

COVID-19 PANDEMIC SAFETY PROTOCOL WITHIN THE SCOPE OF OCCUPATIONAL HEALTH SAFETY

Increasing security is an essential part of the mission of Commtech Istanbul, from our service to the way we work. It is our priority now to keep our employees, their families and their communities safe, more than ever.

Although our sites have already taken sound security measures, in light of COVID-19, we have exponentially increased our security protocols to ensure that we protect our employees and offer them to our customers. Commtech Istanbul Management shared that the Global COVID-19 Pandemic Plan which has been updated to ensure that the company is ready to increase its services safely for its customers.

We developed the Global COVID-19 Pandemic Plan based on what we learned from our global operations, our global experience earlier this year. It also includes guidance from leading government institutions and consortia such as the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC).

As part of the plan, we continued our services at all COVID-19 and created “Safe Operation Protocols” that all Commtech Istanbul sites should implement. Below is a summary of these measures.

POLICY / MANAGEMENT



- Crisis management team established at executive level and emergency response teams at all sites,
- Daily reporting of site preparation and confirmed / suspected cases and high-risk operations.
- Regular points of contact with business units, regions, functions, customers and suppliers.
- Remote evidence-based checks to verify that protocols are in place before rebooting.

PREVIEW



- Health and risk screening for employees and visitors, including a daily digital health assessment survey for all employees
- Limited access for employees with symptoms, exposure to COVID-19 cases or traveling in the past 21 days
- Non-contact thermometer controls and limited door entry points

SOCIAL DISTANCING / PPE



- Maintaining a six-meter separation distance for employees and strengthening this protocol with signs, posters, signs on the ground
- Labeling shift start times and breaks
- Using physical barriers
- Limiting work and face-to-face meetings
- Employee PPE inventory

CLEANING / DISINFECTION



- Daily cleaning of high contact areas every three hours, workstations cleaned before and after shifts
- Professional cleaners that disinfect all areas
- Increased hand washing and disinfectant stations

COMMUNICATION / EDUCATION / TRAINING



- Field-level training and Q&A on best practices for handwashing and hygiene and all protocols, including how to dress and destroy PPE correctly.
- General information, physical distance, security measures to be taken at home, etc. announcing posters.
- Regular updates for employees using multiple communication channels

CARE RESPONSE



- Guide to report symptoms, exposure to COVID-19, and suspected cases
- Response plan if an employee reports symptoms or tests positive at the workplace.
- Employee status tracking, contact tracking / home isolation / quarantine plan
- Permission to return to work when appropriate

While scaling best practices and implementing the Safe Operation Plan throughout our business, we share our processes and what we have learned with organizations in the mobility ecosystem, hoping that we can work safely and learn from others after the COVID-19 pandemic. In the past few weeks, as Commtech Istanbul, we have established our draft protocols and started negotiations with a number of suppliers, customers and key trade organizations below.

If you would like to learn more about Commtech Istanbul's security protocol and pandemic plan as your business, please let us know on our website and social media accounts. These also include a number of editable assets that we make available. While including new learning and best practices, we will be offering updated documents to downloaders of the plan.

We hope to overcome these days together.