

PHY-GITAL UNIVERSITY

GUIDE



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NEW NORMALS, NEW ANSWERS THE MANIFESTO of “PHYGITALIZATION”

We would like to declare as Uskudar University administration, academic and administrative staff that;

- 1** Within the framework of the concept of “New University”, we will structure all the possibilities of digitalization in a way that contributes to the development of our students in order to create a culture, which will enable our students to equip them with the skills they will need in the future.
- 2** In this context, we will implement the concept of “Phygital University” by synthesizing both physical and digital education in the most effective way. We believe that there will be distance education but education can be not made remotely.
- 3** In the digitalizing world, we will design our education, and training life in a dynamic, result-oriented, and flexible manner, with the awareness of the importance of humanitarian skills, and analysis capability that will allow the processing of increasingly emerging data.
- 4** We will be the representatives of a more libertarian, democratic, and participatory management approach in order to develop creative, and innovative thinking, and support intellectual production.
- 5** In addition to teaching, we will demonstrate positive leadership in a low-density hierarchical environment in a guiding way in the road maps that our students will build for themselves, with senior, and experienced scientists, personalized courses, and additional developer programs for our students.

- 6** We will ensure that each student receives an internationally recognized diploma, as well as digital certificates with the program pool we will establish.
- 7** With advanced, motivating online course environments, we will make it possible for a sensible campus life, where socialization is at the forefront, and projects are produced with experienced academicians. We are aware that applied sciences are not only science but also art. We care about master-apprentice cooperation at the university.
- 8** We will continuously invest in enriching the course content with virtual, and augmented reality applications, and solutions offered by artificial intelligence.
- 9** With our own human resources blended, and expanded e-library, we will open a research environment based on easy access to international resources for the development, and service of our students.
- 10** In preparing our students for the future, we will be an integrated university with the world in which we live so that our students can have an experience that will contribute to society, easily adapting to the environment of uncertainty by strengthening our consulting structure for their motivation, and concentration.



Turkey's Brain Base

COVID-19 Precautions in Üsküdar University

At our university, the settlements are cleaned with disinfectants approved by the Ministry of Health; hygienic and healthy living areas are provided.

- Within the framework of the Academic Calendar, the classrooms and open spaces for common use were arranged according to the criteria specified by the competent authorities (YÖK “Higher Education Council” and Ministry of Health) and the areas to be used were determined.
- Clean air flow is provided by central systems, especially natural ventilation methods in the classrooms, and the classrooms and common areas are ventilated at frequent intervals.
- The regulations stipulated and specified by the competent authorities for dining halls, lunchrooms and sports halls are fully implemented.





- Information visuals about the precautions to be taken within the scope of Covid-19, the rules to be followed and the infection methods (handwashing instructions, the use of medical masks, the rules to be followed in the campuses, etc.) are available in the common areas of campuses; Covid-19 information notes are shared on digital screens.
- There are hand disinfection devices at the campus entrances, common areas and lunchrooms/cafeteria entrances.
- Isolation areas will be determined for employees and visitors who show signs of illness, and they will be directed to the nearest health institution for necessary health checks.
- Common areas and environments in the campuses are disinfected for you before the day begins.
- 1½ meters safe distance rules are observed in all public areas.
- Compliance with the criteria set by the ministry in libraries and sports halls.
- The cleaning of classrooms, lunchrooms and cafeterias, especially frequently touched surfaces (door handles, lighting buttons, stair handrails, elevator buttons, etc.) and common WCs and sinks are carried out every 30 minutes.
- All cleaning activities and materials used are recorded; Monitoring of disinfection processes is ensured with the safety data sheets of the cleaning products used.
- No eating or drinking will be made in common areas other than those designated for food and beverage during the epidemic period.
- Academic and administrative staff working in the campuses wear masks and the masks are changed regularly.
- Health personnel take charge with the infirmary service provided in the designated campuses.

COVID-19 Precautions in Üsküdar University

Entry-exits and ring services to the campuses;

- Safe distances are determined at campus entrances and exits, in public areas.
- Acting according to the safe distance rule at entrances and exits is provided by the controls of our private security officers.
- There will be no access to the campuses without a mask.
- Contactless card pass system is used at campus entrances and exits.
- Except for mandatory cases, no visitors will be accepted to the campuses, and the areas designated for visitors will not be actively used during this period.
- Fever measurements will continue at campus entrances during the epidemic period.





