



HYGIENE CRITERIA TO BE APPLIED IN RESTAURANT, EATING HOUSE,
STANDING OR SHORT-TERM SITTING AND DRINKING AREAS,
FOOD PRODUCTS SALES AND CAFES AND BARS DURING
COVID-19 GLOBAL OUTBREAK PROCESS

ORANGE CIRCLE CERTIFICATE



ASESSMENT FORM

BUSINESS LICENSE NUMBER:	
OPERATING ACTIVITY:	
BUSINESS TITLE:	
BUSINESS ADDRESS:	
PHONE NUMBER:	
NAME AND SURNAME OF THE BUSINESS OWNER:	
INSPECTION REPORT NO:	
INSPECTION DATE:	
THE DATE, NO AND AIM OF THE PREVIOUS INSPECTION:	
AIM OF THE INSPECTION:	<input type="checkbox"/> FIRST APPLICATION <input type="checkbox"/> ROUTINE INSPECTION <input type="checkbox"/> NOTICE AND COMPLAINT <input type="checkbox"/> MONITORING <input type="checkbox"/> OTHER

CRITERIAS

A. ENTRANCE OF THE PLACE

CRITERIAS		YES	NO	SCORE
1.	Is there an information sign at the entrance of the place stating that customers without masks will not be served?			2
2.	Are customers allowed inside after using an alcohol-based hand sanitizer or disinfectant approved by the Ministry of Health at the entrance? Is temperature measurement taken?			3
3.	Have the necessary warning lines and markings been made to keep the physical distance of customers waiting in line to enter?			3

B. INDOOR AND OUTDOOR

CRITERIAS		YES	NO	SCORE
1.	Does the business have a cleaning plan? Is the cleaning done in line with this plan and recorded in a written schedule?			3
2.	Are informative and warning images about COVID-19 posted in easily visible areas of the workplace? Also, are the precautionary and application instructions covered with glass or a hard-transparent plastic cover to prevent hand contact?			3
3.	Are warning lines and markings necessary to maintain the physical distance in front of the payment point? Are hand sanitizers available for employees and customers? Does the cashier wash and disinfect their hands frequently while at the cash desk?			2
4.	Has the seating arrangement in the bar sections of restaurants and cafes been removed?			1
5.	Is the indoor area regularly ventilated?			1
6.	Are air conditioning filters regularly cleaned and disinfected by the authorized air conditioning company? Is a sample of filter maintenance reports available at the facility?			1
7.	Are surfaces that are frequently used and contacted such as door handles, batteries, handrails, switchgear frequently disinfected? If possible, is photocell illumination and pedal door opening apparatus used?			2
8.	Is there a refrigerator or an exhibition cabinet in the places where food is served while standing or sitting for a short time, depending on the content of the presentation?			1
9.	Are there refrigerators and exhibition equipment suitable for the presentation content in the food products sales places?			1
10.	Is the necessary layout suitable for the physical distance provided for tasting and promotion in food products sales places? Are customers allowed to taste directly with their own hands? Is the presentation to the customer made by the seller wearing gloves?			1

C. FOOD AND BEVERAGE UNITS

CRITERIAS		YES	NO	SCORE
1.	Is there a minimum of 1.5 meters between the tables in the interior and the garden, and at least 60 cm between the chairs?			4
2.	Are dining tables and furniture, tabletop equipment (excluding disposable ones) cleaned with alcohol-based products after each customer's use?			1
3.	Is the water supplied in sealed bottles?			2
4.	Is bread service made in sealed packaging and measures are taken to prevent the remaining slices of bread from being placed on another customer's table?			2
5.	Are customers allowed to buy self-service food, including buffets and salad bars? If there is an open buffet, are the products served in the buffet as a single portion covered with stretch film?			2
6.	Are common water dispensers, hot and cold beverage machines removed? Or is it possible to give drinks from these devices to the guests through a personnel?			1
7.	Are spices like salt, pepper, etc. sugar, straws, mixing sticks supplied in disposable sachets? Are open toothpicks not kept on the tables and closed toothpicks supplied upon customer request?			2
8.	Are the fork, spoon, knife presented in a sealed paper / plastic package?			1
9.	Are paper napkins used instead of cloth napkins?			1
10.	Are the menus on printed paper and tablets removed? If the menus are placed on the tables and are they covered with glass or a hard and transparent plastic cover to prevent hand contact?			2
11.	Are the surface of the tables made of material suitable for wiping? Is decorative vases, flowers, etc. and promotional printed paper, objects, etc. removed from the table?			2
12.	Is a transparent barrier put in order to prevent contamination on benches prepared for the customer to see the food options?			1

