



orangecircle

HYGIENE CRITERIAS WHICH WILL BE APPLIED TO  
ACCOMODATION ESTABLISHMENTS  
(HOTEL, BOARDING, APARTMENT HOTEL)  
**DURING COVID-19 GLOBAL PANDEMIC**

# **ORANGE CIRCLE CERTIFICATE**



IZMIR  
METROPOLITAN  
MUNICIPALITY

# 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. PROCESS MANAGEMENT, SETTING STANDARDS, PREPARING PROTOCOLS

CRITERIAS		YES	NO	SCORE
1.	Has an in-house epidemic measure plan prepared for Covid-19 and hygiene practices throughout the business? Is it located in an area where everyone can easily see it? Have the protocol to be applied in case of an emergency and the people and institutions to be called been determined?			4
2.	Are daily inspections and checklists prepared within the framework of the prepared plan? (Measuring Fever etc.)			2
3.	Have employees in the business been informed about Covid-19 and hygiene practices, and plans and protocols to be applied in the business? Have the informations made been recorded?			2
4.	Is social distance defined in all areas and social distance plan implemented?			4
5.	Are printable wall diagrams prepared in personnel and public areas related to Covid-19 and hygiene practices and hung in the relevant areas?			2

## B. GENERAL PRACTICES TO BE MADE IN THE BUSINESS

CRITERIAS		YES	NO	SCORE
1.	Is there an information sign at the entrance of the hotel stating that guests without masks will not be provided with accommodation service?			2
2.	Are guests staying at the hotel without a mask?			2
3.	Have arrangements been made to indicate the social distance by marking the places by drawing a line in the reception and other sections where human movement and density is experienced?			4
4.	Does the business have a cleaning plan? Is the cleaning done in line with this plan and recorded in a written schedule?			4
5.	Are protective clothing and equipment (gloves, masks, etc.) kept in the facility?			2
6.	Are alcohol-based hand sanitizer or disinfectant, general area disinfectant and cleaning materials used in the facility approved by the Ministry of Health?			3

		YES	NO	SCORE
7.	Are there any brochures or information notes to inform the guests about the precautions and practices taken at the hotels?			2
8.	Are preventive maintenance and repair of all installations and equipment (especially air conditioning equipment etc.) used throughout the business periodically made by authorized service or trained experts and recorded?			1
9.	Have the necessary social distance markings been made by minimizing the number of seats and chairs in order to eliminate the interaction of people in the waiting, resting and sitting areas in the lobby, foyer areas?			2
10.	Are surfaces with intense human contact throughout the facility, like door handles, touch screens, control panels, counter tops, break room / cafeteria, handrails, hand washing stations and toilets regularly disinfected and recorded?			3

### C. GUEST'S ENTRANCE TO THE HOTEL

	CRITERIAS	YES	NO	SCORE
1.	Is there an alcohol-based hand sanitizer/disinfectant and disinfectant mat at the entrance of the hotel?			3
2.	Is body temperature measured when guests enter the hotel?			3
3.	Are guests informed about social distance during check-in procedures?			1
4.	Are the luggage of the guests entering the hotel disinfected at the entrance of the hotel?			2
5.	Are guests given written information about Covid-19 and hygiene rules at the reception?			3
6.	Are warnings posted at elevator entrances by informing guests about obeying social distance rules in elevators, if any?			2

## D. PRECAUTIONS AND PRACTICES TO BE TAKEN FOR PERSONNEL

CRITERIAS		YES	NO	SCORE
1.	Are body temperatures measured and recorded during the arrival and departure of the staff?			3
2.	Are precautions taken for personnel to use personal protective equipment and hygiene materials, to reduce physical contact and to maintain social distance while entering and leaving their jobs?			3
3.	Has the personnel been trained on Covid-19 in order to increase personal hygiene awareness and ensure the implementation of the necessary measures and action plan for COVID-19? Has the training given been recorded?			3
4.	Do all personnel have the Ministry of National Education approved Hygiene Education Certificate (course completion certificate)?			3
5.	Does the personnel apply the social distance rule on duty?			1
6.	Are the equipment, tools and materials used by the personnel periodically disinfected?			1
7.	Are there any measures to maintain social distance in the recreational and social areas of the personnel?			1
8.	Have measures been taken to maintain social distance in personnel accommodation units?			1

