ASSESSMENT FORM FOR FOOD&BEVERAGE FACILITIES

A- MANDATORY PRACTICES

PROCESS MANAGEMENT, STANDARD SETTING, PROTOCOL CREATION

	DESCRIPTION	YES	NO
1	Are there any hotel personnel authorized to adapt the measures against contamination and hygiene standards and carry out the verifications?		
2	Has a social distancing plan been prepared?		
3	Are areas allocated for children in the indoors of the business such as the playroom closed?		
4	Are children's play groups in the open areas of the businesses (swings, slides, etc. cleaned periodically?		
5	Has the use of all games such as backgammon, rummikub, etc. been discontinued?		
6	Are arrangements indicating social distancing with ground markings in place in front of all units at the facility in consideration of possible congestions?		
7	Are Health Ministry-approved, alcohol-based hand sanitizers available at the business?		
8	Are Health Ministry-approved, alcohol-based hand sanitizers available in common areas?		
9	Are trainings being delivered to employees with respect to the plan envisaged at the business?		
10	Have the required arrangements been made to make sure that meetings of the functional managers of the hotel are held via teleconferencing and trainings for employees are delivered via distance learning (e-training)?		
11	Are trainings being delivered on the use of hygiene supplies and protective equipment?		
12	Have printable wall charts about Covid-19 and hygiene practices been prepared and hung in personnel areas and common areas?		
13	Have the prepared wall charts been translated into at least 2 languages?		
14	Has the reopening protocol been prepared for closed hotels?		
15	Are face masks made available at the entrance of the business for use upon request?		

16	Are guests provided during entry with written information about COVID-19 and the hygiene precautions and practices as well as the rules that must be followed by the guests?		
17	Do the unit managers regularly keep a record of the cleaning practices?		
18	Are all installations and equipment used at the business (energy, heating, ventilation, air-conditioning equipment, dishwashers, washing machines, refrigerators, elevators, etc.) periodically put through preventive maintenance and repaired by authorized service or by experts trained in their respective fields under a plan?		
19	Are ventilation filters regularly replaced?		
20	Are venues ventilated naturally when physical conditions allow it?		
21	Are the body temperatures of employees monitored using contactless thermometers and followed before entering and leaving the facility?		
22	Are the body temperatures of incoming visitors monitored using contactless thermometers?		
23	Are the actions to be taken defined in the event that a temperature outside the accepted range is found in the employees' body temperature records?		
24	Are the actions to be taken recorded in the event that a temperature outside the accepted range is found in the employees' body temperature records?		
25	Concerning Food Safety and Hygiene, do all functional managers in Purchasing, Goods Receiving, Warehouse, Kitchen and Food production and presentation conduct periodic assessment meetings about the precautions taken and the processes?		
26	Do the employees have in their respective files the hygiene training certificates approved by the relevant NGOs (TÜROB, TÜROFED, TÜRYİD etc.)?		
27	Have the stores and saloons in the business adapted to the required rules of hygiene?		

B-VALET SERVICE

	DESCRIPTION	YES	NO	N/A
1	Do valets clean their hands with Health Ministry-approved hand sanitizer before and after they accept and deliver each vehicle?			
2	Do the valets enter each vehicle wearing their face masks properly?			
3	Have they been given trainings on not to wear gloves and other rules? Are their practices inspected?			

C-GUEST ENTRY INTO THE BUSINESS

	DESCRIPTION	YES	NO
1	Has a protocol to inform the guests during entry on social distancing to the business been prepared?		
2	Have all functional personnel been informed about all actions to be taken during entry in the business?		
3	Is there any Health Ministry-approved hand sanitizer, personal protective equipment, etc. in the reception area available to the guests? Are the guests made to use such equipment during entry?		
4	Are body temperature measurements made upon entry to the business? Are those with a fever over 38°C refused access and referred to a healthcare organization?		
5	For the payments made by the guests, are methods such as contactless POS devices, online payments preferred over cash payments as much as possible?		
6	Is the payment device wiped with sanitizer after every time a customer comes into contact with it?		

D- PRECAUTIONS TO BE TAKEN AND PRACTICES ENGAGED FOR THE PERSONNEL

	DESCRIPTION	YES	NO
1	Is the protective equipment that must be used by the personnel supplied regularly and in sufficient numbers?		
2	Are the personnel given the necessary notifications regarding protective equipment use?		
3	Are the personnel monitored for their protective equipment use and whether they used properly and the necessary warnings made?		
4	Have the personnel's training, motivation and psychological support records concerning the processes been placed in their personal files?		
5	Are there measures in place to maintain social distancing in the recreational and social areas of the personnel?		
6	Are supplies such as Health Ministry-approved hand sanitizers available in the recreational and social areas of the personnel?		

