

**ASSESSMENT FORM REGARDING COVID-19 AND HYGIENE PRACTICES THAT
WILL BE IMPLEMENTED AT ROAD VEHICLES USED FOR TOUR AND TRANSFER
PURPOSES DURING PANDEMIC PERIOD**

NAME OF TRANSPORTATION COMPANY :

ADDRESS :

PHONE – FAX NO :

E-MAIL :

WEB SITE :

TRANSPORTATION COMPANY’S AUTHORIZATION CERTIFICATE- PERMIT:

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(Ministry of Transportation and Infrastructure)

VEHICLE CERTIFICATE :

(Ministry of Transportation and Infrastructure)

LICENSE PLATE :

FACILITY MANAGER :

NAME OF INSPECTOR :

INSPECTION START DATE AND HOUR :

INSPECTION END DATE AND HOUR :

TYPE OF INSPECTION :

(ROUTINE/ FOLLOW UP/ SECRET CUSTOMER)

CL NUMBER USED AND REVISION DATE :

NOTES :

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REPORT DATE :

INSPECTION-FOLLOW UP NUMBER :

(PROTOCOL NO.)

INSPECTOR'S SIGNATURE :

FACILITY MANAGER'S SIGNATURE :

Document's Name and Logo

The documents name in Turkish and English are determined as and its Logo as

Each document will be assigned an ordinal number by T.R. Ministry of Culture and Tourism.

Purpose

The purpose of this Document which has been compiled in preparation for when the negative impacts of COVID-19 pandemic will cease to exist, is to determine and establish necessary procedures and principles tourism enterprises should follow to meet the customers' expectations about high level hygiene and safety and relieve their anxiety about the possibility of getting infected by COVID-19, when they restart their operations. The document also outlines planning of employee trainings and other measures to be taken in order to prevent transmission of COVID-19.

Scope

This document covers road vehicles used in passenger transportation for tour and transfer purposes.

Basis

This Assessment Form is compiled based on similar practices implemented by T.R. Ministry of Health, T.R. Ministry of Family, Labor and Social Services, T.R. Ministry of Agriculture and Forestry, T.R. Ministry of Health Scientific Board, WHO- World Health Organization, Public Health Law in Turkey, Veterinary Services defined under article 5996, Plant Health, Law on Food and Fodders, TSI Standard No. 13811 Hygiene and Sanitation Management Systems, National and International Health and Tourism Industries.

Procedure and Goal

It is intended for vehicles that provide passenger transportation services in tourism industry to meet customer expectations and gain a competitive edge while creating a positive image. To achieve this, they should assign an administrator who will oversee the whole process; prepare protocols for all departments; provide trainings about the procedures; carry out effective work regarding hygiene, disinfection and social distancing matters; and complete the process of mitigating COVID-19 transmission risk. The goal for them is also to use effective communication tools and methods to publicize these procedures and practices in Turkey and in the world to create awareness.

Collaboration and Certification

The companies/enterprises who wish to receive a certificate and their national or international hygiene and sanitary equipment suppliers shall be subjected to inspection by institutions and organizations authorized by the Ministry. The inspection results must confirm that the companies/enterprises possess the requisite qualifications and comply with the principles listed in hereby "Assessment Form."

Duration and Validity

The regulations set forth and defined within the scope of this document will cease automatically with all its provisions following our government's decision to remove the measures that were implemented in order to reduce the transmission and impacts of COVID-19 and to fully stop its spread in our country.

ASSESSMENT FORM FOR ROAD VEHICLES USED FOR TOUR AND TRANSFER PURPOSES

A-MANDATORY PRACTICES

PROCESS MANAGEMENT, DEFINING STANDARDS, PREPARING PROTOCOLS

	DESCRIPTION	YES	NO
1	Has a fully qualified and authorized administrator been assigned for tour and transfer vehicles to check whether proper measures have been taken to prevent the transmission of COVID-19, hygiene measures are up to code and standards, the vehicle has been inspected, previous deficiencies (if there were any) have been eliminated and to manage all relevant processes?		
2	Is there a COVID-19 and hygiene practices plan in place regarding on-board use, loading luggage to baggage compartment and placing passenger luggage as far as possible to prevent contact?		
3	Are there any protocols in place to follow with regards to the implementation of the plan?		
4	Are there any daily inspections and prepared checklists for cleaning and hygiene?		
5	Have cleaning and hygiene rules and standards been established for products that are to be used for organic pollution and other contaminations?		
6	Is there a social distance plan with regards to on-board seating arrangement and lines inside and outside the vehicle that may be formed while getting in and getting out of the vehicle?		
7	Has there been certain times set to frequently stop and ventilate (clear the air) the vehicle?		
8	Are there procedures in place to log and record data of all passengers who ride the vehicle for tour or transfer purposes?		
9	Are the drivers and other personnel provided with periodic trainings with regards to plans and protocols to be followed?		
10	Are print boards and visual boards about COVID-19 and hygiene practices prepared and hung on appropriate places inside the vehicle?		
11	Are the processes and all practices recorded regularly?		
12	Did the administrators, drivers and other personnel receive hygiene and healthcare trainings?		
13	Is there a protocol to follow and a contact list consisting of people and corporations to be called in case of emergencies?		