- Service shuttles are disinfected after every ring drive.
- Carrying capacity in service vehicles is regulated by taking the safe distance rules into account.
- All service vehicles have hand disinfectants.
- It is mandatory for the driver and passengers to wear medical masks in the vehicle during the travel period within the scope of the decisions taken by the ministry.

Reliable Classroom Rules

- In all areas within the campus buildings, our students are required to wear a mask to cover the mouth and nose area.
- All classroom sizes and seating plans have been arranged in accordance with the standards required by the T.R.'s Ministry of Health and YÖK (Higher Education Council).
- Social distance rules are applied whilst entering and exiting of the classrooms and inside the classroom.
- There is at least 1-meter distance in the seating areas between our students.
- Maximum person capacity is determined as 4 square meters per student in classrooms.
- Other classrooms should not be entered, students sitting at the tables should not change their places or tables should not be moved in a way that breaks the distance rule.





- All students are required to provide hand hygiene while entering the classrooms. To ensure hand hygiene, washing hands primarily with soap and water in line with handwashing instructions; In obligatory cases where water and soap cannot be reached, hand hygiene should be provided with eau de toilette or disinfectant respectively.
- Hand sanitizers are available in common areas at stairways on each floor.
- Students who are sick or show signs of illness and need to be in isolation are not admitted to the campus. Students who show signs of illness while on campus are immediately directed to the infirmary.
- During the epidemic, social activities that could increase social contact and trigger density were suspended.
- It is forbidden to gather 10 people or more in public areas during the epidemic period.
- In order to prevent increased physical contact during the outbreak, restrictions were introduced on visiting students in the settlements.
- Food and drink will not be available during the outbreak in public areas and classrooms outside the areas designated for food and beverage consumption.
- Used masks, visors, goggles and gloves will be thrown into “other waste bins” placed at various points in the campus and duly disposed of.
- Classrooms are cleaned and disinfected daily, and frequently touched surfaces are regularly wiped and disinfected.
- Classrooms are naturally ventilated at frequent intervals.

All rules and disinfection products and standards are reviewed and implemented in accordance with the updates in the broad guide published on the website of the Ministry of Health.

Reliable Laboratory Rules

- All laboratory rules, have been arranged in accordance with the standards required by the T.R.'s Ministry of Health and YÖK (Higher Education Council).
- Physical distance rules are applied at the entering and exiting of the laboratories and areas within the laboratory.
- A physical distance of at least 1 meter must be maintained within the laboratory.
- Maximum person capacities are determined as 4 square meters per student in the laboratories.
- All students are required to provide hand hygiene while entering the classrooms. To ensure hand hygiene, washing hands primarily with soap and water in line with handwashing instructions; In obligatory cases where water and soap cannot be reached, hand hygiene should be provided with eau de toilette or disinfectant respectively.





- Hand sanitizers are available in common areas at stairways on each floor.
- Personal equipment, food and drinks should not be allowed into the laboratory technical area.
- Mobile devices (phone, tablet, etc.) should be placed in appropriate places. Where these devices are in close proximity to infectious agents, make sure they are protected with a preservative or disinfected before leaving the laboratory.
- It is mandatory to use apron in laboratories. Aprons should be washed at least 60°C at the end of each application and disinfected.
- Where gloves are required, suitable disposable gloves should be worn.
- Gloves should not be disinfected; they should be checked before use for durability. Contact with gloved hands on the face should be avoided.
- Protective glasses, face shields (visors) should be used when necessary against the risk of splash while working. Eye protections should be regularly disinfected after each use.
- Used masks, visors, goggles and gloves should be thrown into specially designated waste bins.
- After each experiment, the equipment and devices used and the surfaces used in common are disinfected with appropriate chemicals.
- The laboratories are ventilated naturally after each lesson, and the dirty air in the environment is removed with air circulation.
- No visitors are accepted to the laboratories in any way.

All rules and disinfection products and standards are reviewed and implemented in accordance with the updates in the broad guide published on the website of the Ministry of Health.

