemical is used as the cleaning fluid.
- Frequently contacted door handles, railing handrails, power switches, office phones, computer keyboards, control panels of printers, etc. spots are cleaned daily with disinfectant.

10.2.2. VISITORS:

- Entrances to the facility will be limited only to employees and mandatory visitors related to work.
- Access to the facility should be done in a controlled manner. The temperature of everyone coming will be measured. The health unit will be informed about those with symptoms.

10.2.3. STAFF ASSIGNED OFF-SITE :

All urban travel planning and outside meetings are subject to the permission of the General Manager.

- Staff who go out for the task should avoid crowded areas.
 - Urban travel plans should not be reviewed and travel should not be necessary.
- By taking care not to use public transportation vehicles, it is ensured that the available company vehicles are used.

10.3. HIGH RISK GROUP:

10.3.1. SECURITY STAFF:

- High fever, dry cough, etc. When people showing symptoms of disease are detected, they should not be taken to the port area and authorized units should be informed.
 - Personnel receiving documents from vehicle drivers should frequently wash or disinfect their hands.
- Security personnel in the process of entry should frequently wash or disinfect their hands.
- It was decided to wear a mask and gloves and to make the upper searches of the personnel with gloves in the entrance and exit fever measurements.
- Common computers, radios, controllers, etc. devices should be cleaned frequently and hands washed or disinfected after use.

10.3.2. SHIFT STAFF:

- The condition of using the mask of all personnel working in the shift depends on the advice and direction of the workplace doctor.
- Hand contact with the shift employee should be avoided.



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- Hands must be disinfected each time when making a workplace change.
 - Food and beverages served during the work should not be consumed.
- It should be worked with minimum personnel and minimum duration during shift operations.
- Contact with guests and employees from questionable areas should be avoided.

10.3.3. OPERATIONAL STAFF:

- The condition of using the mask of all personnel of the operation worker depends on the advice and direction of the workplace doctor.
- Hand contact with the operation employee should be avoided.
- Hands must be disinfected each time when making a workplace change.
 - Food and beverages served during the work should not be consumed.
- It should be worked with minimum personnel and minimum duration during their operations.
- Contact with guests and employees from questionable areas should be avoided.

10.3.4. STAFF ASSIGNED OUTSIDE THE CITY/COUNTRY

- All international and domestic business trips are suspended until the next notification.
- Those who travel compulsorily such as returns from abroad run the Home Office for 14 days.
 - If it is deemed necessary, it is ensured that it stays in quarantine at home with the approval of the workplace doctor and senior management approval.
- In order to minimize the risk of infection, return flights are not preferred on return journeys.
- Crowded halls are avoided at the airports.
- Hotel, plane, bus, etc. consumption of products that are open to contact in places is avoided
- It is not allowed to enter the crowds during breaks during travels, food supply is made from pre-prepared packages, and nobody can be contacted close to 2 meters during breaks.

10.4. HIGH RISK GROUP :

10.4.1. POSSIBLE CASE:

- For isolation, 30 ffp3 mouth masks, 4 medical glasses, 6 medical overalls and 2 fever meters were purchased. The mask, overalls and glasses to be used for the isolation process are in the infirmary for use in a possible case.

- If there is a staff member indicating a disease?

If there is no mask for the personnel showing the disease, the mask is provided first, and the staff is sent to the infirmary (quarantine place) after the workplace doctor is called to empty the infirmary. After the workplace doctor examination, the members of the committee are notified. The Ministry of Health's Contact Center should be called and the instructions given by the official should be followed. The measures specified by the relevant competent institution / institutions are implemented. Workers' healthcare personnel are informed by



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providing a mask for other employees who may have contacted before leaving the employee who has been confirmed to be infected. Other employees with whom the infected worker has been contacted should be identified and the Ministry of Health Communication Center 184 contacted and the instructions given by the official should be followed.

For the personal hygiene of the personnel working in the workplace health unit, disinfection of the infirmary is carried out with hydrogen peroxide.

Disinfection process should be disinfected with hydrogen peroxide in the workplace where the confirmed employee is working and touched. If the staff stays in the lodging, the lodging room is put into quarantine for 14 days, and the textile products such as duvet covers are washed separately from the other personnel, and are opened for use after 14 days by disinfection with hydrogen peroxide.

The treated employee continues his job by informing his employer with a report (return to work) that he / she does not mind starting work by the healthcare institution. If requested, health examination is provided by the workplace doctor.

• If there is a guest showing signs of illness.

