

Checklists for hygiene inspection in the workplace

Travel agency

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

NO	Item	Yes	NO
1	Check employees and service recipients' temperature every time and mark those who pass the screening. (If anyone has a temperature higher than 37.5 degrees Celsius, prohibit them from service and suggest them to see a doctor)		
2	Record employees' background and travel records.		
3	Allow access to service only to service recipients who wear a cloth mask or hygienic mask.		
4	Provide alcohol gel for washing hands adequately at various points, especially at the entrance/exit.		
5	Limit the number of passengers to maintain at least 1 meter distance between each individual or arrange the seating in every other seat style.		
6	Have proper waste management for trash, waste, used tissue paper, and used hygienic masks.		
7	Clean the vehicles every time after service, especially at high-touch areas such as handrails in buses, handles around the door, seats, and armrests.		
8	Use technology for providing information such as itineraries or information about tourist attractions instead of print media.		
9	Implement a safe payment method to reduce talking and touching between the service providers and service recipients.		
10	Communicate, give knowledge and suggestion in various channels to reduce the risk and prevent the COVID-19.		

Service provider

NO	Item	Yes	NO
1	The drivers, receptionists, ticket sellers, guides, guide assistants, and staff who work closely with tourists must take care of their body hygiene, wear a cloth mask, hygienic mask, or face shield while working.		
2	Frequently wash hands with water and soap, or with alcohol gel.		
3	In case of fever, coughing, running nose, or exhausting panting, stop working and see a doctor immediately.		
4	Maintain at least 1 meter distance between each individual.		
5	Frequently clean regularly used and shared equipment such as microphones.		
6	In case there is food and drink service, it must follow the restaurant's regulations.		
7	Waste disposal staff must wash their hands immediately after their job. All used tissue paper, used cloth masks, or used hygienic masks must be properly taken care of before disposing them in a trash bin.		
8	Staff should not receive money by direct contact. They should wear gloves or use a tray for receiving money and frequently clean it.		