

**ASSESSMENT FORM FOR HYGIENE PRACTICES FOR
CONGRESS, CULTURE, PERFORMANCE, ART, EXHIBITION,
MUSEUM, THEATER AND CINEMA FACILITIES**

FACILITY NAME :

FACILITY ADDRESS :

TELEPHONE - FAX :

EMAIL :

WEBSITE :

CURRENT TYPE AND CLASS :

DOCUMENT DATE AND NUMBER :

DOCUMENT HOLDER :

FACILITY OFFICIAL :

INSPECTOR :

INSPECTION START :

INSPECTION END :

INSPECTION TYPE :
(ROUTINE/MONITORING/MYSTERY CUSTOMER)

CL NUMBER USED, AND REVISION DATE :

NOTES :

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REPORT DATE :

AUDIT NUMBER - TRACKING NUMBER :
(PROTOCOL NO.)

INSPECTOR'S SIGNATURE :

FACILITY OFFICIAL'S SIGNATURE :

Certificate Name and Logo

The Certificate's name is in Turkish and

English, and the Certificate's Logo is

Each certificate shall be assigned a serial number by the Republic of Türkiye, Ministry of Culture and Tourism.

Purpose

The purpose of this certificate is to define the actions to be taken by congress, culture, performance, art, exhibition, museum, theater and cinema facilities that independently operated to meet the high expectations of visitors with regard to hygiene and safety including the concern of pandemic related illness transmission and to plan training programs for employees in workplaces in order to define the procedures and principles for prevention of the pandemic related illness.

Scope

This certificate covers those organizations which were awarded a Certificate of Operation or Investment by the Republic of Türkiye, Ministry of Culture and Tourism, and the organizations to be approved by the Ministry.

Basis

This Evaluation Form has been prepared based on the last paragraph of Article 30 of the Tourism Promotion Law No. 2634 dated 12/3/1982.

Procedure and Objectives

Facilities are primarily intended to commission a Supervisor to supervise the entire process, draw up protocols for all departments, ensure that employees are properly trained on the said issues, actively engage in efforts in Hygiene, Sanitation and Social Distancing, complete the correct practices of Food Hygiene and Safety as well as the procedures of reducing the risk of pandemic related illness, promote their efforts in Türkiye and worldwide by effective means of communication and raise awareness, in order to meet the expectations of visitors and achieve a positive perception and competitive edge.

Cooperation and Certification

A facility may be obtain the certificate only if they are found to fulfill the requirements upon the inspection to be made by the Authority or organization to be nominated by the Ministry in cooperation with the national or international supplier of hygiene and cleaning supplies that they cooperate with, in line with the principles of the "Assessment Form" prepared for the award of the certificate.

ASSESSMENT FORM

A. COMPULSORY PRACTICES

PROCESS MANAGEMENT, DEFINING STANDARDS, AND DESIGNING PROTOCOLS

	STATEMENT	YES	NO
1	There is a reopening protocol for indoor facilities.		
2	There is an "Action Plan" in place within the facility for the infection measures and hygiene practices, and measures to be taken to identify symptomatic or suspicious employees or visitors.		
3	An employee of the facility is authorized to implement and supervise the "Action Plan".		
4	There are protocols covering the hygiene practices affecting the processes of every department and unit.		
5	There are periodic monitoring forms and checklists supporting all procedures and protocols.		
6	The registration system formed is actively used in the organization.		
7	Based on the inspections, necessary actions are taken.		
8	Hand antiseptic and sanitizer are available in the facility and in common areas.		
9	The employees are regularly trained on the plans and protocols to be implemented in the organization.		
10	There are necessary arrangements in place to conduct employee training programs remotely (e-learning).		
11	The employees are trained on the use of hygienic materials and protective equipment.		
12	Unit supervisors regularly keep records of cleaning practices.		
13	Protective maintenance and repair of all installations and equipment (energy, heating, ventilation, climate control equipment, dishwashers, washing machines, refrigerators, elevators, etc.) are periodically done by an authorized service shop or qualified specialists.		
14	Are there adequate uv devices are implemented to the outputs of central mechanical ventilation / air conditioning systems that do not get %100 percent fresh air? Are there air cleaners with mobile HEPA filters (H13 or H14 filter that tested according to EN 1822 standard) in indoor spaces of facilities with no central conditioning system that are sufficient in number and power with respect to the area and volume being served?		
15	Are the maintenance of air conditioning / ventilation systems regularly carried out? Are the filters changed regularly?		
16	Are venues ventilated naturally when necessary?		

