

**EVALUATION FORM REGARDING COVID-19 MEASURES AND HYGIENE PRACTICES THAT SHALL BE IMPLEMENTED AT CRUISE PORTS DURING THE PANDEMIC**

NAME OF FACILITY : .....

FACILITY ADDRESS : .....

PHONE – FAX NO. : .....

E-MAIL, WEB SITE : .....

CURRENT TYPE AND CLASS : .....

DATE AND NO. OF CERTIFICATE : .....

CERTIFICATE OWNER : .....

FACILITY OFFICER : .....

NAME OF INSPECTOR : .....

INSPECTION START-DATE AND HOUR : .....

INSPECTION END-DATE AND HOUR : .....

TYPE OF INSPECTION : .....  
(ROUTINE/FOLLOW UP/SECRET CLIENT)

CL NO. USED AND REVISION DATE : .....

NOTES : .....

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DATE OF REPORT : .....

INSPECTION- FOLLOW UP NO. : .....  
(PROTOCOL NO.)

INSPECTOR’S SIGNATURE : .....

FACILITY OFFICER’S SIGNATURE : .....

## **Name and Logo of Certificate**

The name of the certificate in Turkish and in English have been determined as .....

and the Logo has been determined as .....

Each certificate will be enumerated by the Ministry of Culture and Tourism.

## **Objective**

The purpose of this certificate, is to determine procedures and principles that will enable sea and marine tourism facilities (cruise ship ports, marinas, dry docks, docks, and piers, docking areas, etc.) to continue their operations safely by mitigating the negative impacts of COVID-19 pandemic. Besides aiming to prevent the spread of COVID-19, the procedures and principles set the framework for how these facilities can alleviate customers' virus contraction concerns and meet their high hygiene and safety expectations and plan educational workshops and trainings on COVID-19 for employees.

## **Scope**

The scope of this certificate covers enterprises that have received Establishment or Investment License from the Ministry of Culture and Tourism and other enterprises that will be deemed appropriate by the Ministry.

## **Basis**

This Evaluation Form has been prepared based on application examples by Ministry of Health; Ministry of Family, Labor, and Social Services; Ministry of Agriculture and Forestry; Scientific Board of Ministry of Health; WHO- World Health Organization; Public Health Law in Türkiye; Law no 5996 regulating Veterinary Services, Plant Health, Food and Feed; Hygiene and Sanitation Management Systems under TSE Certificate Article 1381; National and International Health and Tourism Sectors.

## **Course to be Taken and Goal**

In order for sea and marine tourism facilities (cruise ship ports, marinas, dry docks, docks and piers, docking areas, etc.) to meet customer expectations and gain positive perception and competitive edge, it is aimed first and foremost that they assign a dedicated administrator who will manage the whole process, prepare protocols for each and every department, ensure that all employees are being regularly trained on these issues, work effectively to ensure proper hygiene, disinfection and social distancing, follow proper Food Hygiene and Safety rules and complete COVID-19 transmission risk mitigating processes. Then it is aimed that they announce all their work in Türkiye and around the world and create awareness by using effective communication methods.

Ministry of Culture and Tourism's Circular issued on 05.06.2020 with article number 2020/10 regarding Controlled Normalization Process in Sea and Marine Tourism Facilities and Vehicles and Sports Activities with Tourism Purposes and Scientific Board of Ministry of Health's Guideline for COVID-19 Pandemic Management and Practices shall act as a guideline for all the criteria including social distancing, hygiene and sanitary materials mentioned in this form.

## **Collaboration and Certificate**

Sea and marine facilities can qualify to receive a certificate as long as they fulfill the following conditions: Compliance with the principles of the "Evaluation Form" prepared for the certification of sea and marine tourism facilities will be assessed at inspections carried out by the institution or organization determined by the Ministry in cooperation with the national or international hygiene and cleaning material supplier and facilities will be able to receive certificates if they possess the requisite qualifications.