D. KITCHENS

CRITERIAS		YES	NO	SCORE
1.	Are kitchens cleaned according to a cleaning protocol prepared by the business and audited and recorded by the relevant manager?			1
2.	Is there a disinfectant mat and alcohol-based hand sanitizer / disinfectant at the entrance of the kitchens?			2
3.	Are there liquid soap, alcohol-based hand sanitizer / disinfectant and paper towels in the sinks in the kitchen? Is the hand washing instruction posted somewhere visible?			2
4.	Are there visual/written information about the rules and good hygiene practices in the kitchen to be applied by personnel?			1
5.	Do personnel working in the production and presentation phase and in contact with food use personal protective equipment (disposable gloves and gowns, surgical masks, caps, shoe covers, etc.) during work?			2
6.	Are disposable paper towels used instead of fabric products such as towels and cloths in kitchen drying and similar works?			2
7.	Are different chopping boards and knives and other tools used separately for the preparation of raw and cooked foods?			1
8.	Is it regularly monitored to keep raw and cooked foods separate from each other in order to prevent the contamination of harmful microorganisms from raw foods to ready-to-eat foods (cross contamination)?			1
9.	If possible, are food production areas aerated naturally , but in a way that does not cause food contamination?			1
10.	Is it ensured that the utensils, apparatus, machines, tools and equipment used in the kitchen are cleaned and disinfected in accordance with appropriate cleaning measures before and after use?			1
11.	Is there a dishwasher in the kitchen? If so, does it wash at 60-65 °C and rinse at 80-85 °C? Does the machine have an operating instruction?			1

E. WASHROOMS AND TOILETS

CRITERIAS		YES	NO	SCORE
1.	Are toilets cleaned according to the protocol prepared by the business, audited and recorded by the relevant manager?			2
2.	Are photocell taps and lights used in the toilets and sinks of the business?			2
3.	Are frequently touched areas such as fixtures, door handles, faucets, washbasins, toilet bowls, towel rails, lamp opening sockets / switches regularly disinfected?			1
4.	Are there liquid soap, alcohol-based hand sanitizer / disinfectant and paper towels in the sinks?			2
5.	Are bins and other cleaning equipment periodically disinfected?			1
6.	Is hand washing instruction posted in hand washing sinks?			1
7.	Is a system used in the toilet doors that the customer can open without contact? (Pedal system, photocell system etc.)			1
8.	Are there pedal bins in the toilet? Can the bins be opened without contact?			1

F. WASTE MANAGEMENT

CRITERIAS		YES	NO	SCORE
1.	According to the relevant legislation, are hygienic wastes-food wastes-glass, bottle plastic and paper etc. wastes collected separately?			1
2.	Is there a separate covered waste bin for the masks / gloves used and is the box marked? Is the "mask on / off instruction" hanging on a nearby wall?			2
3.	Hygienic wastes (masks, gloves, shoe covers, etc.) are collected in garbage bags that are marked or put into the gray-colored "HYGIENIC WASTE" lined garbage bins and when the bag is three quarters full, the bag is closed, kept separate from other garbage and after 72 hours is it delivered to the Municipality or licensed organizations?			1
4.	Are bins cleaned and disinfected regularly?			1
5.	Are the temporary waste areas disinfected?			1

