TRT’s Measures Against COVID-19 Pandemic
Because of the rapid outbreak of Covid-19 worldwide, TRT has formed an internal crisis management committee. The committee has designed a 3-stage action plan which comprises Plan A, Plan B, and Plan C.

Plan A is going to be carried out until a case is observed inside the corporation, Plan B is going to be implemented after a case appears inside the corporation and finally plan C is going to be executed when the government increases the measures against Covid-19 to a nation-wide and permanent lock-down level or in case the number of cases increases beyond control.

Measures in these action plans were grouped as disinfection, health protection, business continuity, awareness, work arrangements and travel management.
Within Plan A, measures below have been carried out fully or partially. Efforts are underway to expand the partial practices into fully deployed measures:

1. **Disinfection**
   a. Routine disinfection of active Studios, Master Control, Continuity and Production Control Rooms
   b. Distribution of colognes, disinfectants and disinfectant wipes to staff
   c. Frequent disinfection of equipment used in broadcasting and production (cameras, microphones, continuity switcher etc.)
   d. Hourly disinfection of commonly touched places such as door knobs, elevator buttons, ATMs etc.
   e. Disinfection of company cars and shuttles
   f. Weekly control and cleaning of filters of air conditioners serving Master Control, Continuity and Production Control Rooms
   g. Placement of hand sanitizers in common places
   h. Disinfection of hairdressing equipment used for broadcasting purposes each time before use
2. Health Protection

a. Enabling remote working for all staff unless their attendance is absolutely necessary
b. Prevention of temporarily or chronically ill employees from coming to work and tracking of their status
c. Keeping staff who are coming from abroad under quarantine for 14 days
d. Providing protective equipment (mask, gloves and disinfection gel) to employees working under conditions requiring protection
e. Restriction of entrance of visitors to premises unless critical for broadcasting purposes
f. Adjustment of seat layouts in work areas or meeting rooms in line with social distancing standards where possible
g. Closure of common areas such as dining halls, cafeterias, libraries, GYMs, football pitches and TRT corporate museum
h. Distribution of packed meals and snacks to allow staff to bring the food to their desks
i. Monitoring everyone entering premises with thermal cameras (where possible) or infrared thermometers
j. Distribution of Vitamin-C to staff working in Master Control, Continuity and Production Control Rooms
k. Isolation and separation of zones based on functional levels
l. Preparation of suspected and confirmed case handling protocols
m. Preventing staff from coming to work by public transport
n. Monitoring the health status of the staff
o. Placement of no-touch taps and soap dispensers in toilets
p. Adjustment of shuttle seat layouts in line with social distancing standards
q. Restrictions and adjustments on usage of elevators
r. Removal of water dispensers and provision of bottled water as a substitute
s. Usage of single use cutlery and cups as a substitute to regular cutlery
t. Prevention of personal deliveries from entering premises
u. Placement of air purifiers with appropriate filters to Studios, Master Control, Continuity and Production Control Rooms
v. Restriction of entrance of children to premises
w. Usage of personal make-up equipment and prevention of applying make up to guests
3. **Business Continuity**
   a. Updating the contact information of all staff
   b. Determining critical operations and critical staff
   c. Creating isolated workgroups for critical operations and adjustment of shift schedules to allow 14-day home quarantine periods for at least one work group at a time
   d. Preparation of remote working protocol for all employees

4. **Work Arrangements**
   a. Canceling programs requiring production resources that can be canceled if needed
   b. Canceling all trainings/meetings/events outside and inside the corporation
   c. Closure of daycare and nursery
   d. Restriction of meetings to tele-conference or online meetings unless absolutely necessary
   e. Reducing internal and external exchange of documents
   f. Assigning rotations to employees who need to be at the office to carry out duties
   g. Following official (Presidency etc.) announcements
   h. Cancellation of programs that have a live audience or require social interaction
   i. No live guests are allowed to programs unless necessary, promotion of online or phone connections with guests
   j. Postponement of child and adult choral and orchestral activities
5. **Travel Management**
   a. Prevention of staff from traveling abroad, unless obligatory
   b. Restriction of domestic travels
   c. Company cars are not to be used for staff coming from abroad

6. **Awareness**
   a. Appointment of a special executive reporting team regarding all Covid-19 measures taken within corporation to ensure timely and thorough implementation across all departments
   b. Formation of a Corporate Covid-19 Committee and informing staff daily on committee decisions
   c. Frequent internal communication with employees regarding recent corporate measures, suggestions, protocols and developments
   d. Sincere and up-to-date information given by top management regarding critical developments and broadcasting efforts
   e. Distribution of leaflets and digital infographics to staff based on information and directions prepared by Ministry of Health
   f. Routine information given to executive management regarding local and global statistics about Covid-19 to raise awareness
Within Plan B, the following actions are planned:

1. **Business Continuity**
   a. Taking action towards cases, according to protocols specified in Plan A
   b. In case of an infection within a team, quarantining the entire team and replacing it with the isolated team.
   c. Controlling staff allocations and maintaining the critical number of staff

2. **Health Protection**
   a. Performing health checkups at the place of residence for the isolated team members

Within Plan C, the following actions are planned:

1. **Business Continuity**
   a. Adjustment of programming schedule and content portfolio to allocate resources to higher priority broadcasts
   b. In the situation of a drastic increase in the number of infection cases, the campus should be quarantined.

2. **Work Arrangements**
   a. In case the measures taken in the country are at the highest level, the staff to work in the campus should be picked up from the place of residence
   b. Establishing accommodation areas within the corporate facilities for those who will be in campus quarantine
   c. For staff in critical units; masks, gloves and bodysuits must be worn

These plans and measures are not related to the broadcasting content; additional actions have been taken regarding the content. For example, 3 new SD and 3 new HD education channels started to broadcast on 23.03.2020 in line with the protocol with the National Education Ministry.