

Checklists for hygiene inspection in the workplace

Health and Beauty

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 responsible for waste disposal must wear 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 (Health and Beauty)

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' 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	Limit number of people entering the store, separate the waiting area from the dining area and maintain at least 1 meter between people or use a partition.		
7	Clean the workplace and equipment such as massage bed, massage cushion, massage chair, pillow, hanger, clients' locker, etc. including public facilities such as door handle, elevator button, computer screen, keyboard, file cover, stationery, etc. regularly especially after the service.		
8	Change the cloth used in the service, such as massage bed cloth, massage cushion cloth, pillowcase, etc. every time after the service.		
9	Use sufficient degree of ppm referring to the manufacturer's instructions in cleaning agents.		
10	There are appropriate disposal of waste, toilet paper or used sanitary masks.		

NO	Item	Yes	NO
11	Service room should be either separated or provided with a partition for 1 service recipient per 1 room.		
12	Limit the number of service recipients in an appropriate proportion for service providing.		
13	For beverage container, snack Container and wet clothes provided before and after service, must be cleaned with cleaning agents and store properly.		
14	All food, such as fruits, beverages, and snacks, must be wrapped in plastic cover. The remaining food must be discarded to avoid contamination.		
15	Provide a system for booking appointments or queuing.		
16	Secure payment service should be provided to reduce amount of contact between service providers and clients.		
17	Communicate, give knowledge, suggestions in various channels about COVID-19 to reduce the risk and prevent it.		
18	Cloth masks, sanitary masks and alcohol gel are sufficiently provided.		

Service provider (Health and Beauty)

NO	Item	Yes	NO
1	Staff must maintain cleanliness of the body, wear cloth mask or sanitary mask or face shield, while working		
2	Wash hands with soap and water or alcohol gel regularly before and after the service.		
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	Record service recipients' backgrounds and travel records.		
6	Used tissues and sanitary masks must be properly handled and disposed into the bin immediately.		

NO	Item	Yes	NO
7	Observe clients' health symptoms and have clients wear a cloth mask or sanitary mask.		
8	Employees should keep their hair unkempt, keep short nails and refrain from wearing all kinds of jewelry including rings, bracelets.		
9	Employees should be ready for service and have knowledge and understanding on how to prevent risks from COVID-19.		

Entrepreneur (Dental clinic)

NO	Item	Yes	No
1	Provide one-way access for service recipients. In the event of multiple entrances and exits, a screening point must be set up at every route.		
2	Check employees' temperature before commencing shifts and provide screening forms for service recipients. (If anyone has a temperature higher than 37.5 degrees Celsius, prohibit them from working or using the service and suggest they consult a doctor immediately.)		
3	Record employees' travel history and details.		
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.		
6	Make sure people keep at least 1 metre apart or use a partition.		
7	Clean the workplace, equipment, and all shared surfaces regularly. Operating rooms must be taken care of appropriately before and after the operation. The patient/relative waiting area should be cleaned every hour or increase to every 30 minutes if there are many service recipients.		
8	Use cleaning agents recommended by the federation of professional, for example, Thai Dental Council, the Dental Association of Thailand, Department of Medical Services, Department of Health, etc.		

No	Item	Yes	No
9	Separate general waste from hazardous waste and dispose of it appropriately.		
10	Limit the number of service recipients in proportion to the establishments' capability to accommodate them.		
11	Provide a system for booking appointments or queuing so that service recipients do not crowd the waiting area and reduce congestion.		
12	Secure payment service should be provided to reduce the amount of contact between service providers and service recipients.		
13	Communicate and give information or suggestions through various channels to reduce the risk and prevent the spread of COVID-19.		

Service provider (Dental clinic)

NO	Item	Yes	No
1	Staff must maintain bodily hygiene and wear a cloth mask or sanitary mask and face shield while working.		
2	Wash hands with soap and water or alcohol gel regularly before and after the service.		
3	In case of fever, coughing, sneezing, runny nose, shortness of breath, loss of smell and taste, stop working and consult a doctor immediately.		
4	Keep at least 1 metre apart from other people.		
5	Record service recipients' travel history and details.		
6	Suggest service recipients to wear a cloth mask or sanitary mask all the time.		
7	Employees should be ready for service and have knowledge and understanding on how to prevent the risks of COVID-19.		

NO	Item	Yes	No
8	<p>Wear personal protective equipment when treating the patients.</p> <ul style="list-style-type: none"> - medical gowns should be a high neck, waterproof type gown with long sleeves. Avoid wearing gowns that have pockets or seams. Change the gowns after operations with high contamination. Do not wear the gowns to areas outside of the operating room. - gloves should be pulled up to cover the cuffs of the gown in case of wearing one layer of gloves to make sure that all body parts are protected. Gloves must be worn only once and considered hazardous waste after used. Do not reuse it. - masks should be a medical N95 type. If not, use a surgical mask and tape the mask to your face, or use other methods to make sure that the mask stays attached to your face. - Face shields should be a type that completely covers your face. Always wear a face shield together with a mask. - protective eyewear are recommended to be worn together with a face shield in the event that the operation cannot control the spread of aerosols and splatter. 		
9	Patients must rinse their mouths before the operation to reduce the number of viruses and bacteria in the oral cavity.		
10	Use high power suction machine to reduce the spread of aerosols and splatter during the operation.		
11	Consider using dental dams during the operations that may produce aerosols and splatter to reduce the number of viruses that may be spread through aerosols and splatter.		
12	Dental instruments must be sterilized according to the sanatorium standards or use single-use instruments.		
13	Treatment duration should not exceed 1 hour for each patient.		