## Validity and Termination

The regulations stated under this certificate shall be terminated automatically together with all its provisions following the cancellation of the measures implemented by our Government to reduce the transmission and effects of the COVID-19 virus and to stop its spread in our country.

## EVALUATION FORM FOR SEA AND MARINE TOURISM FACILITIES

### A. MANDATORY PRACTICES

#### *PROCESS MANAGEMENT, SETTING STANDARDS, PREPARING PROTOCOLS*

	DESCRIPTION	YES	NO
1	Has there been assigned a fully authorized administrator who inspects all measures taken to prevent transmission of COVID-19 and hygiene standards, and manage all the processes necessary to compensate for the deficiencies if there are any?		
2	Are there protocols in place regarding hygiene practices and procedures that shall be followed in all departments and units within the facility?		
3	Are there periodic follow-up forms and checklists that support and complement all procedures and protocols in place?		
4	Is the information logging system in the facility being used in the most efficient way possible?		
5	Are the logs and records periodically checked; are actions taken when necessary with regards to these checks?		
6	Is there a social- distancing plan in place?		
7	Have arrangements been made at the entrance of all units in the facility to ensure social distancing by markings on the grounds, taking into account possible overcrowding?		
8	Under social distancing rules, have people staying in the same boat/yacht/hotel room (family members etc.) arrived together as a group under a single reservation?		
9	Is there alcohol-based hand antiseptic/sanitizer available on site?		
10	Is there alcohol-based hand antiseptic/sanitizer available in common areas?		
11	Are the masks and hand antiseptics/sanitizers used by people and the materials used for general cleaning and hygiene in accordance with the standards of the Ministry of Health?		
12	Are periodic basic trainings given to the employees working at the facility regarding the plans and protocols to be followed in the facility?		
13	Have necessary arrangements been made to enable meetings of department managers to be held by teleconference and training programs for employees to be held by remote training (e-education) methods?		
14	Are trainings given on the use of hygienic materials and protective equipment?		
15	Are text and visual boards regarding COVID-19 and hygiene practices prepared and hung in appropriate places throughout the personnel area and general areas?		

16	Are the text and visual boards prepared in 3 different languages, one of which is Turkish?		
17	Are protective clothing and equipment on site and masks available if requested at the entrance to the facility?		
18	Does the facility ensure that guests walk within the facility with face masks on?		
19	At the front desk/information desk, are guests provided with written information regarding the hygiene measures and practices concerning COVID-19 as well as rules they are expected to follow?		
20	Are the cleaning practices regularly recorded?		
21	Are all the textiles such as bed linens, bed sheets, and towels that had been used by the guests, the personnel, the yacht personnel, the passengers who had been diagnosed with COVID-19 placed separately in plastic bags, delivered to the on-site laundry or off-site laundry and made sure that they are washed separately?		
22	Are air conditioner and ventilation filters regularly replaced?		
23	If the physical conditions are appropriate, is it made sure that natural ventilation is used for indoor spaces?		
24	Are air conditioners operated in a mode that will allow it to receive 100% fresh air from outside?		
25	Have the fans been disabled?		
26	Have the commercial units in the facility been adapted to the necessary hygiene rules?		
27	Are surfaces on which hand-contact is intense such as door handles, handrails, elevator buttons, electric buttons, POS devices, TV remotes, telephones, computer keyboards, menus, table tops, salt shaker/pepper shaker frequently cleaned with water and soap and disinfected?		
29	Are all disinfection procedures monitored and put on record for traceability reasons?		
30	Are body temperatures of guests, yachters and passengers taken using thermal cameras or non-contact thermal sensor thermometers before they approach the information desk, security area and the front desk area? Is it made sure that there is a follow-up afterwards?		
31	Are body temperatures of arriving guests taken using thermal cameras or non-contact thermal sensor thermometers?		
32	Are contactless payment systems, contactless POS devices, online payment etc. preferred whenever possible rather than cash payments, when guests make payments?		
33	Following the verification of body temperature records, in the case it is detected that one or more people have body temperatures that are over the accepted temperature range, are actions to be taken defined?		
34	Are the actions mentioned in Item 33 put on record?		
35	Have service personnel been informed not to use gloves? Do they practice hand hygiene, frequently?		