B. ON-BOARD PRACTICES

	DESCRIPTION	YES	NO
1	Has a fully qualified and authorized administrator been assigned for tour and transfer vehicles to check whether proper measures have been taken to prevent the transmission of COVID-19, hygiene measures are up to code and standards, the vehicle has been inspected, previous deficiencies (if there were any) have been eliminated and to manage relevant processes?		
2	Is there a COVID-19 and hygiene practices plan in place regarding on-board use, loading luggage to baggage compartment and placing passenger luggage as far as possible to prevent contact?		
3	Are there any protocols in place to follow with regards to the implementation of the plan?		
4	Are there any daily inspections and prepared checklists for cleaning and hygiene?		
5	Have cleaning and hygiene rules and standards been established for products that are to be used for organic pollution and other contaminations?		
6	Is there a social distance plan with regards to on-board seating arrangement and lines inside and outside the vehicle that may be formed while getting in and getting out of the vehicle?		
7	Has there been certain times set to frequently stop and ventilate (clear the air) the vehicle?		
8	Are there procedures in place to log and record data of all passengers who ride the vehicle for tour or transfer purposes?		
9	Are the drivers and other personnel provided with periodic trainings with regards to plans and protocols to be followed?		
10	Are print boards and visual boards about COVID-19 and hygiene practices prepared and hung on appropriate places inside the vehicle?		
11	Are the processes and all practices recorded regularly?		
12	Did the administrators, drivers and other personnel receive hygiene and healthcare trainings?		
13	Is there a protocol to follow and a contact list consisting of people and corporations to be called in case of emergencies?		
14	Is the maintenance and repair of the vehicle's ventilation and air-conditioning system performed periodically by authorized and qualified service or by specialists? Are filters being replaced, frequently?		
15	For an effective disinfection, are all surfaces inside the vehicle cleaned and sterilized, thoroughly? Is this done periodically? Is it being recorded?		

16	Before each tour or transfer, is the vehicle (including baggage compartment) being cleaned and sterilized for disinfection purposes in an isolated area with products approved by Ministry of Health? Is this done periodically? Is it being recorded?		
17	Are the surfaces inside the vehicle where hand contact is intense such as door handles, touch screens, control panels, seat edges, seat surfaces, seat belt buckles, steering wheel cleaned and sterilized after every trip? Is it being recorded?		
18	Has there been certain times set to frequently stop and ventilate (clear the air) the vehicle?		
19	If there is complimentary food or drink served to passengers, are the service personnel wary of social distance rules?		
20	Is the vehicle's maintenance performed regularly?		

C. MEASURES TO BE TAKEN WITH REGARDS TO PERSONNEL

	DESCRIPTION	YES	NO
1	Are the personnel screened for fever before they start their shifts?		
2	Are the personnel being questioned whether people they live with have tested positive for COVID-19? Is this information being recorded?		
3	Do the driver and other personnel always have their masks on during the trips?		
4	Do the driver and other personnel use hand antiseptics each time they get in the vehicle?		
5	Has it been made possible for the same personnel to work in the same tour or transfer shift?		
6	Are the personnel informed about the masks and hand antiseptic's recommended amount of use, duration of use, and method of use?		
7	Are the personnel informed that they should not be using gloves? Do they perform hand hygiene frequently?		
8	Is it ensured that the personnel are wary about personal hygiene? (Do they wash their hands for at least 20 seconds with water and soap regularly before and after meals, after cleaning and using bathrooms?)		
9	Are there hand antiseptics available in all the areas personnel use?		
10	Are personnel who display symptoms such as fever, cough, shortness of breath, etc. referred to nearest healthcare facilities? Are they monitored?		
11	Are personnel uniforms/attires cleaned daily?		

12	Are there enough numbers of protective gears for personnel's use?		
13	Have the personnel been informed and notified about the use of protective gears?		
14	Are there measures in place to ensure that people who perform maintenance, repair and cleaning for the vehicle and people who supply goods for the vehicle have no contact with vehicle personnel? Are there measures in place to ensure that they comply with social distancing rules and wear protective gears at all times while they work?		

D. PRACTICES REGARDING ANCILLARY SERVICES

	DESCRIPTION	YES	NO	N/A
1	Is the entire process regarding purchasing, receiving, and storing goods carried out in compliance with the protocol prepared by administrators? Are these processes monitored, inspected, and recorded by relevant administrator?			
2	If there is food and drink service inside the vehicle, are these foods and drinks offered in closed packages?			
3	Are disposable products (plates, glasses, cutlery, napkins, etc.) available during food and drink service?			
4	Are the goods purchased from licensed suppliers? Are the goods up to standards and presented in packages?			

E. WASTE MANAGEMENT

	DESCRIPTION	YES	NO
1	Are there dedicated personnel assigned to oversee the waste management process?		
2	Is waste management performed in compliance with the protocol prepared by the company? Is the process being recorded?		
3	During the process, are the personnel using personal protective gears (disposable gloves, surgical masks)?		
4	Are the personnel provided with hand antiseptics for use after the process and with special garbage bags for the waste?		
5	Are the garbage bins and other cleaning equipment being cleaned periodically?		
6	Are medical and domestic waste collected and separated duly and disposed regularly?		

F. 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	Are the Safe Tourism logo and QR code meticulously designed and visibly hung/posted?			