Reliable Lunchroom Rules

- Seating arrangement in our lunchrooms has been planned in line with the standards set by the T.R.'s Ministry of Health and YÖK (Higher Education Council).
- No academic and administrative staff or students can enter the lunchrooms without a mask. Except for eating and drinking, everyone should wear a mask.
- Everyone must ensure hand hygiene at the entrance to the lunchroom. Washing hands primarily with water and soap in accordance with handwashing instructions in order to ensure hand hygiene; in mandatory cases where water and soap is not available, hand hygiene must be ensured with eau de toilette or disinfecting respectively.
- Each floor has hand sanitizer in common areas at stairways and at the entrance of the lunchroom.
- Our students are obliged to eat at meal times determined for them.





- Physical distance rules are applied at the entrances and exits of the lunchroom, during taking meals and throughout the lunchroom area; Safe distance warning labels on the ground should be followed in areas where there may be rows and density.
- The distance between the tables is arranged to be 2 meters, and it is positioned so that there is 1 chair on each table.
- Tables are seated diagonally, side by side seating arrangement is not applied.
- Tables and trays are disinfected with chemicals suitable for food production areas after each student, administrative or academic staff has finished their meals.
- There is no open buffet presentation in the lunchroom. There is a barrier between the person and the lunchroom employee during meal intake.
- Products such as forks, knives, spoons and water are delivered in sealed and wrapped packages. Spicy products such as salt are offered in disposable sealed packages.
- Food and drink will not be available in public areas outside the designated areas for food and beverages during the period of the outbreak.
- Our lunchrooms are frequently ventilated with fresh air and air circulation is provided to dissing the polluted air in the environment.
- It is compulsory for the personnel working in the lunchrooms to wear masks. Personnel provides frequent hand hygiene.
- Personnel who are sick or have symptoms of illness and who need to be in isolation among the lunchrooms employees cannot be employed.

All rules and disinfection products and standards are reviewed and implemented in accordance with the updates in the broad guide published on the website of the Ministry of Health.

Reliable Library Rules

- Social distance rules are applied at the entrance and exit of the library and in the areas inside of the library.
- Unmasked users are not allowed to libraries.
- In order to prevent crowding in the library, it is provided to enter the library in order, the entrance / exit times of the users are recorded.
- Hand hygiene is mandatory before entering libraries. Directing the library users to wash their hands with soap and water first, in line with the handwashing instructions; In obligatory cases where water and soap cannot be reached, it is directed to eau de toilette and disinfectants respectively.
- Seating arrangement is provided within the scope of safe distance rules in libraries.
- Library users should go to libraries by appointment and comply with the appointment time as much as possible.
- It is ensured that the requests of the users from the library are fulfilled through the online system.
- Libraries are cleaned daily and frequently touched surfaces are regularly wiped and disinfected.
- Libraries are frequently ventilated.

All rules and disinfection products and standards are reviewed and implemented in accordance with the updates in the broad guide published on the website of the Ministry of Health.

Reliable Gym Rules



- Social distance rules are applied at gym entrances and exits and areas inside the gym.
- Maximum person capacities are determined as 6 square meters per user in sports halls. The training capacity is limited to a maximum of 10 people.
- Users without a mask are not allowed in the gym.
- At the entrance to the gyms, the fever of the users is measured and a letter of undertaking is received by filling out the form to determine whether there are any symptoms of Covid-19.
- It is ensured that people whose body temperature is measured as 37.5°C by fever measurement and / or have other Covid-19 symptoms, are directed to the infirmary and then to the nearest health institution.
- Hand hygiene is required before entering the gym. Directing the users to wash their hands with soap and water primarily in line with the handwashing instructions; In obligatory cases where water and soap are not available, it is directed to use eau de toilette and disinfectants respectively. For this purpose, hand disinfectants have been placed in common areas.
- Towels in gym use, etc. materials must be used personally.
- Cleaning is carried out daily in the gyms, and the points of all fixed or mobile tools and devices that come into contact with hands and body are disinfected by wiping after each guest use.

All rules and disinfection products and standards are reviewed and implemented in accordance with the updates in the broad guide published on the website of the Ministry of Health.