7	Are the personnel being checked for fever and COVID-19 symptoms every day on their arrival?		

E-ARRANGEMENTS IN GENERAL AREAS
a) Kitchens

	DESCRIPTION	YES	NO
1	Do the kitchens have in place a cleaning protocol prepared by the business' management?		
2	Is a record of the actions taken as per the cleaning protocol created for the kitchens kept?		
3	Are records being made in accordance with the cleaning protocol prepared for the kitchens? Are the records checked and actions being taken?		
4	Are all foods in the kitchens stored in a covered manner with clean equipment suitable for the specific food?		
5	Is the layout of the existing storage areas in the kitchens determined in consideration of the product groups and risks?		
6	Is the temperature in the storage areas kitchens, and if any, humidity levels in dry storage areas measured and recorded?		
7	Are the recorded temperature and humidity readings checked by the person in charge?		
8	Are the equipment used for the measurements in the kitchens periodically calibrated and verified?		
9	Have the kitchens been secured against the presence of risky articles such as pushpins, pins, staples, broken glass, etc.?		
10	Are sufficient amounts of replicate samples being collected in the kitchens and kept for 72 hours with the required label information?		
11	Are there solid trash bins that can be covered in the necessary areas of the kitchens?		
12	Is there any protection against fragile materials in the kitchens?		
13	Are all wastes generated in the kitchens disposed of properly?		

14	Is it ensured that no kitchen personnel carry any jewelry, rings with gens or any other accessories?		
15	As a part of kitchen personnel wearing work uniforms and the protective measures, have they been made to wear gloves, face masks and hair cover?		
16	Is the access of non-authorized persons into the kitchens under control?		
17	Is there a distinction between dirty and clean equipment in the dishwashing areas inside the kitchens?		
18	Are the shelves and similar areas where the kitchen equipment placed clean and suitable?		
19	Is there an area in the kitchen designated for the raw materials/products to be returned/disposed of (i.e. labels, a separate area, etc.)?		
20	Are there any practices that will prevent the buildup of food in the washed equipment?		
21	Are cleaning chemicals and equipment placed separately?		
22	Does the water used in food production meet the conditions stipulated in the “Regulation concerning the Waters for Human Consumption”?		
23	Is the steam and ice used in food production obtained from “potable water”?		
24	Are unprocessed (raw) food and prepared (cooked) foods stored in separate areas in order to prevent cross contamination?		
25	Are the measures that will prevent all packaged or unpackaged foods from coming into direct contact with the ground being taken?		
26	Is the cleaning, maintenance and filter changes of the air conditioners done regularly?		
27	Are the air conditioners being operated in a mode that they are fed with fresh air?		
28	If the physical conditions allow it, is the environment ventilated frequently by opening the doors and windows?		

b) Food & Beverage Units

	DESCRIPTION	YES	NO
1	Is there a minimum distance of 1.5 meters between the tables and 60cm between the chairs?		
2	Are the service equipment in the Food & Beverage areas regularly cleaned before and after service?		
3	Have the jointly used tea/coffee machines, water fountains, beverage machines and similar devices been removed or arrangements been made to distribute beverages from these devices through an attendant?		
4	Are materials such as dining tables and chairs, service materials, sugar, salt, spice shakers, napkin dispensers, menus wiped after each guest and cleaned and sanitized by Health Ministry-approved sanitizers? If possible, are single-use sugar, salt, spice, napkins used?		
5	Is there a Health Ministry-approved hand sanitizer or tissue/liquid containing 70 percent alcohol on each table?		
6	If the “Open Buffet” practice is continued, is there a glass screen in place preventing the guests from personally picking foods from the buffet and coming into contact with the foods? Within the precautions, would the guests have their requested food by the employee in charge?		
7	Are social-distancing rules maintained in the open buffet and service food layout?		
8	Are there Health Ministry-approved hand sanitizers in the areas accessible to guests and the personnel?		
9	Is the cleaning, maintenance and filter changes of the air conditioners done regularly?		
10	Are the air conditioners being operated in a mode that they are fed with fresh air?		
11	If the physical conditions allow it, is the environment ventilated frequently by opening the doors and windows?		

c) Washbasins and Toilets

	DESCRIPTION	YES	NO

1	Are the toilet areas accessible through automatic doors? If no automatic doors are available, are the door handles sanitized periodically?			
2	Are the floors, toilet seats, urinals, washbasins, tap and faucet heads, door handles frequently cleaned and sanitized?			
3	Is a record of the cleaning times kept? Are there inspections made?			
4	Have the air drier fans been shut down? Are there disposable towels available to dry hands?			
5	Are supplies such as soaps, toilet papers, paper towels kept available in full?			
6	Do the personnel cleaning the toilet use face masks and goggles or face guards?			

F-SECURITY

	DESCRIPTION	YES	NO	N/A
1	If present at the business, with a view to minimizing the pat-down of guests other than x-ray devices, should there be a need to pat down the guests, are there processes in place about the use of a face mask, single-use gloves for each search, face guards, and then washing or cleaning the hands afterwards?			
2	Has a risk analysis been made for the pandemic or the existing plans updated?			

