

Checklists for hygiene inspection in the workplace

Restaurants / diners / Street Food

Basic standards

Hygiene of the workplace and its facilities.

No	Item	Yes	No
1	Workplace, surrounding areas and areas that may be contaminated or frequently exposed to physical contact such as floors, walls, bolts, doorknobs, handrails, public relations points, checkout points. light switches, elevator buttons and remote control buttons are cleaned regularly with cleaning agents.		
2	The restrooms and all sanitary wares, for example, toilet bowls, toilet seats, flushing levers or urinals, bidet sprays, bolts or doorknobs, faucets and sinks are cleaned regularly with cleaning agents. The restrooms are ready for usage all the time, sufficient for users, and safe for users of all genders and ages; including disabled people and people who have a health problem.		
3	Ventilation system in the workplace is suitable and cleaned regularly.		

Cleaning equipment provision to prevent the spreading of viruses and bacteria.

NO	Item	Yes	NO
1	Hand wash gel with at least 70% alcohol is provided in common areas such as a public relation points, entrances, exits and elevators.		
2	Sinks and toilets must be clean and provided with soap.		
3	Cleaning equipment and cleaning agents are provided, such as floor cleaning agents, toilet cleaning agents and long-handled grips for garbage collection.		

Protection for workers

NO	Item	Yes	NO
1	Workers that are at risk of exposure, such as receptionists, public relation staff, porters, customer relation staff and janitors must take appropriate self-protection measures such as wearing a cloth mask, washing their hands regularly, avoiding unnecessary touching of their faces, eyes, mouths and noses, and janitors must wear gloves while working.		
2	If the worker has any illness such as fever, cough, sneezing, sore throat, runny nose or panting, have the worker stop working and get treatment at a health facility.		
3	Regularly wash hands with water and soap or hand sanitizer before commencing on duty, after touching anything dirty, after removing personal protective equipment, and after finishing a duty.		
4	Hand washing signs in the bathroom to remind employees and customers should be provided.		
5	Staff that collect waste must protect yourself by wearing a cloth mask or sanitary mask, rubber gloves, and rubber apron. Staff must use a long-handled grip to collect waste. After collecting waste, staff must close the waste bag tightly, leave the waste bag at the waste disposal area, and wash hands with water and soap properly after every operation.		
6	Knowledge, advice and media are provided.		
7	Media or knowledge channels on how to prevent the risk of spreading COVID-19 virus to staff are provided, such as methods for identifying suspects infected with COVID-19. Suggestions for proper conduct.		

SHA standard requirements

Entrepreneur (Entrepreneur / diners)

NO	Item	Yes	NO
1	Provide one way access for service recipients. In the event that there are multiple entrances and exits, there must be a screening point for every route.		
2	Take temperature of employees and service recipients at screening points and make a mark for those who pass the screening.		
3	Record employee backgrounds and travel records.		
4	Allow only service recipients who wear cloth masks or sanitary masks to use the service.		
5	Provide wash basins with soap and water or alcohol gel sufficiently to the number of service recipients at the area before entering the restaurant, food ordering area, and restrooms.		
6	Limited number of people entering the restaurant. The waiting area is separated from the dining area and people maintain at least 1 meter distance to each other.		
7	Dining areas such as tables, chairs, and menu books are cleaned with cleaning agents every time before and after the use of service.		
8	Clean the surfaces and areas of frequent contact of the facilities with cleaning agents at least every 2 hours, for example, money trays, door handles or doorknobs, elevator buttons, rails, stair rails, and cooking areas.		
9	For prepared food, the food must be covered and prepared with tools for picking or scooping food, such as spoons, tweezers, etc.		

NO	Item	Yes	NO
10	Provide waste bins with a lid for collecting waste. Sort the waste into general waste and recyclable waste. Separate the food waste from other types of waste. The waste bags must be tightly sealed and leave it at the waste disposal area correctly according to sanitary standards. Keep the area free from animals and insects that may carry disease. Wait for the responsible agencies to collect the waste and properly dispose of it.		
11	Provide a proper ventilation system. In the event of air conditioner usage, consider providing additional air ventilation way or using fans to properly ventilate the facilities, including the restrooms and the area around the restrooms, to prevent the accumulation of bacteria and potential viruses.		
12	Provide payment via online system (e-payment) or scan QR code from applications. In the event of paying with cash, it should be carried out without direct contact, for example, using a money tray or paying with a credit card, and regularly washing hands with water and soap or alcohol gel.		
13	Communicate/publicize to give information and suggest the guidelines to comply with the disease prevention measures through various media, for example, publicizing through posters or in-store announcements. Train staff to ensure that both the customers and staff strictly follow the guidelines.		
14	Keep noise to a minimum in the restaurants/diners.		