36	Do employees have certified hygiene training records from relevant NGOs in their files?		
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## B. ARRANGEMENTS FOR AREAS USED BY YACHT/CRUISE SHIP PASSENGERS

### a) Dry Dock Area for Yachts- Maintenance and Repair Units

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are these areas cleaned according to the prepared protocol, inspected, and put on record by the relevant administrator?			
2	Are these areas arranged in accordance with social distancing guidelines?			
3	Are essential hygiene rules followed in these areas?			
4	In order to avoid overcrowding in maintenance and repair sites, is there a working system established based on appointment system?			
5	Do employees working in shops including paint, engine, wood, lathe file use personal protective equipment/gear while working?			
6	Are social distancing rules taken into account when meeting with customers?			
7	Are the personnel entering the yacht for repairs or remodeling being monitored?			
8	Are general hygiene practices for post-repair followed and reported?			
9	Are marine tourism vessels being disinfected before being pulled ashore?			
10	Are the materials used periodically, disinfected?			
11	Are the records of the jobs done and the personnel who had done these jobs kept?			

### b) Yachter Warehouses/Lockers

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Did the yachter arrange the warehouse areas in accordance with social distancing guidelines?			
2	Are these areas periodically being cleaned, disinfected, and maintained by the relevant cleaning crew after they are used by yachters?			
3	Are there hand antiseptics/sanitizers available in the appropriate places in these areas?			

4	In case the key or card provided to yachters for the use of warehouses is to be used repeatedly, are they being cleaned and stored hygienically?			
5	Do the personnel who clean these areas use personal protective equipment (gloves and masks)?			

**c) Toilettes, Showers, Changing Rooms, Laundry- Dish Washing Areas**

	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>OUT OF SCOPE</b>
1	Are these areas cleaned and disinfected according to the protocol prepared by the facility and inspected and recorded by the relevant administrator?			
2	Are the charts prepared for general cleaning and checking of these areas signed by the relevant personnel after cleaning and then carefully archived?			
3	Do the personnel who clean these areas use personal protective equipment (gloves and masks)?			
4	Are there any information signs or boards in these areas containing information on hygiene and cleaning rules that yachters, passengers, crew, staff, and other users must follow during their use?			
5	In order to avoid possible overcrowding in these areas, did the facility make necessary arrangements such as establishing a reservation-based service system, social distancing arrangements, etc.?			
6	Are these areas frequently ventilated?			
7	Are there motion-sensor hand antiseptic dispensers at the entrances to the toilets?			
8	Are the entrance doors of public toilets designed with automatic door systems? If they are not, are the entrance doors kept constantly open by i.e. using a folding screen?			
9	Are the toilet floors, toilet bowls, urinals, sinks, faucets, door handles regularly disinfected?			
10	Is liquid soap available near sinks?			
11	Are garbage bins and other cleaning equipment that are being used disinfected, periodically?			
12	Are there toilet paper and paper towels available?			
13	Are the electric hand dryers turned off?			

**d) Public Service Building**

	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>OUT OF SCOPE</b>
1	Are these areas arranged in accordance with social distancing guidelines?			
2	Are body temperatures of guests taken using thermal cameras or non-contact thermal sensor thermometers before they enter the premises? Is it made sure that there is a follow-up afterwards?			
3	Are public service buildings located in facilities with sea border gates equipped with protective partitions/screens at the appropriate height for the active personnel working in these premises where entry-exit and passport checks are performed?			
4	Are the conveyor belts which the guests' bags and luggage come into contact with, regularly disinfected?			
5	Are there hand antiseptics/sanitizers available in essential places in these areas?			
6	Is periodic cleaning and follow-up inspection performed in the waiting lounges, luggage pick-up points, etc. for hygienic reasons?			

