

**CORONAVIRUS (Covid-19) ACTION PLAN - March 2020**

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| **1.) Training / Raising Awareness**  a) The video prepared by the Ministry of Health on the coronavirus will be shared with the staff.  b) Information letter will be sent to our white and blue collar employees by e-mail and SMS.  c) Poster on the disease and the ways of protection will be provided from the provincial health directorate.  d) ‘How to protect from the coronavirus?, what should be done?’ themed screensaver will be created.  **2.) Foreign travel restriction / prohibition**  All kinds of international travel will be suspended for an undetermined period of time.  **3.) In-company practices**  a) 1000 pieces of stock FFp2 masks will be provided.  b) Hand sanitizer will be supplied to common areas within the factory.  c) Dining hall and service vehicles will be disinfected by outsource service procurement.  d) Visual hand washing instructions will be hung in all toilets and sinks.  **4.) Continuing production**  a) Production processes will be continued as they are. Any halt of production, delay, etc. not planned.  b) By controlling the stock status of the materials used in production, such as raw materials, auxiliary materials, etc., Production Feasibility for 3 months will be planned for each product.  **Disinfection of materials from abroad**  a) The packaging of materials and machinery equipment from abroad will be opened using masks and gloves, and the materials and equipment will be kept in the open air for 2 hours.  b) FFp2 mask and surgical gloves will be provided to those working in the warehouse and material reception unit.  c) Training will be given to the relevant department staff on how to manage the incoming material.  **5.) Outbound Transporters**  a) Surgical masks will be distributed to the truck and trailer truck drivers from outside by security staff at the door and they will be provided to use them inside.  b) Drivers will not get out of the vehicle as much as possible, they will wear a mask when they go out and they will be provided to apply to the infirmary when they feel sickness.  **6.) Social Places**  a) Service vehicles will be periodically disinfected.  b) Tables, chairs, floors and other environments will be constantly disinfected in the dining hall.  c)Materials and foods for common use in the dining hall, such as forks, spoons, salt, pepper, oil, sauce, napkin, water, ayran, bread etc. , will be turned into packaged form.  Note: All actions have been taken as of 17.03.2020. In case of any update, information will be given again. |