## E. REGULATIONS IN GENERAL AREAS

### a) Bedrooms

CRITERIAS		YES	NO	SCORE
1.	Is the room daily cleaning control form filled in and kept by the relevant manager after room cleaning? Are daily room cleaning carried out meticulously without any trouble?			4
2.	Are the water heaters, television and air conditioning controls in the rooms disinfected when every guest leaves the hotel?			1
3.	Are disposable wipes used separately for each room during cleaning? If disposable cleaning cloths are not used, are the used cleaning cloths left / sent to the laundry every evening for washing?			1
4.	Does the ventilation system work properly in the rooms? Are the filters of air conditioners regularly cleaned, disinfected and recorded?			2
5.	Are hotel toiletries (disposable slippers, shower cap, shower gel, body lotion, make-up cleaning cotton, cotton swabs, hygiene bags) disposable and packaged? (It should be ensured that the first guest opens the sachet.) Has a regulation been made for the use of certified products instead of single-use cheap and harmful products (shampoo, conditioner, soap, etc.) in the rooms?			3
6.	Are the bedrooms ventilated by natural and mechanical means other than air conditioning?			1
7.	Are there any alcohol-based hand sanitizers or disinfectants in the floor corridors, stairwells or near elevators?			2
8.	Is it ensured that the personnel in charge of room cleaning use personal protective equipment (gloves-mask) while working?			3

## b) Kitchens

KRİTERLER		YES	NO	SCORE
1.	Do the kitchens have a cleaning protocol prepared by the hotel management? Are applications carried out according to the cleaning protocol prepared for the kitchen recorded?			3
2.	Is there a disinfectant mat and alcohol-based hand sanitizer or disinfectant at the entrance of the production areas?			3
3.	Are there visual / written information about the rules and good hygiene practices in the kitchen?			2
4.	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
5.	Are fruits, vegetables and salads properly cleaned before use?			1
6.	Are different chopping boards and knives and other tools used separately for the preparation of raw and cooked foods?			2
7.	Are raw and cooked foods kept separate from each other in order to prevent the contamination of harmful microorganisms from raw foods to ready-to-eat foods (cross contamination)?			2
8.	Is it ensured that raw and cooked foods are kept in separate places?			2
9.	Are clean disposable gloves used by personnel during work to prevent cross contamination?			1
10.	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
11.	Are food production areas aerated naturally if possible, but in a way that does not cause food contamination?			1
12.	Are cleaning and disinfection of utensils, apparatus, machines, tools and equipment used in the kitchen done in accordance with appropriate cleaning measures before and after use?			1
13.	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 instructions for use?			2

### c) Food & Beverage Units

CRITERIAS		YES	NO	SCORE
1.	Are the food and beverage units cleaned in accordance with a cleaning protocol prepared by the hotel management and these practices are recorded?			
2.	Does the personnel use personal protective equipment (disposable gloves and gowns, surgical masks) during work?			
3.	Is alcohol-based hand sanitizer or disinfectant available in the entrance section of each food and beverage unit?			
4.	Is there a distance of at least 1.50 m between tables and at least 60 cm between chairs?			
5.	Are service equipment regularly disinfected in food and beverage areas?			
6.	Are tea/coffee machines, dispensers, beverage machines and similar devices in common use being removed or are they provided with a drink to the guests through a staff member?			
7.	Are all the materials offered to the service re-washed and disinfected even if they are not used?			
8.	Is ventilation in the food and beverage units regularly done?			
9.	Are auxiliary products and materials such as salt, spice, toothpick and similar management sets and sugar used in dining tables presented in disposable packages?			
10.	If the "Open Buffet" practice is maintained, are social distance measures taken to prevent hygiene and contamination?			