**e) Yachters' Recreational Facilities**

	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>OUT OF SCOPE</b>
1	Are the activities that are to be held in the areas where yachters get together and socialize determined by taking into account the social distancing rules?			
2	Is it made sure that only a certain number of yachters/guests in accordance with social distancing guidelines are allowed at yachters' recreational facilities or yacht clubs when there is a meeting or an event?			
3	Are there hand antiseptics/sanitizers available in essential places in these areas?			
4	Are records being kept on people who use these areas?			
5	After they are used, are these areas cleaned on a periodic basis for hygienic reasons?			

**C. ARRANGEMENTS IN GENERAL AREAS**

**a) Accommodation unit (In accommodation facilities with 50 rooms and above, Certification Form for Accommodation Facilities shall be referred to instead of this Form)**

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is a protocol prepared to regulate how the guests will be provided with information about the check-in procedures, social distancing rules and about how he/she or a bellboy (if there is any) will carry the luggage taking into account the risk of COVID-19 transmission?			
2	Are there hand antiseptics, protective equipment, etc. available in the reception area for guests' use?			
3	Are all relevant department personnel authorized to brief the guests and provide information about the impending procedures during check-in procedures?			
4	Are the room keys/cards, towel cards, pens, call bell, etc. disinfected and safely stored in case they are to be used repetitively?			
5	Are surfaces inside guest rooms that are contacted by hand such as telephones, kettles, television and air conditioner remotes, door and window handles disinfected immediately once the guests leave the accommodation facility?			
6	Is it ensured that only disposable materials (shampoo, soap, shower caps, glasses, plates, cutlery, etc.) are being used in guest rooms?			
7	Are all the textiles such as bed linens, bed sheets, and towels that had been used by the guests/the personnel who had been diagnosed with COVID-19 placed separately in plastic bags, delivered to the on-site laundry or off-site laundry and made sure that they are washed separately?			
8	Are all surfaces and areas, which the guest who has been diagnosed with COVID-19 may have contacted, disinfected and ventilated according to standards after the guest checks out?			
9	Is there a social-distancing plan for the Kids Club and has a maximum capacity been determined? Did the facility establish a reservation/booking based use system for Kids Club?			
10	Are the body temperatures of children taken before they enter the Kids Club? Is this data kept on record?			
11	Are the families of children with a fever of 38 degrees and above informed and made sure that they are picked up from the club and referred to nearest medical facility?			



12	Are there trained staff in the Kids Club?			
13	Are there hand sanitizers/antiseptics at the entrance and exit of Kids Club where children cannot reach? Is it made sure that personnel use these hand sanitizers/antiseptics?			
14	Are visual/text boards explaining general health and hygiene rules including COVID-19 measures written in such a language and/or way that it is easy for children to comprehend? Are these boards hung on visible areas?			
15	Are all the enclosed areas inside the Kids Club naturally ventilated by letting fresh air in for 10 minutes at the beginning of every hourly session?			
16	Are all the toys, hobby equipment and other tools made of easy-to-clean, easy-to-wash materials or are they all disposable?			
17	Is it made sure that especially after playgroups, toys, hobby materials, and surfaces which children have touched the most are being cleaned with water and detergent and afterwards disinfected with appropriate materials?			
18	Are there educational/informative activities on health and hygiene?			
19	Is the number of toys appropriate for cleaning recycling?			
20	Are all toys made of materials that can be cleaned frequently?			
21	Is there an activity program that includes more outdoor activities rather than indoors activities in order to lower risk of COVID-19 transmission?			

**b) Food and Beverage Areas**

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is there at least 1.5 meters between the tables and 60 centimeters between the chairs next to each other?			
2	Are service equipment/materials regularly cleaned before and after service, in food and beverage areas?			
3	Is it made sure that service personnel use personal protective equipment (masks, etc.) while working?			
4	Given that physical conditions permit, is the venue being naturally ventilated by letting fresh air in?			

