

Checklists for hygiene inspection in the workplace

Hotel, accommodation and meeting place

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 (public area)

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 (If the temperature is higher than 37.5 degrees Celsius, the person must stop working or using services and go to a doctor).		
3	Record employees and service recipients' backgrounds and travel records.		
4	Allow only service recipients who wear cloth masks or sanitary masks to use the service.		
5	Provide wash basin with soap and water or alcohol gel adequately.		
6	Provide the waiting area and have people maintain at least 1 meter distance to each other.		
7	Place the antiseptic pads on the way up or the building entrance.		
8	Provide the reception area and have people maintain at least 1 meter distance to each other.		
9	Clean public facilities at least every 2 hours, such as door knobs, door handles, handrails and elevators.		
10	There are appropriate disposal of waste, toilet paper or used sanitary masks.		
11	Provide proper ventilation and air purification system that is able to filter PM 2.5 dust in the building to prevent accumulation of bacteria or virus.		

NO	Item	Yes	NO
12	Limit the number of service recipients in an appropriate proportion to prevent the spreading of virus.		
13	Clear directions should be provided for accessing the service, such as lines or colored spots.		
14	Develop new technologies in hotels to help reduce the risk of exposure, such as using QR codes instead of using key cards.		
15	Communicate, give knowledge, suggestions in various channels about COVID-19 to reduce the risk of spreading COVID-19 such as providing guideline on the notice board		

Entrepreneur (room)

NO	Item	Yes	NO
1	Clean the rooms regularly and public facilities at least every 2 hours, such as bathroom door handles.		
2	There is proper disposal of waste, toilet paper and used surgical masks.		
3	Food is served in food cover every time in the room service.		
4	Use clean cloth that has been sterilized with antiseptic to clean the room.		
5	Wash cleaning equipment and cleaning cloths using antiseptic with sufficient degree of ppm to eliminate the virus referring to the manufacturer's instructions.		
6	Regularly clean in corridors with disinfectant.		
7	Adjust the position of the air conditioner in every room to be suitable for air circulation.		

Entrepreneur (meeting room)

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 (If the temperature is higher than 37.5 degrees Celsius, the person must stop working or using services and go to a doctor).		
3	Record employees and service recipients' backgrounds and travel records.		
4	Provide the waiting area and have people maintain at least 1 meter distance to each other.		
5	Allow only service recipients who wear cloth masks or sanitary masks to use the service.		
6	Clean public facilities at least every 2 hours, such as door knobs and bathroom.		
7	Provide wash basin with soap and water or alcohol gel adequately.		
8	Set the table for the meeting to be at least 1 meter apart.		
9	Cleaning shared equipment such as microphone.		

Entrepreneur (restaurant) according to restaurant standards

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 (If the temperature is higher than 37.5 degrees Celsius, the person must stop working or using services and should see a doctor).		
3	Record employees and service recipients' backgrounds and travel records.		
4	Provide wash basin with soap and water or alcohol gel adequately.		
5	Provide the waiting area and have people maintain at least 1 meter distance to each other.		
6	Clean public facilities at least every 2 hours, such as door knobs and bathroom.		
7	Provide service areas at least 1 meter apart including waiting areas.		
8	There are appropriate disposal of waste, toilet paper or used sanitary masks.		
9	Clean dining tables, cooking utensils, eating utensils including other cleaning equipment with cleaning agents at least 3 times a day.		
10	Serve food in a food cover every time.		
11	Clean public facilities at least every 2 hours, such as door knobs and bathroom.		
12	Provide proper ventilation and air purification system that is able to filter PM 2.5 dust in the building to prevent accumulation of bacteria or virus.		

NO	Item	Yes	NO
13	Secure payment service should be provided to reduce amount of contact between service providers and clients.		
14	Communicate, give knowledge, suggestions in various channels about COVID-19 to reduce the risk of spreading COVID-19 such as providing guideline on the notice board.		

Service provider

NO	Item	Yes	NO
1	Staff must maintain cleanliness of the body, wear cloth mask or sanitary mask or face shield, hair covered cap and gloves while working.		
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	Clients' health symptoms should be carefully observed. If abnormal symptoms are found, staff must notify the manager immediately.		
5	Maintain at least 1 meter distance between people.		
6	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.		
7	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.		