If guest has no mask who is showing the disease, the mask is provided first, and after the doctor is contacted by calling the workplace doctor, the guest is sent to the infirmary (quarantine place). After the workplace doctor examination, the situation is reported to the occupational health and safety professionals and workplace officials at work. The Ministry of Health's Contact Center should be called and the instructions given by the official should be followed. The measures specified by the relevant competent institution / institutions are implemented.

In case of any guest showing signs of illness, guest relation team member should inform, Guest Relation Department -Doctor-Front office Department -Quality Department and Human Resources department , Human resources department is responsible to inform General Manager regarding subject. Within the General Manager instruction, Local Ministry Procedures will be followed

The health personnel of the workplace are informed by providing a mask for their relatives who may have contacted before leaving the infected verified guest. Other guests and employees contacted by the infected guest should be identified by the guest relations department and the Ministry of Health's Contact Center should be called and the instructions given by the official should be followed.

The room where the guest who has been confirmed to be infected is quarantined for 14 days, the textile products such as duvet covers are washed separately from other guests, and disinfected with hydrogen peroxide after 14 days, and according to the information received by the guest relations department, the areas that the guest touches with are disinfected with hydrogen peroxide. Process should be disinfected.



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In case of any room service request, the order will be completed according to **Rixos Hotels P.05 Food Safety Management Procedure and Rixos Hotels SP.02 Food and Beverage Management Process**. As an addition to this procedures:

Then hotel is to encourage telephone orders for room service. Remove the bedroom knob breakfast menu order forms. These are to be replaced with remote ordering including verbal orders

The hotel is to dedicate one person to customer orders to limit concurrent activity with other people (one employee = one telephone). Take away breakfast or room service breakfast are recommended.

The hotel can consider to designate a take away pick up area for guests to collect their pre-ordered breakfast

When serving guests staff are to wear face masks and gloves and be changed after each room service process has been undertaken.

Keep a safe distance when delivering trays. Do not enter the room during service. Knock on the door and step back in order to maintain a safe distance. Wait for the guest to open the door.

In relation to the room service trays then the hotel is to maintain the following;

- Tableware and / or products (glass, plate) to be protected by clingfilm / other means.
- Protect cutlery with a cutlery holder or the cutlery is to be completely packaged.
- Food to be completely packaged.
- Take away food containers can be also utilized.
- In relation to room service the tray can be left outside the room for the guest to collect. Once finished, the guest places the tray outside the door and calls for collection. At the end of the service hours, take a walk around each floor to collect trays with gloves and mask.

All leftover foods from room service must be disposed of.

Housekeeping team members

When serving guests staff are to wear face masks and gloves and be changed after each room service process has been undertaken. Rooms cleaning actions will be according to **Rixos Hotels SP.18 Rooms Management Procedure**, as an addition to this procedure

Guest Room `` high touch areas`` are required to be disinfected .A cleaning schedule should be developed to identify high touch areas in the guest room and signature recorded to verify that the cleaning process was undertaken

HIGH TOUCH AREAS

High Touch in the guest rooms must include (but not restricted to)

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- Bed linen
- Telephones
- Remove for TVs
- Chair armrest
- Desk drawers , door handles
- Light switches
- Toilet flushes
- Tap tops
- Hair dryers
- Soap dispensers
- Showerheads
- Toilet brushes
- Kettles
- Fridges luggage racks
- Room safety box
- Hangers

Required action

Areas that are defined as ``high touch areas`` in the guest room are required to be disinfected each time the room is cleaned

Staff are to have access to disinfecting wipes and or cleaning sprays to be used in the disinfecting process. This could include the use of suitable cleaning agents such as detergent and hospital grade disinfectant (or equivalent), sodium hypochlorite , granular chlorine or alcohol (Isopropyl 70% or ethyl alcohol at a minimum of 70%)

All cleaning & disinfecting activity is to be recorded. Records should be signed by authorized personnel to verify the cleaning process was undertaken as scheduled

Bathroom amenities are to be removed from the room when the guest checks out (even if unused) and be replaced with new amenities for the next guest.

Increased Cleaning

A cleaning schedule should be developed to identify the increased cleaning schedule of all equipment & areas in the rooms and bathroom.

Dispose of waste in a specific closed bin bag and never transfer waste from one bag to another

Remove all glassware and plates to be sanitized outside of room, directly into the pantry



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All equipment such as cups, glasses crockery and utensils are to be washed and sanitized in a commercial dishwasher or glasswasher.

The wash cycle is to be at 55°C or above. The final rinse cycle is to be at 82°C or above. (Refer to supplier guidelines)

The temperatures of each machine is to be checked and recorded at least twice daily.

Ensure all machines have a digital gauge for accuracy and that the gauges are calibrated annually

In the absence of a commercial dishwasher, housekeeping staff are to wash and disinfect the items by using a double container method.