5	Are contactless payment systems, contactless POS devices, etc. preferred to be used whenever possible rather than cash payments, when customers make payments?			
6	Have tea/coffee makers, water dispensers, self-service beverage machines and similar appliances for common use been removed or have necessary arrangements been made to enable delivery of drinks from these appliances to guests by a service personnel/waiter?			
7	Are dining tables and chairs, service equipment, sugar/salt/pepper shakers, spice shakers, napkins, menus, etc. wiped and cleaned properly with disinfectants that are approved by Ministry of Health, after use by guests? If it is possible are packs containing single use sugar, salt, spices, napkins, plastic cutlery used?			
8	Is there a Ministry of Health approved hand antiseptic/sanitizer available in areas accessible to guests and staff?			
9	Is there a cleaning protocol prepared by facility management for kitchens?			
10	Do the kitchens keep a record of all applications and tasks as per kitchen cleaning protocol?			
11	Are the records mentioned in Item 10 checked?			
12	Are actions being taken whenever necessary with respect to cleaning controls?			
13	Are food safety requirements regarding food entrance & receiving, food preparation, service and presentation processes, defined?			
14	Are monitoring activities described under Food Safety kept on record?			
15	Are these recorded monitoring activities as described under Food Safety, checked by authorized personnel?			
16	Are actions being taken whenever necessary with respect to food safety checks?			
17	Is food being stored in the kitchens in clean, food-appropriate equipment and are they covered with appropriate material?			
18	Is the layout of existing storage areas in kitchens designed taking into account different product groups and risks?			
19	Is the temperature and humidity of storage areas as well as of dry storage areas- if there are any- inside the kitchens taken and kept on record?			

20	Are these recorded temperature and humidity measurements checked by competent and authorized personnel?			
21	Are the equipment used in measuring temperature and humidity levels in the kitchen regularly calibrated and checked?			
22	Are enough number of witness samples taken every day?			
23	Is each sample taken stored under proper storage conditions for 72 hours?			
24	Are there any label information used to ensure the traceability of witness samples?			
25	Are there any garbage bins, etc. available placed at necessary points inside the kitchen that can be stored with a covering lid?			
26	Are all the waste generated in the kitchens properly disposed of?			
27	Is it made sure that the kitchen staff are wearing work clothes and using gloves, masks, and hair nets as part of protective measures?			
28	Is the entrance of non-personnel to the kitchens under control?			
29	Are dirty and clean equipment placed separately in the dish-washing spaces inside the kitchen?			
30	Are the shelves and other spaces where kitchen equipment is placed on, clean and proper?			
31	Are the chemical cleaning materials and equipment placed separately?			
32	Are the raw materials/products that will be returned or disposed of, specified in a certain way (by using labels or by being placed in a separate place, etc)?			
33	Are there any specific methods being used to prevent food residue on cleaned equipment?			
34	Is the water used in cooking meet the conditions specified in the “Regulation on Water for Human Consumption”?			
35	Are steam and ice used in cooking derived from “potable water”?			
36	In order to prevent cross-contamination, are non-processed (raw) food and processed (cooked) food stored in separate places?			
37	Are necessary measures taken to ensure that all food products, with or without packaging, never come into direct contact with the floor?			

38	If the open buffet service is still available, is there a glass shield to ensure that the food contained in the buffet is not taken or touched by the guests? As part of the measures, is it made sure that authorized personnel serve the food requested by the guests to their tables?			
39	Are there any substances in the kitchens that may pose a physical risk such as pushpins, pins, staples, broken glass, etc.?			
40	Is there a dedicated container for storing fragile materials in the kitchens?			
41	Does the staff working in the kitchens wear any jewelry, wedding rings with gemstones or any other dangling accessories?			