For protection from COVID-19

SOURCE	OUTSPREADING METHODS
Close Contact	<ul style="list-style-type: none">• One to one communication• Frequently touched and used surfaces• Frequently touching nose, mouth and eyes with hands
Respiratory	<ul style="list-style-type: none">• Droplets smeared whilst coughing, sneezing

WHAT MEASURES SHOULD BE TAKEN TO PROTECT?

- Contactless temperature measurement should be made at campus entrances,
- A safe distance should be maintained in common areas by wearing a mask,
- It should be ensured that frequently used and contacted surfaces are periodically disinfected and hygienic areas are created,
- Hands should be washed frequently and personal hygiene rules should be observed,
- When coughing, sneezing, use disposable handkerchiefs or cover the mouth and nose with the elbow,
- In case of a possible illness, you should stay at home and get support from the health institutions.

If you feel any of the symptoms of a sore throat, fever, cough, headache or shortness of breath;

- Stay home.
- The department or program you are affiliated with; Inform the Faculty, Vocational School or Institute Secretariat.
- Get support from the nearest health institution in line with the directives you will receive from the infirmary.

COVID-19 Emergency Measures



If there is no change in body temperature after the second measurement, it has to be ensured that employees or students whose body temperature is measured as 37.5°C are kept in isolated areas with the temperature measurement made at the entrance of the campus, and they are directed to the nearest health institution in line with the directives to be taken from the infirmary.

- **Disease Case**; a person with flu or similar respiratory symptoms or who came from risky countries,
- **Suspicious Case**; a person from high-risk countries who have entered and had similar respiratory symptoms,
- **Identified Case**; is defined by health institutions as a person who has a positive Covid-19 test.



Steps to be Followed Against Suspicious and Positive Cases

➤ In Contact with an Identified Case;

- Those who have contact with the Covid-19 positive case are obliged to report the situation to the Faculty / VSOHS and the relevant administrative units.
- Those who are in contact with the identified case should get information from the infirmary, go to the closest health institution for testing and have a Covid-19 test.
- Until the test result is clear, they should pay attention to the guidance made by the healthcare provider and isolate themselves from other people.
- For people whose test result is Covid-19 Negative, they should be re-tested after 3 days, if the test is Covid-19 Negative again, they should act in line with the directives they will receive from the infirmary about Covid-19.
- Following the evaluation in the infirmary, the Covid-19 Negative person is expected to continue his / her duty / training.
- For those whose test result is Covid-19 positive, the path determined by the healthcare provider must be followed.

➤ In case of contact with a case identified in the same household;

- Those who have contact with the Covid-19 positive case within the same household are obliged to report the situation to the Faculty / VSOHS and relevant administrative units.
- Those who are in contact with the identified case should get information from the infirmary, go to the nearest health institution for testing and have a Covid-19 test.
- Until the test result is clear, they should pay attention to the guidance made by the healthcare provider and isolate themselves from other people.
- The employee in the risky group (over 60 years old and those with



comorbidities) must go to the closest health institution for testing on the 7th day after contact and have a Covid-19 test.

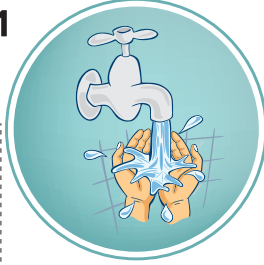
- For those who are not in the risk group and who are Covid-19 Negative, a re-test should be done after 14 days, if the test is Covid-19 Negative again, the person is expected to continue his / her duty / education.
- For those whose test result is Covid-19 positive, the path determined by the healthcare provider must be followed.

➤ **If Covid-19 is detected in any employee or student,**

- Persons diagnosed with Covid-19 are obliged to report the situation regarding their health to the Faculty / VHSCO and related administrative units.
- In the tests conducted by the healthcare provider, it is determined when the people diagnosed with Covid-19 positive last came to the institution.
- If he / she has been in the institution, his / her contacts are determined and the areas where he / she is located are disinfected.
- Contact employees / students are directed to the nearest healthcare provider for Covid-19 testing.
- For people whose test result is Covid-19 positive, the path determined by the healthcare provider is followed.
- Sharing the treatment process and is expected to continue his / her duty / training after the treatment is ended.

