

Guidance on Preventive

MEASURES AND RECOMMENDATIONS

For Preparing Travel Against Covid-19



TÜRSAB

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ASSOCIATION OF TURKISH TRAVEL AGENCIES

Recommended Preventive Measures for Visitors



➤ Placing floor markings at least 1 meter apart to comply with the social distance rules outside the office entrance for visitors.

➤ Allowing a limited number of guests to enter the building, controlled by a staff member.



➤ At the office entrance, providing a face mask to all guests without a face covering and offering hand disinfectant containing at least 60% alcohol, measuring fever, and conducting a simple health inquiry. (shortness of breath, cough, etc.)

➤ Regular disinfection of visitor entrance cards, if any.



➤ Reorganization of the waiting areas so that the distance between the seats is 60 centimeters and the seating capacity is reduced.

➤ Providing hand sanitizers that contain at least 60% alcohol in the waiting areas for guests and placing a sufficient amount of informative brochures regarding precautionary measures at visible spots.



Recommended Preventive Measures for Visitors



➤ Managing guest admissions with an appointment system as much as possible and replacing face-to-face meetings with teleconference or online meetings if feasible.



➤ Offering bottled beverages instead of water dispensers, tea machines etc. in common areas, and offering beverages to guests only by relevant service personnel wearing disposable gloves and masks.



➤ Placing the guest chairs at a suitable distance from the employees' desks.

➤ Disinfecting the chair and coffee table after each guest leaves.

➤ If a credit card will be used in payments, contactless payment should be preferred whenever possible.



➤ Using hand sanitizers for cash payments.

Preventive Measures for the Workplace and Employees



- Preparing an emergency action plan for COVID-19 and sharing it with the employees.
- Preparing brochures regarding preventive measures and displaying them visibly and sufficiently throughout the office.



- Reducing the number of staff present in the office at any given time by allowing employees to work in shifts and from home.



- Allowing employees to use a single designated entrance to the workplace.
- Placing floor markings at least 1 meter apart to comply with the social distance rules at the entrances.
- Placing strips in front of the reception area, providing masks, gloves, disinfectants for all employees, measuring fever, and conducting a simple health inquiry (shortness of breath, cough, etc.) upon entry to the office.



- Requesting workers to pass through the turnstile entry with their own staff cards if possible and preventing the use of the automatic fingerprint identification system.
- Repositioning the employee desks with a minimum distance of 1 meter (preferably 2 meters).

Preventive Measures for the Workplace and Employees



➤ Repositioning of employees' seats and chairs at least 60 cm apart.



➤ Removing vases, flowers, decorative objects etc. from the office environment as much as possible.

➤ Making all necessary warnings about wearing masks in all common areas, elevators, dining hall and recreation areas during working hours.

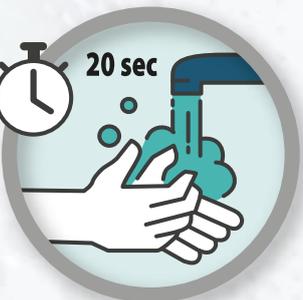


➤ Requesting employees to only use their own phones, computers, keyboards, desks, and office equipment and clean them in the morning and evening daily with disinfectant wipes.



➤ Providing contactless and covered waste bins.

➤ Placing an adequate number of hand disinfectants containing at least 60% alcohol on all floors and at restrooms in the office.



➤ Monitoring of all personal protective equipment inventories by responsible departments.

➤ Training of personnel on COVID-19 measures, the correct usage of masks, disinfectant use and hand washing for at least 20 seconds and informing them about the 184- Turkish Ministry of Health COVID-19 Hotline.

Preventive Measures for the Workplace and Employees



➤ Employees should be trained to ensure that they comply with the necessary hygiene rules. It is recommended that all personnel acquire the Hygiene Training Certificate with international accreditation.



➤ Even if undiagnosed, ensuring that staff who feel unwell or who have contacted someone with COVID-19 symptoms, do not come to work by informing the relevant administrative departments and isolating all other employees who they had contact with and conducting the necessary disinfection of the entire workplace afterwards.



➤ Preparing an action plan for workers who get sick at work to be safely transported home or to a medical institution.



➤ Ensuring all incoming documents are delivered electronically whenever possible.



➤ Disinfection of all incoming mail, envelopes, packages, purchasing supplies by relevant personnel prior to distribution to relevant departments in the workplace.

➤ Reorganization of dining halls and rest areas to minimize the contact among employees.

➤ Encouraging the use of hand disinfectants containing at least 60% alcohol placed at the entrance and exit of dining halls.

Preventive Measures for the Workplace and Employees



➤ Providing single-use materials such as toothpicks, spices and cutlery in the dining halls.

➤ Conducting meetings and interviews virtually whenever possible.

➤ Offering bottled beverages instead of water dispensers, tea machines etc. and offering all other beverages in the office only by relevant service personnel wearing disposable gloves and masks.

➤ Disallowing entry to the kitchen, except for responsible service personnel.

➤ Training of service personnel on maintaining the hygiene of kitchen equipment regularly and ensuring that they change their gloves and masks after each service.

➤ Limiting the number of people who can take the elevators at the same time and switching to contactless and keyless smart card systems in elevators if possible.

➤ Making hand disinfectant containing at least 60% alcohol available nearby the elevators on each floor.



Recommended Hygiene Measures in Common Areas



➤ Use of contactless faucets, soap dispensers, flushes, paper towel dispensers and trash cans in restrooms.



➤ Carrying out regular maintenance of ventilation filters and the use of suitable, high quality filters.

➤ Arranging systems such that air conditioners only use the outdoor air for ventilation instead of recycling the indoor air.

➤ Ensuring regular and adequate ventilation of the office.



➤ Disinfection of frequently contacted areas by the cleaning staff at least 3 times a day.

➤ Particular attention should be paid to cleaning surfaces that are frequently contacted such as door handles, batteries and charges, buttons, telephone handsets and restrooms. For these areas, after cleaning with water and detergent, 1: 100 diluted bleach (Sodium hypochlorite Cas No: 7681-52-9) or chlorine tablets (according to the product description) should be used.



➤ Arranging the cleaning staff to leave routine office cleaning/glass wiping, plant care etc. services for either before or after working hours.

Precautions to be Taken in the Employee Transportation Vehicles



- Reducing the passenger capacity in vehicles and organizing the seating in line with social distancing rules.
- Ensuring that the driver and all passengers wear face masks in the vehicle throughout the ride.
- Making necessary warnings to minimize the contact of the passengers with surfaces inside the vehicle.
- Placing a hand disinfectant containing at least 60% alcohol in vehicles and encouraging its use when boarding and departing the vehicles.
- Ensuring the regular ventilation of vehicles, the cleaning 2 times a day, and especially the disinfection of frequently contacted areas.
- Regular cleaning of vehicles' air conditioning filters by the authorized air conditioning company.

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3. World Health Organization, "Getting Your Workplace Ready for COVID-19"
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