### c)Swimming Pool and Beach

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is the chlorine level in the pool water kept between 1-3 ppm in outdoor pools and 1 to 1.5 ppm in indoor pools? Is it periodically recorded?			
2	Are the periodically measured chlorine levels recorded and verified?			
3	Are necessary actions taken if during verification of chlorine levels, a level that is outside of acceptable range is detected?			
4	Are social distancing rules followed in sunbathing, canopy, and seating areas?			
5	Is it made sure that all sunbeds are disinfected after each use by guests?			
6	If deemed necessary after checking the cleaning records, are additional actions taken?			
7	If there is a complimentary towel service, are the towels provided to guests in packages and are essential hygiene conditions being followed?			

### d) Sports Facilities and SPA

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is there a specific arrangement to ensure that areas such as sauna, hammam, and steam rooms are only available to guests for maximum 30 minutes and after each use, 15 minutes is spared for cleaning?			
2	Is there a specific arrangement that restricts entry and exit times and the number of people who can be inside these areas?			

3	Is the information of the guests using these areas, kept on record?			
4	Are there hand antiseptics/sanitizers available in these areas?			
5	Is there a reservation system in place for use of these areas?			
6	Are the equipment and materials used in these areas disinfected after each use?			
7	Is it made sure that the air quality inside the SPA is optimum and the humidity level is under control?			
8	Is it made sure that the materials used in these areas (scrub mitt, soap, shower gel, shampoo, etc.) are disposable/for single use, if possible?			
9	If there is a complimentary towel service, are the towels provided to the guests in packages and are essential hygiene conditions being followed?			

**e) Sales Units**

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	In the sales units inside the facility, are the surfaces on which hand-contact is intense- such as door handles, handrails, products sold, countertops etc.- frequently disinfected? Are these disinfection operations being kept on record?			
2	Is it made sure that sales staff is using personal protective equipment (face masks) while working?			
3	Are there hand antiseptics/sanitizers available inside the sales units?			
4	When necessary are the sales units naturally ventilated?			
5	Is it made sure that only a certain number of customers are allowed inside the sales units at the same time as per social distancing rules?			
6	Are contactless payment systems, contactless POS devices, etc. preferred to be used whenever possible rather than cash payments, when customers make payments?			

**f) Outdoor Exhibition and Concert Areas, Playgrounds**

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	At the entrances and activity areas, are there accessible hand antiseptics/sanitizers available?			
2	Is there a plan in place for events organized at outdoor exhibition/concert areas to ensure seating arrangement and queue lines are in accordance with social distancing guidelines?			

3	Are there warning signs, boards, or marks in open areas to inform yachters/guests about hygiene/cleaning rules as well as other rules that are to be followed?			
4	Are there special arrangements made to ensure social distancing rules are followed in open areas inside the facility where promotional and marketing activities take place? Are necessary measures taken?			
5	Is it made sure that entertainment activities where social distance cannot be maintained due to venue/nature of event, are not being organized inside the facility?			

#### D. MEASURES AND PRACTICES FOR PERSONNEL

	DESCRIPTION	YES	NO
1	Is there a consistent and adequate supply of protective equipment for use by personnel?		
2	Are necessary notifications being made to personnel regarding the use of these protective equipment?		
3	Are the trainings and motivational and psychological support meetings the personnel on duty attend regarding the processes, filed under their personal records?		
4	Are there measures taken to ensure social distancing at personnel's recreational areas?		
5	Are there hand antiseptics/sanitizers available at personnel's recreational areas?		
6	Do the personnel go through health checks before recruitment?		

#### E. SECURITY

	DESCRIPTION	YES	NO
1	Are the Security Department's processes coordinated with other facility departments?		
2	Are there procedures in place to minimize pat-down search for guests besides the conventional search with X-ray device? If pat-down search is absolutely necessary, are there procedures in place regarding the use of disposable masks, disposable rubber gloves, face covering shields at each search as well as post-search hygiene practices- washing or cleaning the hands, etc.?		
3	Have the current evacuation, emergency contingency plans and risk management processes been revised taken into account the pandemic?		