Service provider (Entrepreneur / diners)

NO	Item	Yes	NO
1	All cooks must wear an apron and scrub hat all the time while cooking. Consider wearing a cloth mask or sanitary mask, gloves, and protective equipment to prevent food contamination from droplets of saliva. Wash hands every time before cooking and regularly clean the cooking areas.		
2	Wash hands with soap and water or alcohol gel regularly.		
3	In case of fever, coughing, sneezing, runny nose, or panting, stop working and see a doctor immediately.		
4	Maintain at least 1 meter distance between people.		
5	Employee who is in charge of waste disposal must wash hands immediately after completion of work. Toilet paper, cloth mask or used mask must be in proper management before throwing into the trash.		
6	Receiving cash should be done without direct contact with hands. Staff may wear gloves or use a money tray when receiving money and those equipment and money should be cleaned regularly.		

Entrepreneur (Street Food)

NO	Item	Yes	NO
1	Follow the laws. Own a license or certificate of notice from the government agencies. The business location must receive permission to run the business or must be at the exception places designated by the government agencies, as well as staying clear of traffic.		
2	Provide one-way access for customers. In the event of multiple entrances and exits, a screening point must be set up at every route.		

NO	Item	Yes	NO
3	Check food vendors and customers' temperature every time and mark those who pass the screening.		
4	Record food vendors' travel history and details.		
5	Allow only customers who wear a cloth mask or sanitary mask to use the service.		
6	Prepare wash basins with soap and water or prepare alcohol gel at the screening point/food stalls in an appropriate quantity to the number of customers.		
7	Limit the number of customers entering the street food area. Separate the queuing area from the dining area. Make sure that customers keep at least 1 metre apart.		
8	Clean dining tables, cooking utensils, and eating utensils with cleaning agents before and after the use.		
9	Precooked meals must be covered and prepared with tools for picking or scooping food, such as spoons, tweezers, etc.		
10	Provide waste bins with a lid for waste disposal. Separate used sanitary masks from general waste and tightly seal the waste bags before disposing of it every day appropriately according to the sanitation standards.		
11	Provide payment via online system (e-payment) or scan QR code from applications. In the event of paying with cash, it should be carried out without direct contact, for example, using a money tray or paying with a credit card, and regularly washing hands with water and soap or alcohol gel.		
12	Keep noise to a minimum in the street food area.		
13	Communicate and give information regarding the guidelines to comply with the disease prevention measures through various media such as posters. Train staff to ensure that both the customers and staff strictly follow the guidelines.		

Service provider (Street Food)

NO	Item	Yes	NO
1	All cooks must wear an apron and scrub cap all the time while cooking. Consider wearing a cloth mask or sanitary mask, gloves, and protective equipment to prevent food contamination from droplets of saliva. Wash hands every time before cooking.		
2	Wash hands with soap and water or alcohol gel regularly.		
3	In case of fever, coughing, sneezing, runny nose or shortness of breath, stop working and consult a doctor immediately.		
4	Keep people at least 1 metre apart from each other.		
5	Separate containers and cooking utensils used for prepared foods, raw food, and vegetable/fruit.		
6	Provide only foods that are thoroughly cooked and hygienic. Do not sell foods that are left overnight.		
7	Use clean food containers certified with Thai Industrial Standard. Do not use Styrofoam boxes for ready-to-eat foods.		
8	Do not prepare food on the floor. Prepared foods must be placed on tables at least 60 centimetres above the ground. Use food covers and tools for picking or scooping food, such as spoons tweezers, etc.		
9	Separate used sanitary masks from general waste. Waste bags must be tightly sealed before disposing of it every day appropriately according to the sanitation standards.		
10	Provide payment via online system (e-payment) or scan QR code from applications. In the event of paying with cash, it should be carried out without direct contact, for example, using a money tray or paying with a credit card, and regularly washing hands with water and soap or alcohol gel.		