17	All supervisors of the departments of Purchasing, Cargo Handling, Storage Areas, Kitchen, and Production and Serving of Food hold regular assessment meetings about the measures and processes concerning Food Safety and Hygiene.		
18	Employees' hygiene training records approved by the relevant NGOs are available in their personnel files.		

B. ARRANGEMENT OF PUBLIC SPACES

a) Meeting, Conference, Convention, Performance Halls and Their Entrance Units

	STATEMENT	YES	NO
1	A sufficient amount of hand antiseptic or sanitizer for the purpose and capacity of the halls is available in the entrance areas and main areas of the halls. (At the entrance and inside the hall for exhibition and meeting halls, and at the entrance for theaters and areas organized in the form of an amphitheater).		
2	Microphones, remote controls, headphones, shared equipment such as computers and fax machines as well as frequently-contacted surfaces such as lecterns, chairs and tables are sanitized every time new attendees arrive.		
3	Disposable items (pens, notepads, cups, utensils and cutlery, etc.) are used, or cleaning is made for hygiene every time such items are used.		
4	Direction and duration of visitor traffic is arranged to prevent congestion at entrance and exit. (Placing direction markings if physically possible).		
5	If there are commercial units within the facility, they follow the hygiene rules.		
6	There is a protocol in place to ensure that organizers of events follow the measures related to hygiene in the facility.		

b) Food & Beverage Units

	STATEMENT	YES	NO	N/A
1	Food and beverage service equipment is regularly cleaned before and after each service.			
2	The necessary disinfection processes of shared tea/coffee machines, vending machines and similar other equipment are carried out.			
3	Such items as dining tables and chairs, service equipment, sugar, salt, spices, napkin dispensers and menus are cleaned properly after each use.			
4	There are hand antiseptic or sanitizer accessible to attendees and employees.			

c) Kitchens

	STATEMENT	YES	NO	N/A
1	There is a cleaning and hygiene protocol prepared by the facility management for the kitchens.			
2	The actions taken as per the cleaning protocol for kitchens are logged.			
3	The logs kept for compliance with the cleaning protocol for kitchens are confirmed.			
4	Necessary actions are taken based on the cleaning confirmation activities.			
5	All food items in kitchens are stored in covered containers suitable for food.			
6	Kitchens and storage areas are organized based on product groups and risks.			
7	Temperature of kitchens and storage areas, and humidity of dry storage areas, if any, are measured and logged.			
8	Logged temperature and humidity values are confirmed by a competent employee.			
9	The equipment used for the measurements in kitchens are periodically calibrated and verified.			
10	The facility ensures that items that pose physical risks such as pins, needles, staples, broken glass, etc. are not kept in kitchens.			
11	There are durable and lidded waste bins in necessary parts of kitchens.			
12	There is a storage area for fragile items in kitchens.			
13	All wastes produced in kitchens are disposed of properly.			
14	The facility ensures that the kitchen staff do not wear any jewelry, gemstone ring or any other accessory.			
15	The facility ensures that the kitchen staff wear work clothing, and gloves, mask and bonnet as part of the protective measures in place.			
16	Unauthorized access to kitchens is restricted.			
17	Dirty and clean items in washing areas of kitchens are separated.			
18	Such spaces as shelves, etc. where kitchen equipment is kept are clean and suitable for use.			
19	Raw materials/products to be returned/disposed of in kitchens are clearly identified (labeled, kept in a separate area, etc.).			
20	There are practices in place to prevent food/dish soap residues from building up on washed equipment.			
21	Cleaning chemicals and the equipment are placed separately.			