G. MEASURES AND PRACTICES TO BE TAKEN FOR PERSONNEL

CRITERIAS		YES	NO	SCORE
1.	As in the number of customers, is the number of employees limited or has a shift - flexible work plan made?			1
2.	Are body temperatures measured and recorded during the arrival and departure of the personnel?			2
3.	Do all personnel have the Ministry of Education approved Hygiene Education Certificate (course completion certificate)?			2
4.	Have the personnel been informed by the enterprise in order to increase personal hygiene awareness and to ensure the implementation of the necessary measures and action plan for COVID-19? Has the information given been recorded?			2
5.	Do all personnel use personal protective equipment (disposable gloves, gowns, work clothes, cap and mask) during work and change them frequently?			1
6.	Are there alcohol-based hand sanitizer/disinfectants in suitable areas for personnel?			1

H. EMERGENCY AND ISOLATION

CRITERIAS		YES	NO	SCORE
1.	Is there an internal epidemic precaution plan?			1
2.	Have the responsible person (s) been determined within the scope of the plan?			1
3.	Is the plan available in visible areas of the establishment?			1
4.	Is the "Ministry of Health ALO 184 Corona virus Hotline" informed about employees who have symptoms associated with Covid-19 (fever, cough and/or shortness of breath) or who have a positive Covid-19 test?			1

I. TAKE-AWAY

	CRITERIAS	YES	NO	SCORE
1.	Are the boxes and/or containers used for the transport of food packed in a way to protect the food from contamination and to ensure that it is kept in good conditions? (For example, tightly closing the lids, using a lidding machine if available, or stretching if not.) Are all the materials used in the take-away service (stretch film, food containers and boxes, etc.) kept in clean and dry areas?			1
2.	Are the equipments like fork, spoon etc. served in sealed packages? Are hot and cold food products/drinks packaged separately?			1
3.	During Take-Away and Take-Out service, if different people use the delivery vehicles, are the steering wheel, gearbox, door and luggage handles, wipers and other buttons of the vehicle, which are mostly contacted by the drivers, disinfected by wiping with disinfectants containing at least 70% alcohol?			1
4.	Are hand sanitizers included in delivery vehicles? Is the disinfectant supplied when it runs out? Are hands disinfected on board the vehicle, before and after product delivery to the customer?			2
5.	Does the delivery personnel use personal protection equipment (masks, visors, etc.) suitable for the work done?			1
6.	Does the delivery personnel follow the minimum 1 meter physical distance rule to maintain physical distance when delivering products to the customer? Are there contactless delivery options?			1
7.	Are the inside and outside of the package service carrier boxes used for package service periodically disinfected?			2
8.	Is it avoided for delivery personnel to enter the kitchen and to have excessive contact with the kitchen personnel?			1
9.	Does your business take place in the applications like Yemeksepeti etc.? If yes, what are the applications?			

INCOMPATIBLE SUBSTANCE	REASON OF INCOMPATIBILITY

Scoring:

Food and beverage and accommodation businesses applying for the **“Orange Circle Certificate”** must meet the relevant legislative requirements they are obliged to apply outside of the Covid 19 hygiene criteria. In case of inconsistency of the criteria determined by the Hygiene Board and the provisions of the directive issued by the relevant Ministry, the provisions of the directive published by the relevant Ministry are applied.

In the food and beverage establishments that fulfill these requirements, the scoring will be as follows in the inspection made with the control audit form:

Scoring in food and beverage businesses will be over 100 points.

Orange Circle Certificate is given to facilities with a minimum score of 75.

**ORANGE CIRCLE CERTIFICATE
EVALUATION COMMISSION MINUTE**

.....Municipality

DATE: / / 2021

BUSINESS NAME:

COMMISSION MEMBERS:

Name-Surname:

Title:

Sign: