

MINISTERIAL WARNING ON COVID-19 MEASURES TO BE TAKEN BY THE MANUFACTURING FACILITIES

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On 22 March 2020, the Ministry of Industry and Technology (“**Ministry**”) issued a warning on occupational health and safety with respect to the COVID-19 situation, to the attention of manufacturing facilities including, among others, organized industrial zones, technoparks and factories. COVID-19 precaution statute of the Ministry comprises of the following seven ground rules:

1. Fever Measurement

All employees’ temperature should be tested while entering to the workplace, without any exception. Those whose temperature is higher than 37,8 degrees should not enter into the workplace. The person testing the employees’ temperature must wear mask, glasses and glove, and avoid contact with employees. Those who have respiratory system infection symptoms such as temperature, cough and respiratory disorder should not work.

2. Tracking and Recording

All employees should use particular areas in the shuttles, office, cafeteria, and other parts of workplace which are specifically allocated to them. In case of a problem, for the ease of determination of people to be tested, all employees must stay at their allocated places and contact with the same people.

3. Disclosure of Travel and Infection

The employer should allow the employees, who came from abroad in the last 14 days or contacted with a COVID-19 infected person, to have day-off upon employees’ written declaration.

4. Hygiene

The employer must make available the hygiene products including soap, disinfectant, cologne within all areas in the workplace, and promote the frequent usage of hygiene products by the employees. All employees should wash their hands with water and adequate disinfectant, during at least 20 seconds, before commencing and periodically during the work. The employees using the shuttle service or spending time in common areas, must decrease their contact with the frequently used surfaces. The workplace should be frequently ventilated.

5. 1.5 Meters-Distance Between Employees

The distance between employees must remain at least 1.5 meters in all part of the workplaces including production area, work tables and cafeteria. The employer should reschedule lunch time to decrease the intensity. The elevator should only be used in obligatory situations. In such cases, only one person should get on the elevator. Employees who naturally have to work closely with other employees must wear and regularly change masks. Meetings should be held on digital platforms.

6. Business Continuity

The employer should take necessary measures to ensure the business continuity. Within this scope, the employers should;

- i. categorize its activities as critical and non-critical by determining order of importance for service and goods production,
- ii. determine substitute supply methods,
- iii. determine changes relating to working hours and shift system,
- iv. follow psychosocial statuses of the employees,
- v. determine the minimum number of employees to ensure the business continuity,
- vi. notify the Ministry of Health, in case a virus case is detected among the employees, and quarantine the employees who contacted with the diagnosed employee,
- vii. determine retired or former employees who are available, to call them back to work in case of business interruption.

7. Learning

All informative images and videos, particularly the ones published by the Ministry, Ministry of Health, and Ministry of Family, Labor and Social Services should be presented in the commonly used areas. The employees' occupational health and safety trainings should be held via distant methods.

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