G-BUSINESS VEHICLES

	DESCRIPTION	YES	NO	N/A

1	Are all passengers in the vehicle made to use face masks?			
2	Are there Health Ministry-approved hand sanitizers, colognes, and sufficient number of masks for the passengers in the vehicles?			
3	Are all frequently contacted surfaces such as the vehicle seats, door handles and handles cleaned before every trip?			
4	If the vehicles are operated by the business itself, are their air conditioners cleaned regularly? Are their air conditioners operated so as to take fresh air from outside?			
5	Are the vehicles ventilated?			
6	Have the shuttle service providers been informed of the requirement to assign a specific seat to each employee and to make sure that they always sat in their designated seats in the shuttles?			
7	In the event valet parking is offered, have the necessary precautions been taken to ensure the safety of the employees and the guests?			

H- PERSONNEL ACCOMMODATIONS AND LODGINGS

	DESCRIPTION	YES	NO	N/A
1	If present at the business, have the arrangements been made and measures taken to ensure that visitors, relatives, friends are not admitted to the Personnel Accommodations and Lodgings under no circumstances?			
2	If present at the business, have the precautions and other hygiene measures been taken to maintain social distancing at the Personnel Accommodations and Lodgings and personnel transfers?			

I- WASTE MANAGEMENT

	DESCRIPTION	YES	NO

1	Are food wastes removed as rapidly as possible and in a hygienic and environment-friendly manner in accordance with the legislation so as to prevent their accumulation in environments where food is present?		
2	Are food wastes collected by storing them in closeable containers such as garbage bins or in an alternative system, and is this system cleaned and disinfected when necessary?		
3	Are the records made under Waste Management checked by the person in charge?		
4	Do the personnel use personal protective equipment while working (single use gloves, gowns, surgical masks)?		
5	Are garbage bins and other used cleaning equipment periodically cleaned?		
6	Are medical and domestic waste duly collected and sorted and regularly disposed of by the Municipality or Licensed organizations?		
7	Is the required cleaning and disinfestation in garbage rooms conducted periodically?		
8	Have the security personnel been provided with Health Ministry-approved hand sanitizers, exclusive garbage bags for single-use tissues and wastes to be used after each procedure (handling ID cards, etc)?		

İ- PEST CONTROL

	DESCRIPTION	YES	NO
1	Are proper procedures implemented and recorded with a view to ensuring pest control and preventing their entry to businesses?		
2	Is disinfestation periodically being made or support being received from a pest control company under the pest control program?		
3	If the disinfestation is done by a pest control company, is it performed and recorded by personnel that received the required training?		
4	Are all spaces opening to the exterior and the drainages easy to clean, designed to prevent pest entry, escape of bad odors and backing up of waste waters?		

J- PURCHASING, GOODS RECEIVING AND STORAGE

	DESCRIPTION	YES	NO

1	Are the control and traceability records (product name, amount, temperature, invoice no., etc.) required during Purchasing, Goods Receiving, and Storage operations held?		
2	Do the people working in this function use personal protective equipment (face masks, gloves, glasses or face guard)?		
3	Have precautions been taken to make sure that persons such as suppliers, maintenance personnel, drivers bringing goods etc. who temporarily enter the functions that supply and produce the food products at the business do not come into contact with the staff, and perform their jobs while maintaining the social distancing rule and using protective equipment?		
4	Have the necessary precautions been taken to minimize human contact with the goods from the moment the purchased goods travel from the supplier to the warehouse?		
6	Are qualified and packaged products from licensed suppliers primarily preferred in the purchases made by the Purchasing function?		

K-EMERGENCY AND ISOLATION

	DESCRIPTION	**YES**	**NO**
1	Have the protocol, contact person and organizations identified for the cases of emergencies as well as sick, symptomatic or suspected cases (including the requirements of the Epidemics Crisis Management requirements)?		
2	Has information about persons and institutions to be contacted in case of emergencies been shared with in the necessary locations and outlets?		
3	Are the personnel informed about the response plan in the event that the guests show sign of a disease during check-in or their accommodation (coughing, weakness, high fever, etc.)?		
4	Is the relevant manager at the business notified when employees suspect that they have Covid-19 or show symptoms of the disease?		
5	Are the Ministry of Health's 184 Coronavirus Hotline and the official organizations legally one is affiliated with (i.e. Provincial Directorate of Agriculture and Forestry, Airport Health Monitoring Centers for the airports) notified of employees with symptoms related to Covid-19 (fever, cough and/or shortness of breath) or tested positive for Covid-19?		

L. SIGNBOARD, LOGO, CERTIFICATE, AND QR CODE

(Please fill the form by checking YES/NO columns starting with 2nd Inspection)

	DESCRIPTION	YES	NO	1ST Inspection
1	Is the Safe Tourism Sign Board made in accordance with the rules and hung properly at the entrance of the facility?			
2	Are the Safe Tourism logo and QR code meticulously designed and visibly hung/posted?			
3	Is the Safe Tourism Certificate posted at the entrance of the facility in accordance with the rules?			