The first container is to have detergent and warm water to remove grease and dirt.

The second container is to have quat sanitizers at a strength of 100ppm or above.

These solutions are to be made fresh in each room serviced.

Restock supplies – change all, even if not used by guests

Spray (and do not wipe) all bathroom hard surfaces with approved disinfectant cleaner (toilet, urinals, sinks, countertops, taps, shower/tub, dispensers)

Dust, clean and disinfect all hard surfaces in room with reinforced focus on high touchpoints ,eg.handles, TV or air conditioning remote controls, switches, desks, armchairs, shower handles, towel racks, shower gel dispensers, hair dryers, etc.

Return to bathroom after required disinfectant contact time to wipe/scrub and rinse hard surfaces starting with shower and ending with toilet

Vacuum soft-surfaced floors (carpet/rug); sweep then mop hard-surfaced floors (tile/LVT) using approved chemicals

Do not shake bed linens or towels

Put used sheets and towels into the washing basket immediately and be sure to keep clean linen and dirty linen separate

Pillow cases and Mattress protectors should be washed/laundered after each stay

If the hotel develops and implements a verification on the cleaning process then these swab reports are to be recorded.

Any non-conformance is to be investigated to identify the root cause of the failure and suitable corrective actions are to be implemented

11. COMMUNICATION WITH DOMESTIC AND EXTERNAL AUTHORITIES IN EMERGENCIES

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Telephone numbers that may be required in emergencies, stated in the emergency telephone list, should be posted in places where everyone can reach and should be kept up to date. Emergency teams will also provide intra-group communication between them via radios located in team supervisors.

INTERNAL COMMUNICATION	
the person to call	Phone Number
General Manager	
Emergency Committee Team Leader 1	
Emergency Committee Team Leader 2	

Not: Will be called after General Manager Instruction.

External Communication	
Officials to be called	Phone Number
MINISTRY OF HEALTH CONSULTATION LINE	105
MINISTRY OF HEALTH CONSULTATION LINE 2	15335

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12. VEHICLES AND HOSPITALS THAT PATIENTS AND INJURED PEOPLE WILL BE DELIVERED:

- The patients and the injured people are sent to the health institutions by the vehicle in the enterprise or by the ambulance called.
- Employee / Employee Representative; ensures that vehicles can be found at any time during the business hours.

13. EMERGENCY SITUATION CALL NUMBERS:

- 105-15335 (Ministry of Health line)

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14. TRAINING AND EXERCISES:

Training:

- Training will be provided to personnel related to any emergency that may occur and defined in this plan.
- The Operations Manager is responsible for the preparation, planning and delivery of trainings.
- Teams prepared for emergencies are notified by giving training on their duties.
- “EMERGENCY RESPONSE TRAINING” is given and recorded by the authorized institution against emergencies that may occur in our business.
- “FIRST AID TRAINING” is given to the employees in order to obtain basic information about first aid and are recorded.

Exercises:

- Applied drills are held together with any emergency personnel identified in this plan that may occur.
- The drills are planned by the business management at least once a year.
- After each exercise; relevant training forms are filled in and a detailed report with pictures about the exercise is prepared. In these reports, signed lists of the personnel participating in the exercise will be kept.

15. APPLICATION IN EMERGENCY:

15.1. Control and Action methods of the Measures Taken Against Pandemic

The measures taken against pandemic are constantly checked and always ready for use;

- The entrance areas of the ambulance should not be kept closed,
- Quarantine zone should be determined at the facility,
- Quarantine Rooms in staff housing should be determined as %5 percent of the total head count
- All employees are taught phone numbers and modes of action to report on at the onset of an illness.
- Ministry of Health Line: 105 and 15335
- Notification to the Hospital or Police Station will be made as follows;
 “We are calling from Rixos Hotels..... which is located in address In our Facility, possible corona virus patient was detected at the clock..... The complaints in the patient..... etc. (cough, fever).”

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16. NATIONAL AND / OR REGIONAL STREET PROHIBITION PROCESS / MEASURES TO BE TAKEN IN THE CONSTRAINTMENT OF INDIVIDUAL MOVEMENT:

The curfew / restriction of individual circulation begins with reference to the notifications made by official institutions to the facility. Even though the implications for curfew / restriction of individual mobility involve a measure to protect public health and include everyone, commercial activities may be exempted from this restriction to meet the minimum basic needs of the country / region. The measures to be taken in addition to the measures depending on the exemption of the operation of the facility from the restriction are described below. Apart from these defined measures, additional measures to be transmitted by official institutions are also implemented.

17. MEASURES TO BE TAKEN IN THE EVENT OF THE FACILITY FIELD WORKS CONTINUED:

- Those who will be assigned in the facility area are determined by the senior management of the enterprise and the necessary permits and approvals are obtained from official institutions.
- No person is allowed to enter the facility site without the approval of commissioning from official institutions. The security department shows utmost care in this regard. Security Manager personally follows the relevant process on the spot.
- Coordination of the people in charge of entering and leaving the facility, transportation, food and beverage and minimum hygiene conditions are at the Human Resources Department.
- In this regard, the occupational safety specialist and workplace doctor, especially the staff of the department, provide the necessary support to the HR department.
- By measuring the fever of everyone who will enter the facility area, preventive measures are tried to be taken in order to detect possible risky cases. This measurement is done by security (door entry) personnel under the direction and control of the workplace doctor.
- The person whose fever is detected above 38.0 ° C is urgently directed to the workplace health unit and the relevant superior is informed. The workplace is isolated by the health unit and sent to the relevant health institution.
- Facility workplace health unit staff can monitor and monitor the fever of the staff in charge during sampling working hours.
- In case the outbreak disease test results are positive for the employee and / or family members working at the facility site, the direction and decisions of the official institutions (Ministry of Health, Directorate of Labor, etc.) about the operation at the facility site are followed. If the operation will continue in line with the precautions

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and measures taken by the institutions, all personnel are measured and evaluated by the workplace health unit every day.

- In the event that the official decides to terminate the operation at the facility site based on the event that took place above, and the site is declared as a quarantine area, the measures defined in the heading “18” of this plan will be implemented.
- The continuity of the procedure described above is ensured by all employees until the curfew / restriction of individual circulation is lifted.
- With the abolition of the prohibition / restriction, the implementation of the measures in the PANDEMI EMERGENCY RESPONSE and ACTION PLAN is valid until a second decision.
- Staff house should be arranged according to manpower , each room should have max 2 staff . incase of any illness both room members should go under quarantine in quarantine building in separate rooms.Quarantine building/floor should be out of normal staff housing location

18. MEASURES TO BE TAKEN IN THE STOP OF FACILITY FIELD WORKS:

- The cessation of work starts with the date and time specified by the official institutions in the notification. Until this time period, it is ensured that the plant site is dehumanized in a controlled manner.
- Security, Technical Service, Accounting, Human Resources, Garden, Housekeeping, Kitchen personnel names, which should remain on duty at the facility site, are determined by the relevant officials under the coordination of senior management, and their permission is obtained from the relevant official authority.
- Entrance to the facility is strictly prohibited, except for personnel on duty, after a defined time frame for stopping work.
- In case of an unusual / unexpected entry-exit request to the facility site, it is carried out by the Security Manager with the approval of the General Manager and the permission of the law enforcement officers.
- All department employees will leave the facility area by taking the general security and precautions of their duty areas at the date and time determined by the senior management of the facility.
- Before leaving the facility site, the general security and related department supervisor defined below are undertaken and under the responsibility of all employees.

19. GENERAL SAFETY AND OHS MEASURES TO BE TAKEN:

- Electronic devices that are not in use in working areas should be turned off and plugs should not be left in the socket.

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- Doors and windows in working areas should be closed.
- Despite the long duration of the process, you may need personal items and food, garbage, etc. that may be spoiled. Not left in offices / workplaces.
- Materials that will cause fire in offices and work areas are not available.
- Technical workshop etc. wherever this material is lifted to locked and suitable storage areas.
- In line with the possibility of changing weather conditions, the necessary precautions are taken by considering the “Negative / Extraordinary Weather Events Operation Instruction”.
- If any changes are made in the address and contact information of the employees during this process, the department manager and the Human Resources Department are definitely informed.
- Except in cases where the need is not required (medicines, food and cleaning products, etc.), they cannot leave the house.
- It is recommended that employees do not leave the city in case of emergencies.

20. REPORTING

When the emergency situation is intervened and the environment becomes normal, a detailed review should be made by the Quality department and a report should be prepared.

- This report, which will also be supported by photographs, should be expanded by the comments of each level in the Organization.
- This report will be the basis for carrying out corrective, preventive actions and Insurance-Compensation processes.

21. REVISION OF THE EMERGENCY PLAN

- If changes occur in the workplace that may affect the specified emergencies or cause new emergencies, the emergency plan is completely or partially renewed according to the magnitude of the impact.
- Emergency plans prepared regardless of the situations specified in the first paragraph; According to the hazard class, it is renewed at the most dangerous, dangerous and less dangerous workplaces, at the latest, every two, four and six years, respectively.

Related Documents and Records

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