#### F. ON-SITE VEHICLES AND PARKING SERVICES

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is it made sure that all passengers in the vehicle wear masks?			

2	Are there enough number of hand antiseptics/sanitizers, masks, etc. available for the passengers inside the vehicles?			
3	Are frequently contacted surfaces inside the vehicles such as seats, door handles, handles cleaned before each use?			
4	If there is a valet service, have necessary measures been taken regarding the safety and security of employees and guests?			
5	Have the staff been trained about not wearing gloves and other rules they should follow? Are there inspections to ensure that rules are being followed?			
6	Are the body temperatures of guests entering the parking lot taken using thermal cameras or non-contact thermal sensor thermometers? Is it made sure that there is a follow-up afterwards?			
7	Are there hand antiseptics/sanitizers available at the passage area from the parking lot to the facility?			

#### G. WASTE MANAGEMENT

	DESCRIPTION	YES	NO
1	Is there an officer assigned by facility management to monitor the entire waste management process?		
2	Is the waste management procedure implemented and recorded according to the protocol prepared by facility management?		
3	Are records taken under waste management checked by the responsible officer?		
4	Do staff use personal protective equipment (disposable gloves and aprons, surgical masks) during work?		
5	Are garbage bins and other cleaning equipment that are used, periodically cleaned?		
6	Are medical and domestic waste duly collected, separated, and disposed of by the municipality or licensed companies, on a regular basis?		
7	Are the garbage rooms regularly cleaned and disinfected?		
8	After each task (checking ID badges, etc.), are the security officers provided with hand antiseptics/sanitizers, disposable wipes, and special garbage bags for wastes?		
9	Is food waste removed as quickly as possible and in a hygienic and environmentally friendly way to prevent them from accumulating in food-containing environments?		
10	Is food waste collected in sealed containers or an alternative container system? Are these containers cleaned and disinfected, if necessary?		

**H. PEST CONTROL**

	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
1	Is the pest control done according to the protocol prepared by the facility management? Is it being put on record?		
2	Are pest control practices checked by the responsible person and are actions being taken when necessary?		
3	As part of the pest control program, is disinfection done, periodically? Does the facility work with a professional pest control company?		
4	If disinfection is carried out by the facility, is it carried out by staff who was specially trained? Is it being put on record?		
5	During disinfection process, do the personnel use personal protective equipment (disposable gloves, surgical masks, hairnets, face shields, boots, overalls, etc.)?		
6	In the Pest Control file, are there any pest control plans, service manager certificates, MSDS, official documents (responsible manager, service qualification license, etc.), service contract, insurance documents belonging to the service provider?		
7	Are all gaps and wastewater channels (drains) easily cleaned and designed to prevent entry of pests (pest, rodent, etc.), leaking of odor, and discharge of waste liquids?		

**i. EMERGENCY AND ISOLATION**

	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>OUT OF SCOPE</b>
1	Are there specific protocols to be implemented, a list of persons and institutions to be contacted in case there are patients, symptomatic cases, or suspicious cases present? (The protocols must meet the requirements dictated by Crisis Management in Pandemics).			
2	Is the information of the persons and institutions to be contacted in emergencies shared with necessary channels and parties?			
3	Is the staff aware of emergency response plan in case one or more guests display a symptom? (coughing, fatigue, high fever, etc.)			
4	Are there designated isolation areas within the facility for emergencies?			
5	Are conditions for immediate cleaning specified for after the use and after the evacuation of isolation areas?			
6	Are cleaning procedures described in detail for isolation areas recorded and checked?			



7	Based on the checks carried out, are actions being taken if necessary?			
8	Do employees report to their facility managers when they suspect they might be infected with Coronavirus or that they display symptoms?			
9	Does the facility report to Ministry of Health's ALO 184 Coronavirus Advisory Hotline and Provincial Agriculture and Forestry Directorate about the employees who display COVID-19 symptoms (fever, cough and/or shortness of breath) or about the employees who have tested positive for COVID-19?			

