

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

NAME OF THE FACILITY :

ADDRESS OF THE FACILITY :

PHONE – FAX :

E-MAIL, WEB ADDRESS :

CURRENT TYPE AND CLASS :

CERTIFICATE DATE AND NO :

OWNER OF THE CERTIFICATE :

MANAGER :

ASSESSMENT FORM FOR FOOD & BEVERAGE FACILITIES

A. OBLIGATORY APPLICATIONS

PROCESS MANAGEMENT, IDENTIFICATION OF STANDARDS, PREPARATION OF PROTOCOLS

	DESCRIPTION	Yes	No
1	Are there authorized personnel within the facility to carry out the adaptation and verification of contamination measures and hygiene standards?		
2	Is a social distance plan prepared?		
3	Are children's playgrounds, hand-held game machines turned off?		
4	Has the use of all handheld game tools such as backgammon, rummikub etc. been stopped?		
5	Have regulations been made indicating the social distance by marking the places considering the possible accumulation at the entrance of all units in the facility?		
6	Are there alcohol based hand antiseptics approved by the Ministry of Health within the facility?		
7	Are there alcohol based hand antiseptics in common use areas?		
8	Are the trainings carried out in accordance with the plan foreseen in the facility for the employees working in the facility?		
9	Have the necessary arrangements been established for the meetings of the department managers of the facility to be held by teleconferencing and training programs for the employees using the distance education (e-training) method?		
10	Are the trainings given on the use of hygienic materials and protective equipment?		
11	Are printable wall charts prepared and hung in staff areas and general areas regarding COVID-19 and hygiene practices?		
12	Are the prepared wall charts translated in at least 3 languages?		
13	Has a re-operational protocol been prepared for closed facilities?		
14	Are masks ready if requested at the entrance of the facility?		
15	Are the guests given written information about the COVID-19, measures and practices regarding hygiene and the rules to be followed by the guests at the reception?		
16	Do the managers responsible for the units regularly record their cleaning practices?		

17	Is it ensured that the protective maintenance and repair of all the installations and equipment (energy, heating, ventilation, air conditioning equipment, dishwashers, washing machines, refrigerators, elevators, etc.) used in the facility are periodically serviced by the authorized service or specialists trained in the field?		
18	Are the ventilation filters changed regularly?		
19	Is the natural ventilation of the spaces done if necessary?		
20	Are body temperature measurements made and recorded and monitored by sensor thermometers at the entrance and exit of the employees? Are body temperature controls provided with contactless sensor thermometers for incoming visitors?		
21	If there is any determination other than the accepted temperature range for the employees, are the actions to be taken defined to verify the body temperature records?		
22	If there is any determination other than the accepted temperature range for the employees, are the actions to be taken recorded to verify the body temperature records?		
23	Are the periodic evaluation meetings made regarding the measures and processes taken for all department managers in Food Safety and Hygiene, Purchasing, Acceptance, Storage, Kitchen and Food production and presentation?		
24	Do the employees have a Hygiene Training Certificate approved by the Ministry of National Education or authorized certification companies?		
25	If there is any within the facility, have the shops and stores been adapted to the necessary hygiene rules?		

B. VALET SERVICE

	DESCRIPTION	Yes	No
1	Do the valets clean their hands with hand antiseptics before and after each vehicle pick-up and delivery service?		
2	Do the valets get in all the vehicles wearing masks correctly?		
3	Have they been trained not to wear gloves and for other rules? Are their applications being supervised?		

C. ENTRANCE OF THE GUEST TO THE FACILITY

	DESCRIPTION	Yes	No
1	Has a protocol been prepared to inform the guests about social distance during their entrance to the facility?		

2	Does the relevant department staff have information about all actions to be taken during the process of entering to the facility?		
3	Are alcohol based antiseptics, personal protective equipments etc. available in the entrance area for guest use? Is it ensured that the guest uses this equipment at the entrance?		
4	Is body temperature measured at the entrance of the facility? Are those with body temperature higher than 38 degrees turned down and warned to apply to the health facility?		
5	In the payments to be made by the guests, are contactless pos devices and online payment methods preferred instead of cash payments?		
6	When the customer touches the payment device, is the device wiped with disinfectant after every payment?		

D. MEASURES AND APPLICATIONS TO BE TAKEN FOR THE STAFF

	DESCRIPTION	YES	NO
1	Is there a regular and sufficient supply of personal protective equipment that staff should use?		
2	Are the necessary notifications made to the personnel regarding the use of personal protective equipment?		
3	Is it monitored whether the personnel use protective equipment and whether they are used correctly, are necessary warnings made?		
4	Are the training, motivation and psychological support records of the staff on the processes recorded in their personal files?		
5	Are there any measures to protect the social distance in personnel rest and social areas?		
6	Are there alcohol-based hand antiseptics in personnel rest and social areas?		
7	Are body temperature / general health checks performed at the entrance of the personnel to the workplace every day?		

