

**ASSESSMENT FORM ON
COVID-19 AND HYGIENE PRACTICES APPLIED DURING PANDEMIC FOR ACCOMMODATION FACILITIES
AND
FOOD & BEVERAGE UNITS OF THE ACCOMMODATION FACILITIES**



Turkiye

A. OBLIGATORY APPLICATIONS

PROCESS MANAGEMENT, IDENTIFICATION OF STANDARDS, PREPARATION OF PROTOCOLS

	DESCRIPTION	YES	NO
Organisation / Top management			
1	Has the top management been involved in the development, implementation and continual improvement of the actions taken?		
Training & Instruction			
1	Have the executives of the organisation been trained and instructed on the applicable hygiene standards and rules of conduct?		
Compliance with Regulations and Directives			
1	Does the organisation have a process which ensures that actions are in compliance with the current regulations and directives at state, district or municipal level?		
2	Has the organisation complied with all regulations issued by the government?		
Health Protection & Hygiene Measures for Customers and Employees			
1	Has the organisation provided employees with the sufficient quantity of resources (e.g. face masks) necessary to comply with the safety measures and rules of conduct?		
2	Has the organisation defined the number of customers that may be simultaneously present within the company premises or in the grounds in order to comply with the distancing and protection measures and has taken action to manage the number of customers?		
3	Have the cash card top-up machines and the vending machines been included in the cleaning and disinfection programme?		
4	Has the organisation defined a procedure to ensure the protection of employees carrying out disinfection work?		
5	Regarding defined hygiene implementations, do all department managers make periodic evaluation meetings on the measures and processes that was taken?		
Cleaning and sanitation			
1	Has the organisation defined cleaning intervals for workwear?		
2	Has the organisation defined the procedure for disinfecting common rooms?		
3	Has the organisation identified all the general areas that are needed to be disinfected and drawn up cleaning and disinfection plans?		
4	Do the cleaning / disinfection records contain enough information?		
5	Does the organisation apply the proven methods to the cleaning and disinfection of toilets?		
6	Are cleaning and disinfection programmes implemented and documented and records available for review?		

Handling of suspected and confirmed cases			
	Has the organisation established appropriate procedures ensuring that:		
1	- Risk areas have been defined and communicated - Employees who have visited risk areas go into self-isolation		
2	Has the organisation have a procedure for managing employees, suppliers, customers etc. who feel unwell and related parties been informed about this procedure?		

B. ENTRANCE OF THE GUEST TO THE HOTEL

	DESCRIPTION	YES	NO
1	Are capacity requirements defined and implemented for room planning?		

Kitchens

	DESCRIPTION	YES	NO
1	Have the social distance rules and the protective equipment usage been applied for kitchen areas when necessary?		

Food & Beverage Units

	DESCRIPTION	YES	NO
1	Are the disposable salt packets, pepper packets and napkins in use?		

Laundry facilities

	DESCRIPTION	YES	NO
1	Are the transfer trolleys used for clean and dirty laundry / textiles be separated and disinfected?		
2	Are the laundry / textile products such as linens and towels washed with detergent at 60-90 C?		
3	Are the clean and dirty laundry / textiles stored separately?		
4	Is the clean laundry / textile warehouse regularly disinfected?		
5	Are the clean laundry / textiles kept closed until they are transported to designated area?		

Meeting rooms and conventions halls

	DESCRIPTION	YES	NO
1	Are the meeting rooms and related equipment be cleaned and disinfected according to cleaning and disinfection plans?		
2	Have the capacity requirements been implemented and related activities carried out covering the social distance requirements?		
3	Are the assigned personnel for meeting rooms use the necessary PPE (gloves, mask)?		
4	Are there any hand sanitizers at the entry?		

Kids club

	DESCRIPTION	YES	NO
1	Is it used by keeping a limited number of reservation with records?		
2	Is it ensured that there are no toys (plush toys and ball pools, etc.) that are difficult to clean?		
3	Are the game equipments and materials disinfected before use?		

Swimming Pools and Beaches

	DESCRIPTION	YES	NO
1	Are the capacity requirements implemented and related actions taken?		