 TED ÜNİVERSİTESİ	EMERGENCY IMPLEMENTATION PLAN ON THE IDENTIFICATION AND DIAGNOSIS OF COVID-19 IN TEDU DORMITORIES			
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1. Aim

Aim of this document is to delineate the health procedures to be followed in order to protect students accommodating in the TED University dormitories from the risks of a possible COVID-19 outbreak.

2. Scope

This document covers the students accommodating in the TED University dormitories.

3. Definitions

Health Center: Health unit at Block E in TED University.

Dormitory Pandemic Officer: Person who is facilitating the coordination with the Health Center and following their instructions for isolating, redirecting to the nearest health institution and monitoring the students who have symptoms.

Health Institution: Public, private or foundation enterprises offering various health services recognized by the related decisions and under the license of the Ministry of Health with such names like *hospital, clinic, and polyclinic*.

PCR Test: A test conducted by the health institutions to identify and diagnose COVID-19.

Quick Diagnosis Test: Tests conducted by the Health Center or health institutions for the pre-diagnosis of COVID-19.

Probable Case: People who have applied to the Health Center with the suspect of or showing symptoms of COVID-19 whose quick diagnosis test results were positive and/or redirected to a health institution by the Health Center.


Case: People who have tested positive for COVID-19 and the related health institutions have been informed for their treatment and filiation.

Isolation: Monitoring and orientating process of COVID-19 suspected students.

Quarantine: Action performed by the related health institutions for the cases who were diagnosed COVID-19 positive.

Close-Contact: Following cases are considered as *close-contact*:

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- Students who have shared the same room with a COVID-19 case,
- People who have been in indoors (rooms, offices, etc.) with a COVID-19 case closer than a meter and for longer than 15 minutes,
- Passengers who have travelled longer than 15 minutes in the same vehicle with a COVID-19 case,
- People who live in the same house with a COVID-19 case,
- People who have been in the same room with a COVID-19 case, wearing no mask.

Contact: Following cases are considered as *contact*:

- People who have been in the same room with a COVID-19 case farther than a meter, less than 15 minutes and wearing a mask


No-contact: All people except for those defined as *contact* or *close-contact* above are considered as *no-contact*.

4. IMPLEMENTATION

a. Steps to follow in case of COVID-19 symptoms

- If in the dormitory; students showing COVID-19 symptoms as given in the link below, should be redirected masked-up to the designated isolation room; if outside the dormitory, they should be redirected to the nearest health institution via phone by the dormitory pandemic officer.
https://covid19bilgi.saglik.gov.tr/depo/rehberler/covid-19-rehberi/COVID-19_REHBERI_GENEL_BILGILER_EPIDEMIOLOJI_VE_TANI.pdf
- If the case is in the dormitory, the Dormitory Pandemic Officer informs the Health Center professionals and redirects the student to the nearest health institution following the evaluation of the Health Center professionals.
- The diagnosis report that the student receives from the health institution is to be submitted to the Dormitory Pandemic Officer with an update of their current health condition. In line with the diagnosis of the health institution, health reports and certificates are processed according to the related regulations.
- In case the PCR test result was —
 - Negative —Student will be under observation by the Dormitory Pandemic Officer.
 - Positive and COVID-19 has been diagnosed— Student will be isolated in a designated room under observation by the related health institution.

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- During quarantine, the student is prohibited from leaving the room or accepting visitors. Student's needs are to be provided in his/her room and the instructions of the health institution professionals are to be strictly followed.
- At the end of quarantine period, the health institution decides whether to end the quarantine period by evaluating the current condition of the student. The Dormitory Pandemic Officer completes the necessary procedures and informs the Health Center accordingly.


b. Steps to follow in case of contact/close-contact with a COVID-19 patient

- An interview is to be made with the student with positive COVID-19 result through PCR testing in order to determine people who have been in contact or close-contact with the case. Their contact information is to be recorded.
 - In case of close contact, “4.a. Steps to follow in case of COVID-19 symptoms” is to be implemented. If the PCR test result was negative, quarantine process should be monitored.
 - In case of contact, the student should be forwarded to the nearest health institution if showing symptoms like fever, etc. The health institution conducts a PCR test:
 - If the result was positive, then, 4.a. Steps to follow in case of COVID-19 symptoms is to be implemented.
 - If the result was negative, the student is to be briefed about general precautions such as wearing a mask, social distancing and the rules of sanitation, particularly hand hygiene. The student is also requested to observe any symptoms implying COVID-19 and to implement 4.a. Steps to follow in case of COVID-19 symptoms if any.

5. Dormitory Rules

- Dormitory implementations are based on the guide issued by the Ministry of Health. All regulations of the University which the dormitory is related to are also in effect for the dormitories.
- Student must thoroughly follow the COVID-19 rules and precautions taken by the dormitory management.
- Disciplinary action is to be taken against the students who refuse to observe the rules during the pandemic.

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- It is mandatory to wear masks during entrance to/exit from the dormitory and while on the common areas.
- Students are liable to obtain their own masks, hand sanitizers / eaux de cologne.
- Dormitory entrance hours may be changed or restricted by the dormitory management if deemed necessary.
- The dormitory management may impose restrictions on late entry or weekly boarder permissions during the pandemic.
- It has been prohibited for students to visit other rooms or gather with other students who stay in different rooms during the pandemic.
- No guests will be allowed at the dormitory during the pandemic.
- Changing of rooms will not be possible during the pandemic.
- Group meeting or other activities are strictly prohibited in the dormitory during the pandemic.
- Excess items of the students will not be accepted to the dormitory.
- Couriers, cargo staff, etc. will not be admitted into the dormitory; deliveries can be received at the external door.
- Students are not allowed to eat or drink at the study rooms except for water.
- Study room seating order will be arranged crosswise, not allowing face-to-face seating.
- Physical distancing rules must be observed in all common areas.

6. Issues on Student Admission

a. Admission of International Students to the Dormitory

- A PCR test, conducted in the past 72 hours is required from all foreign national students coming from abroad.
 - If a PCR test cannot be submitted, then the student is taken to the isolation room and sent to a health institution for a PCR test. If the PCR test result was negative, then the admission procedures will be completed. If the test was positive, then, *4.a. Steps to follow in case of COVID-19 symptoms* is to be implemented.

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- If the student submits a PCR test, the security officer checks and records the student's body temperature.
- Student is requested to enter HES (*Life Fits Into Home*) system and get an indefinite HES code. Then the student fills in the health information form. Student is admitted to the dormitory when the dormitory pandemic officer approves the completion of these procedures.
- b. Admission of Students who live in Turkey to the Dormitory**
- Students are to be informed individually. Admission of each student is gained on the specific date and time previously determined using electronic appointment system to be announced by the dormitory management.
- The security officer checks and records the student's body temperature at the entrance.
- Student is requested to enter HES (*Life Fits Into Home*) system and get an indefinite HES code. Then the student fills in the health information form. Student is admitted to the dormitory when the dormitory pandemic officer approves the completion of these procedures.

7. Other Issues

- In positive cases, the room and other physical spaces that the related student uses will be disinfected.
- Case results are to be recorded in a separate register by the Dormitory Pandemic Officer under the supervision of the Health Center professionals.
- Positive results and their follow-ups are to be shared with internal stakeholders, student's guardian and the higher education institution where the related student is registered in line with the Law on PDP, No. 6698.
- The university continues monitoring the students who are decided to resume normal work in order to observe their health and to provide psycho-social support.

This Emergency Implementation Plan is hereby an inseparable part of the Student Dormitory Contract.

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