E. REGULATIONS IN GENERAL AREAS

a) Kitchens

	DESCRIPTION	YES	NO
1	Do the kitchens have a cleaning protocol prepared by the facility management?		
2	Are the applications performed according to the cleaning protocol prepared for the kitchens recorded?		
3	Are the records taken according to the cleaning protocol prepared for the kitchens verified?		
4	Are actions taken when necessary depending on the cleaning verification activities?		
5	Are the food safety requirements to be applied based on food entrance acceptance, preparation, processing and service-delivery process steps defined?		
6	Are the monitoring activities described under food safety recorded?		
7	Are the monitoring activities described under food safety verified by competent personnel?		
8	Are actions taken when necessary regarding food safety verification activities?		
9	Are all foods stored in kitchens with clean, food-grade equipment and as covered?		
10	Is the layout in the existing storage areas in the kitchens made taking into account product groups and risks?		
11	Are temperature and humidity measurements when necessary made in the existing storage areas in kitchens and recorded?		
12	Are the recorded temperature and humidity measurements verified by qualified personnel?		
13	Is the periodic calibration or verification process applied to the equipment used during the measurements carried out in the kitchens?		
14	Are there any items that pose a physical risk such as thumbtack, pin, staples, broken glass etc. available in the kitchens?		
15	Is a sufficient amount of replicate samples taken from every meal produced every day?		
16	Is each sample taken stored under suitable storage conditions for 72 hours?		
17	Is the label information used to ensure monitoring of replicate samples available?		
18	Are the trash cans and etc. that are solid and can be kept as covered available in the required areas in the kitchens?		
19	Is there a protection against frangible materials in the kitchens?		
20	Are all waste generated in kitchens properly disposed of?		

21	Does staff working in kitchens wear jewelry, rings or any accessories?		
22	Is it ensured that the staff working in the kitchen wears work clothes and use gloves, masks and bonnets within the scope of protective measures?		
23	Are the non-staff entrances to the kitchens under control?		
24	Is there any separation of dirty and clean equipment in the dishwashing areas in the kitchens?		
25	Are the areas such as the shelves and etc. where the equipment used in the kitchens are placed clean and suitable?		
26	Is there any specific area for raw materials / products to be returned / disposed in the kitchens (label, a separate area etc.)?		
27	Are there any remains such as food / detergent etc. in the washed equipment?		
28	Are cleaning chemicals and equipment placed separately?		
29	Does the water used in food production meet the conditions specified in the "Regulation on Water for Human Consumption"?		
30	Is steam and ice used in food production derived from "potable water"?		
31	Are (cooked) foods prepared with untreated (raw) foodstuffs separated from each other to prevent cross-contamination?		
32	Are measures taken to ensure that all foodstuffs, with or without packaging, do not come in direct contact with the ground?		
33	Are the cleaning, maintenance and filter changes of the air conditioners done regularly?		
34	Are the air conditioners operated in such a way that they receive fresh air from outside?		
35	Is the environment frequently ventilated by opening doors and windows?		

b) Food & Beverage Units

	DESCRIPTION	YES	NO
1	Is there a minimum distance of 1.5 meters between tables and 60 cm between chairs?		
2	Are service equipment regularly cleaned before and after service in food & beverage areas?		
3	Are common tea / coffee machines, dispensers, beverage machines and similar devices removed or have any arrangements been made to deliver drinks from these devices through a staff member?		
4	Is the cleaning of dining tables and furniture, tabletop equipment, salt shaker, pepper shaker, napkin holder and saucers made with alcohol-based products after each customer use?		
5	Are disposable salt shakers, pepper shakers and napkins on the table?		
6	If the "Open Buffet" continues, is there a glass visor for the food in the buffet not to be taken by the guests and not to contact with the food? Is it ensured that the food requested is given by the staff to the guest within the precautions?		
7	Are social distance rules applied in open buffet and service meal layout?		
8	Do the materials such as alcohol-based hand sanitizer / disinfectant etc. exist in areas accessible to guests and staff?		
10	Are the cleaning, maintenance and filter changes of the air conditioners done regularly?		
11	Are the air conditioners operated in such a way that they receive fresh air from outside?		???
12	Is the environment frequently ventilated by opening doors and windows?		

c) Washbasins and toilets

	DESCRIPTION	YES	NO
1	Are the entrance doors to the toilet areas turned into an automatic system?		
2	Are the handles of the doors that are not turned into automatic system disinfected at regular intervals?		
3	Are the floors of toilets, closets, urinals, washbasins, faucets and faucet heads, door handles frequently cleaned and disinfected?		