## J. ISOLATION PROCEDURES IN ACCOMMODATION UNITS INSIDE THE FACILITY

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is there a written information form addressed to the guests that in the case he/she is diagnosed with COVID-19 and the Healthcare Provider states that there is no need for the him/her to be treated in a hospital, he/she will be staying in designated isolation rooms along with family members or other people accompanying him/her for the duration of his/her reservation period and he/she will not be allowed to go out of the isolation room?			
2	Did the facility designate a certain number of guest isolation rooms given the overall capacity of the facility for guests who have been diagnosed with COVID-19 and deemed by the relevant Healthcare Provider that he/she should be treated as an outpatient? <b>Note:</b> 1 isolation room for up to 50 rooms, 2 isolation rooms for 51-100 rooms, 3 isolation rooms for 101-150 rooms, 4 isolation rooms for 151-200 rooms, 5 isolation rooms for 201-250 rooms, 6 isolation rooms for 251-300 rooms, 7 isolation rooms for 301-350 rooms, 8 isolation rooms for 351-400 rooms, 9 isolation rooms for 401-499 rooms, 10 isolation rooms for 500 and more rooms.			
3	Are guest isolation rooms arranged so that they are located on the same floor/same block? Are they also arranged so that there are no normal guest rooms on the same floor or block they are located on or if that is not physically possible, they are situated at one end of the corridor and there is a physical separator (i.e. a door or a wall) between them and there are at least two empty guest rooms between isolation rooms and normal guest rooms?			
4	Is there a protocol in place to ensure that family members or accompanying people who have not been diagnosed with COVID-19 but have stayed in the same room with the COVID-19 diagnosed guest, stay in separate isolation rooms?			
5	Is there a protocol in place for guests staying in guest isolation rooms to receive food and beverage service and housekeeping services without leaving their rooms in accordance with their accommodation agreements?			

6	Are there any personnel specifically assigned to provide service/housekeeping to the isolated guest? Is there an 'isolation personnel protocol' in place and are there signed contracts regarding the working conditions of isolation service personnel, additional service costs, protective equipment, social distancing guidelines when tending to the guest, personal cleaning and hygiene rules that they must abide before and after the service?			
7	Did isolation service personnel receive separate hygiene and health training? Are the staff's health frequently monitored?			
8	Is there a protocol in place that dictates service personnel/chambermaids assigned to isolation rooms are to wear masks, protective shields, and disposable gloves; change their clothes completely after each task or wear disposable clothes; and also are aware of how to perform personal hygiene before and after service and dispose the single use clothing, gloves and masks?			
9	Is it specified in the Cleaning Manual that towels, linens and other textiles as well as kitchenware used in guest isolation rooms are to be collected separately and washed in at least 60 degrees of hot water without ever being in contact with other guests' laundry or dishes?			

#### K. PROCUREMENT, RECEIVING GOODS AND STORAGE

	DESCRIPTION	YES	NO
1	Is the entire process to be followed for the procurement, receiving and storage of goods implemented in accordance with the protocol prepared by the facility management and monitored and recorded by the relevant manager?		
2	Are the records kept during procurement, receiving and storage of goods, checked?		
3	Are necessary actions taken based on these checks?		
4	Do the employees working at this department use personal protective equipment?		
5	Are there measures taken to ensure that third party suppliers, maintenance crew, truck drivers etc. who temporarily enter the premises where food procurement, storage and production operations are carried out, do not ever contact facility employees and carry out their tasks by maintaining social distance and wearing personal protective equipment?		
6	Are necessary measures taken to ensure that the purchased goods come into minimum contact with people from the time they are shipped from the supplier until they reach the warehouse?		
7	Does the purchasing department prefer to buy the goods primarily from approved suppliers and do they prefer to buy primarily packaged goods?		