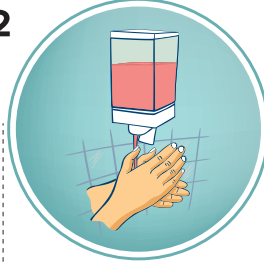
Handwashing instruction

1



Ellerimizi su ile ıslatalım.
Wet our hands with water.

2



**Yeterli miktarda
sabunlayalım.**
Apply sufficient amount of soap.

3



**20 saniye boyunca
ovalayalım.**
Scrub hands for 20 seconds.

4



Suyla iyice durulayalım.
Rise well with water.

5



**Kağıt havlu yardımıyla
kurulayalım.**
Dry with paper towel.

6



**Kullanılmış kağıt havluları
çöpe atalım.**
Throw used paper towel to the bin.

Other Personal COVID-19 Protection Measures



➤ Precautions You Should Take at Home:

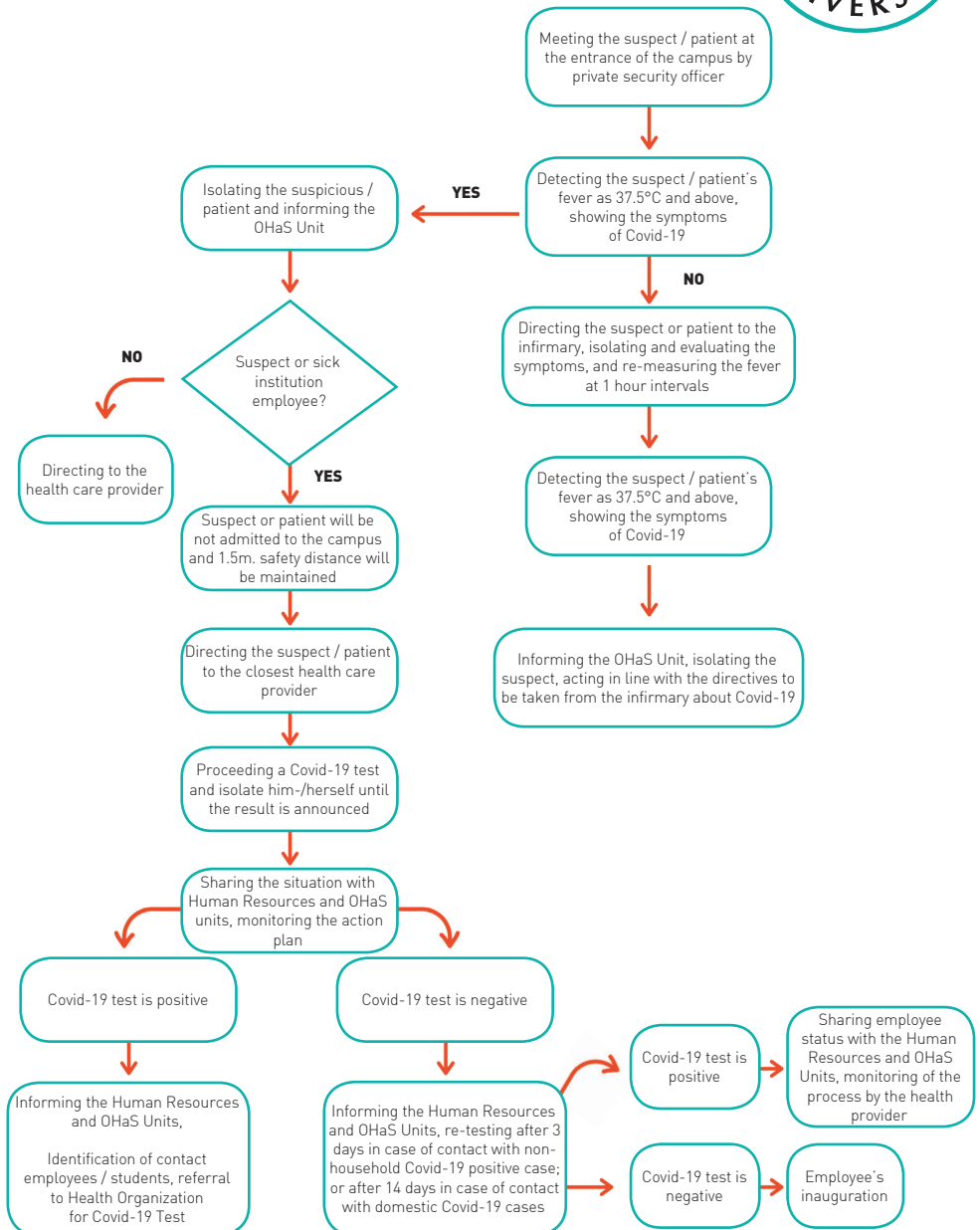
- Wash your hands with soap for at least 20 seconds and do not touch anything before washing your hands.
- Disinfect frequently used surfaces in your home periodically.
- Create isolated areas for your personal belongings (cell phone, glasses, etc.); bag, key, etc. keep it in the isolated area at the entrance of your home.
- Wash your clothes at a temperature of at least 60°C with normal washing powder.
- Disinfect personal belongings with an alcohol-based disinfectant.
- Take care of your personal hygiene.