22	The water used for food production fulfill the conditions specified in the "Regulation on Waters Intended for Human Consumption".			
23	Vapor and ice used for food production are made from "potable water".			
24	Unprocessed (raw) foods and prepared (cooked) foods are kept in separate spaces to prevent cross-contamination.			
25	There are measures in place to prevent packaged and unpackaged food materials from directly contacting the floor.			

d) Washbasin, Toilet and Public Space Hygiene

	STATEMENT	YES	NO
1	Toilet floors, toilet bowls, urinals, washbasins, faucets and spouts, and door handles are cleaned and sanitized often.		
2	Cleaning times are logged and inspected.		
3	Hygienic items such as soap, toilet paper and paper towel are available in toilets.		
4	The employees that clean the toilets wear personal protective equipment.		
5	The cleaning supplies and cleaning periods for surfaces with frequent hand contact such as door handles, escalator railings, elevator buttons, and for cleaning and hygiene of floors, walls and floorings are determined. Inspection logs are kept.		

C. MEASURES AND PRACTICES FOR EMPLOYEES

	STATEMENT	YES	NO
1	The protective equipment to be used for the working environment of the employees (separately for office employees, service employees, kitchen, cleaning employees, and drivers) are determined.		
2	The protective equipment to be used by the employees are supplied regularly in sufficient amounts.		
3	The employees are informed and trained about the use of protective equipment.		
4	Records of education, motivation and psychological support of the employees regarding the processes are kept in their personnel files.		
5	Sanitary supplies such as hand sanitizers, etc. are available in resting and social areas of the employees.		
6	The employees undergo health checks in recruitment.		

D. VEHICLES

	STATEMENT	YES	NO	N/A
1	A sufficient amount of hand antiseptic, cologne water and sanitizer/ same purpose wet wipe are available in vehicles.			
2	Surfaces subject to frequent human contact such as seats, door handles and handle bars are cleaned before each run.			

E. WASTE MANAGEMENT

	STATEMENT	YES	NO
1	Facility management has commissioned an employee to monitor the entire waste management process.		
2	"Waste Management" is implemented and logged according to the protocol prepared by the facility management.		
3	Logs kept for Waste Management is supervised by the relevant employees.		
4	Employees use personal protective equipment (disposable gloves, aprons, mask) required according to the nature of the workplace while working.		
5	Waste bins and other cleaning equipment are cleaned regularly.		
6	Wastes are duly collected and sorted, and regularly disposed of by the Municipality or Licensed organizations.		
7	Garbage rooms are regularly cleaned and sanitized.		

F. INSECT AND PEST CONTROL

	STATEMENT	YES	NO
1	Insect and pest control is implemented and logged according to the protocol prepared by the facility management.		
2	There is a supervisor of insect and pest control.		
3	The supervisor supervises insect and pest control practices, and take actions where necessary.		
4	Employees wear personal protective equipment (disposable gloves, surgical mask, bonnet, face/eye shield, rubber boots, overalls) while performing insect and pest control.		
5	Pest Control Plan, Service Supervisor Certificates, MSDSs, Official Documents (Responsible Director, Service Competence, etc.), Service Agreement, Insurance Policies of the service provider are available in the insect and pest control file.		
6	Pesticides are applied regularly or a pest control company is provides support under the pest control program.		
7	If it is the organization that performs disinfestation, properly trained employees perform and log this task.		
8	All spaces opening to outside, and sewers are arranged to prevent the entry of pests (insects, rodents, etc.), odor release and sewer backflow.		

G. PURCHASING, CARGO HANDLING AND STORAGE

	STATEMENT	YES	NO
1	The entire procedure to be followed with regard to purchasing, cargo handling and storage activities is carried out according to a protocol prepared by the management, and monitored and logged by the relevant supervisor.		
2	Goods to be purchased by the purchasing unit are chosen among packaged products with appropriate quality from approved suppliers.		

H. EMERGENCY

	STATEMENT	YES	NO
1	In case of emergencies and in case of detection of sick, symptomatic, or suspicious cases, the assigned personnel responsible for the ALO 184 line and certificate follow-up in the Facility are informed.		
2	Details of the persons and organizations to contact in emergency are shared in relevant places and by necessary means.		
3	When an employee thinks that they have pandemic related illness or show symptoms of the disease, this is reported to the relevant supervisor.		
4	The relevant unit of the Ministry of Health is informed about the employees who have pandemic-related illness symptoms (fever, cough and/or shortness of breath) or whose illness is detected in the tests performed in this direction.		
5	All textile items of an employee diagnosed with pandemic related illness are put in separate bags, taken to the laundry room or a laundry company outside the facility, and washed separately.		