METU - MATHEMATICS AND SCIENCE EDUCATION  
FALL 2021-2022 SAFETY REGULATIONS FOR COVID 19  
Dear MSE students, Faculty, and Personnel, Welcome back!  
To have a safe semester from the virus, please read the following regulations carefully.  
We care about your safety and we appreciate your cooperation!

1. WEAR YOUR MASK  
Please wear your mask at all times appropriately when you are inside the buildings and when you are in close contact with others. Bring extra masks with you and replace them safely. Please dispose your used masks safely, throw them in the special garbage bins for masks.

2. WASH YOUR HANDS / USE DISINFECTANTS  
Please wash your hands with soap and water regularly and use disinfectants. You can use the sanitizers provided to you at the entrance of the building. Please also bring your own disinfectants with you.

3. KEEP DESKS, TABLES AND LABORATORY BENCHES HYGIENIC  
Please make sure your workplaces (e.g., desks, tables, laboratory benches) are clean and hygienic. Surfaces (e.g. desks and tables) and the materials need to be wiped with disinfectant regularly. Please see the detailed science and computer laboratory regulations below.

4. KEEP YOUR PHYSICAL DISTANCE- 2 METERS and AVOID PHYSICAL CONTACT  
Please keep your physical distance from others at least 2 m and do not have physical contact (e.g. handshaking, kissing).

5. CLASS DURATION: 40 minutes with 20-minute breaks  
Each class will be at most 40 minutes with at least 20-minute breaks. During the breaks please get outside of the building to have fresh air and let rooms air-ventilated. Please do not wait inside the building during the breaks.

6. USE ELECTRONIC COMMUNICATION AND MEETINGS  
Please choose to communicate with others online, have your meetings online, limit your visitors, do not come to the building unless it is absolutely necessary, limit the exchange of printed documents, submit/send your files online.

7. AIR CIRCULATION  
Please make sure that the classrooms and laboratories have air circulation. Keep the windows and doors open during class hours.

8. INFECTIONS, VACCINATION, PCR TESTS, AND HES CODE  
All students, faculty, and personnel are required to have vaccinated at least twice. If not, you have to do a PCR test twice a week. You also need to register your HES Code to the system and update if necessary. [Link Here].  
If infected, immediately limit your contact with others and go to the closest hospital for tests.

9. THE USE OF EMPTY LABORATORIES AND CLASSROOMS  
Please do not stay inside the building when you have no class in the faculty buildings. If absolutely necessary, you can use empty classrooms as long as you comply with the safety regulations.

10. ROOM CAPACITIES  
Please note the following capacities for our classrooms, and laboratories.  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Room Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFA 12</td>
<td>8</td>
</tr>
<tr>
<td>EFD 103:</td>
<td>18</td>
</tr>
<tr>
<td>EFA 12A:</td>
<td>16</td>
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<td>EFD 106:</td>
<td>14</td>
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<tr>
<td>EFD 12:</td>
<td>25</td>
</tr>
<tr>
<td>EFD 203:</td>
<td>19</td>
</tr>
</tbody>
</table>

11. CLEANING PERSONNEL’S ROUTINES  
Our cleaning personnel will make sure that:  
a) the cleaning procedure and used products are appropriate according to the Turkish Ministry of Health ([Link]).  
b) shared places, classrooms, and laboratories have adequate air-circulation.  
c) frequently used door handles, toilets, classroom desks, laboratory desks, computer keyboards are disinfected  
d) floors are cleaned with products approved by the Turkish Ministry of Health ([Link]).  
e) toiletries (soap, toilet paper, paper towels) and disinfectants in the building are available at all times.  
f) garbage is removed regularly and safely.

12. THE FACULTY’S ROUTINES  
The faculty member will inform the students about these safety regulations via ODTUClass or course syllabuses. They will observe challenges, if any, and report them to the department head.

13. THE DEPARTMENT HEAD’S ROUTINES  
Based on the feedback of students, faculty, and other personnel, the department administration will improve the safety regulations if needed during the semester.

14. WHO WILL BE RESPONSIBLE TO ENFORCE THESE SAFETY REGULATIONS?  
We are all responsible for keeping ourselves and each other safe. Please kindly and respectfully remind others when they forget some of these safety regulations.

THANK YOU FOR YOUR COOPERATION!  
I have read and understood this text and agree to cooperate for the well-being of all involved.

E- Signature:
**DETAILED REGULATIONS FOR SCIENCE LABORATORY**

**For MSE Students and Faculty Members**

1. Each student and faculty member should have at least two spare masks and hand sanitizer or soap.

2. Masks should be used continuously in the laboratory. For correct mask use, the mask must fully cover the nose, mouth and chin, and the mask must fully contact the sides of the face. The mask should be changed regularly. Hand hygiene should be ensured during and after wearing a new mask.

3. Hand hygiene should be ensured when contacting surfaces and materials.

4. Social distance should be maintained during the use of shared materials and tools, and it should be ensured that they are taken in order.

5. The seating arrangement should be at least 1.5 meters apart and not face to face or side by side.

6. Tools used in share in the laboratory should be kept hygienic after use.

7. In order to prevent the spread of droplets in the laboratory, air conditioners or fans should not be used as much as possible, the environment should be ventilated frequently.

8. The windows must be open during the lesson in the laboratory.

9. Since speaking loudly may create droplets, please do not shout or speak loudly in the laboratory.

10. During the laboratory activities, educational materials should be personal, and not exchanged between students.

11. The laboratory should be emptied, and the laboratory should be ventilated by taking a break of at least 10 minutes.

12. If there is a possibility of contact that will exceed the social distance during the laboratory application, it is recommended to use a face shield in addition to the medical mask.

13. A student who has any of the complaints of fever, cough, runny nose, respiratory distress, diarrhea should inform the instructors, and this student should not come to the laboratory practice that day.

**DETAILED REGULATIONS FOR COMPUTER LABORATORY**

**For MSE Students and Faculty Members**

1. Please wash your hands with soap and water or use disinfectants before and after using shared computers.

2. Do not touch computer screens.

3. For touchscreens, please do not clean them yourself. Let the cleaning personnel clean it.