4	Are the cleaning hours recorded? Are they monitored?		
5	Are hand-drying fans turned off for use? Are disposable paper towels available to dry hands?		
6	Are the materials such as soap, toilet paper, paper towels in the toilets kept complete?		
7	Do the personnel cleaning the toilet use masks and goggles? (each personnel to wear their own glasses)		

F. SECURITY

	DESCRIPTION	YES	NO
1	Are the processes of the security department coordinated with other departments of the hotel?		
2	Have the processes for the use of equipment and then washing or cleaning the hands determined to minimize the manual control of the guest other than x-ray device (if it is required to be controlled manually, mask, disposable glove and face shield for each control) if available in the facility?		
3	Have the existing evacuation, emergency plans and risk management processes been reorganized considering the pandemic?		

G. FACILITY VEHICLES

	DESCRIPTION	YES	NO
1	Are all passengers using masks in the vehicle?		
2	Are there alcohol-based hand antiseptics / disinfectants, cologne and enough masks for passengers in the vehicles?		
3	Is cleaning of frequently contacted surfaces such as seat, door handle, and hand grip of the vehicles made before each service?		
4	Is the air conditioner cleaned regularly if the facility has the vehicles? Are the air conditioners operated in such a way that they receive fresh air from outside?		
5	Are the vehicles ventilated?		

6	Is a seat determined for each employee in the personnel vehicles? Is it ensured that they sit in the same seat every time?		
7	If valet service is provided, have the necessary measures been taken regarding staff and guest safety?		

H. STAFF ACCOMMODATION UNITS AND LODGINGS

	DESCRIPTION	YES	NO
1	Have regulations and precautions been taken in order not to accept visitors, relatives, friends from outside to Personnel Accommodation Units and Lodging?		
2	Have measures and other hygiene measures been taken to protect social distance in the personnel transfers in Personnel Accommodation Units and Lodging?		

I. WASTE MANAGEMENT

	DESCRIPTION	YES	NO
1	Is food waste removed as quickly as possible and hygienically and in a manner that does not harm the environment in order to prevent accumulation in food environments?		
2	Are food wastes collected in closable containers such as trash cans or stored in an alternative system and is this system cleaned and disinfected when necessary?		
3	Are the records received under Waste Management verified by the staff?		
4	Do personnel use personal protective equipment (disposable gloves and gowns, surgical masks) during work?		
5	Are trash cans and other cleaning equipment used periodically cleaned?		
6	Is waste properly collected and separated and regularly disposed of by the Municipality or Licensed institutions?		
7	Is the necessary cleaning and disinfection periodically done in the garbage rooms?		
8	Have alcohol-based hand antiseptics, disposable wipes and special garbage bags for their wastes been provided to the security officers to be used after their actions (giving and taking identity cards etc.)?		

I. INSECT CONTROL

	DESCRIPTION	YES	NO
1	Are appropriate procedures implemented and recorded to prevent insect control and the entry of pets into facilities?		
2	Within the scope of the insect control program, is the disinfection periodically carried out or is support received from a disinfection company?		
3	If the disinfection is done by the company in person, is it carried out and recorded by a staff with the necessary training in this issue?		
4	Do personnel use personal protective equipment (disposable gloves, surgical mask, bonnet, face shield / goggles, boots, overalls) during the implementation?		
5	Are all openings to the exterior and waste water channels (drains) arranged to prevent harmful (insect, rodent, etc.) entry, odor exit and backflow of waste liquids?		

I- PURCHASING, ACCEPTANCE AND STORAGE

	DESCRIPTION	YES	NO
1	Are the control and monitoring records (product name, quantity, temperature, invoice number, etc.) required during Purchasing, Acceptance and Storage activities kept?		
2	Are actions taken when necessary depending on the Purchasing, Acceptance and Storage activities?		
3	Do the employees working in this department use personal protective equipment?		
4	Have measures been taken to ensure that people such as suppliers who enter the procurement and production of food products within the hotel temporarily, maintenance staff, drivers who bring goods, etc. do not make contact with the employees of the business, to carry out their operations by protecting the social distance rule and using protective equipment?		
5	Have the necessary precautions been taken to ensure minimum human contact with the goods in the process from the arrival of the purchased goods from the supplier to the warehouse?		
6	Are purchases made by the purchasing unit primarily preferred from suitable products and packaged products from licensed suppliers?		

J- EMERGENCY AND ISOLATION

	DESCRIPTION	YES	NO
1	Are the protocols to be implemented and people and institutions to be reached determined in case of emergencies and in case of detection of a patient, symptom or suspect (including epidemic diseases crisis management requirements)?		
2	Is the information of the people and institutions to be reached for emergencies shared in necessary places and channels?		
3	If the guests show any signs of illness (coughing, weakness, high fever, etc.) at the entrance or during their stay, do personnel have information about the response plan?		
4	When employees are suspected of COVID-19 or show signs of illness, is the situation reported to the related manager of the workplace?		
5	Is the Ministry of Health ALO 184 Coronavirus Hotline and Provincial Directorate of Agriculture and Forestry informed about employees with symptoms associated with COVID-19 (fever, cough and / or shortness of breath) or positive COVID-19 test?		