Other Personal COVID-19 Protection Measures

➤ **Precautions You Should Take During Your Shopping:**

- Pay attention to the warnings made by health authorities, your health counts first!
- Just go out to get the needs you need.
- Take all your personal safety precautions before you leave your house.
- Avoid busy and crowded times, choose the calmest and most accurate time intervals.
- Choose online ordering methods as much as possible.
- Disinfect the surfaces, shopping card and hands you touch in the shopping cart.
- Take into account the number of people who need to be in the stores designated by the authorities and shop alone if possible to avoid increasing this number.
- Buy as much as you need instead of stacking.
- Keep the safe distance between other customers and cashiers.
- Disinfect your card if you use your credit or account card, and choose contactless payments if possible.
- After purchasing your needs and getting to your home, throw your shopping bags away, wash / disinfect your hands appropriately with the products you buy.

Emergency Action Plan



On Mixed (Hybrid) Education

In the **2020-2021 Academic Year Fall Semester** of our university, it has been deemed appropriate to provide “**Phygital**” education, both physical and digital, in line with the request of the majority.

During the **2020-2021 Academic Year Fall Semester**, 60% of our more than 10,000 students who participated in the survey on mixed (hybrid) or online education demanded that the education should be conducted both **face-to-face** and **online** in a **mixed (hybrid)** manner.

Following the survey results, **Üsküdar University Pandemic Board** convened on September 16, 2020 and evaluated physical measures in the campuses.

Accordingly;

- Fever measurements at the entrances to all campuses,
- Ensuring that all precautions such as information studies, physical distance warnings and hygiene points are taken completely,
- Within the scope of Covid-19, in order to ensure the capacity control of the campuses, the application of spaced seating in the library and lunchrooms, and the provision of lunch box instead of lunch for those who want it,
- Interrupting social activities that may increase social contact and trigger density during the epidemic,
- Not being in public areas with 10 or more people during the epidemic period,
- 4 square meters per person in classrooms and laboratories, 3 square meters per person in amps and halls, and 6 square meters per person in gyms will be regulated.



In the Senate meeting of Üsküdar University on September 17, 2020, it was deemed appropriate to provide “**Phygital**” training, both physical and digital, in line with the request of the majority.

Accordingly;

- At least 40% of the lessons will be taught **online** only, the remaining lessons will be offered both **face-to-face** and **online** as “**Phygital**” according to the preferences of our students.
- Our students will be able to learn how and which courses will be conducted in the fall semester from the websites of their respective academic units.





ÜSKÜDAR UNIVERSITY

Main Campus

Altunizade Mah. Haluk Türksoy Sk. No:14, 34662 Üsküdar / İstanbul / Turkey

South Campus

Altunizade Mah. Mahir İz Cad. No:23, 34674 Üsküdar / İstanbul / Turkey

Üsküdar Çarşı Campus

Mimar Sinan Mah. Selman-ı Pak Cad. 34664 Üsküdar / İstanbul / Turkey

Faculty of Medicine NP Campus

Saray Mah. Site Yolu Cad. No:27, 34768 Ümraniye / İstanbul / Turkey

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