## d) Meeting Rooms

KRİTERLER		YES	NO	SCORE
1.	Are meeting rooms cleaned according to the protocol prepared by the hotel management, audited and recorded by the relevant manager?			1
2.	Does the personnel use personal protective equipment (disposable gloves and gowns, surgical masks) during work?			1
3.	Is alcohol-based hand sanitizer or disinfectant available in the entrance area of the room?			1
4.	In the room, is there a minimum distance of 1.5 meters between the tables and the tables arranged in consideration of the social distance range in the seating arrangement, and at least 60 cm between the chairs?			1
5.	Are technical equipment (microphone, radio, telephone, monitor, etc.) in the rooms regularly disinfected?			1
6.	Is ventilation in the rooms regularly done?			1

## e) Swimming Pools and Beaches

CRITERIAS		YES	NO	SCORE
1.	Are swimming pools and beaches cleaned according to the protocol prepared by the hotel management, audited and recorded by the relevant manager?			1
2.	Does the personnel use personal protective equipment (disposable gloves and gowns, surgical masks) during work?			1
3.	Have the necessary precautions taken for social distance rules in swimming pools, sun loungers and sitting areas?			1
4.	Are loungers disinfected after each use? Has the business announced that the sun loungers are disinfected after each use, by means of signs or similar methods?			2
5.	Is the sign of the rules that guests must follow with the information that they should take a shower before entering the pool is hung in a visible place?			1
6.	Is the chlorine level in the pool water kept between 1-3 ppm in outdoor pools and 1-1.5 ppm in indoor pools? Are the measurements periodically recorded and verified?			1
7.	Are toilets, showers and changing cabins around the pool and beach periodically disinfected and controlled? Is the chart prepared for control recorded by the relevant personnel?			2

## E) Fitness Centers and Spa

CRITERIAS		YES	NO	SCORE
1.	Are the Fitness Center and SPA cleaned according to the protocol prepared by the hotel management, audited and recorded by the relevant manager?			1
2.	Does the personnel use personal protective equipment (disposable gloves and gowns, surgical masks) during work?			1
3.	Are there social distance signs and alcohol-based hand sanitizer or disinfectant for the use of guests at the entrance of the center?			1
4.	Is the area being cleaned and recorded at least 15 minutes after the guest use of areas such as sauna, Turkish bath, steam bath ?			1
5.	Is the range of sports equipment to each other arranged taking into account the social distance?			1
6.	Are all surfaces of sports equipment, control levers and monitors, areas where guests touch, toilets, showers and changing rooms regularly cleaned, disinfected and recorded?			1
7.	Is there regular ventilation in the center?			1

## F. WASHROOMS AND TOILETS

CRITERIAS		YES	NO	SCORE
1.	Are all toilets throughout the facility cleaned according to the protocol prepared within the framework of the legislation, audited and recorded by the relevant manager?			3
2.	Are photocell taps and lights used in the toilets and sinks of the facility?			3
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?			3
5.	Are bins and other cleaning equipment periodically disinfected?			1
6.	Is a system used in the toilet doors that the customer can open without contact? (Pedal system, photocell system etc.)			
7.	Are there pedal bins in the toilet? Can the bins be opened without contact?			2

## G. HOTEL VEHICLES

CRITERIAS		YES	NO	SCORE
1.	Are hotel vehicles cleaned according to the protocol prepared by the hotel management, inspected and recorded by the relevant manager?			1
2.	Does personnel wear personal protective equipment (disposable gloves and surgical masks) during work?			1
3.	Considering the social distance rule; Have regulations been made regarding the carrying capacities of vehicles and in-service seating arrangements?			1
4.	Are vehicles regularly ventilated?			1
5.	Are all passengers in the vehicle allowed to use masks?			1
6.	Are there sufficient alcohol-based hand sanitizer / disinfectant, cologne and masks for passengers in vehicles?			1
7.	Are the frequently touched surfaces of vehicles such as seats, door handles, handgrips disinfected before each service starts?			1

## H. WASTE MANAGEMENT

CRITERIAS		YES	NO	SCORE
1.	According to the relevant legislation, Are the wastes like hygienic wastes-food wastes-glass-bottle plastic and paper etc. collected separately?			1
2.	Does the personnel use personal protective equipment (disposable gloves, masks, caps, face / eye protection visors, boots, overalls) during work?			2
3.	Are hygienic wastes (masks, gloves, shoe covers, etc.) 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, is the bag closed, kept separate from other garbage and after 72 hours is it delivered to the Municipality or licensed organizations?			2
4.	Are bins cleaned and disinfected regularly?			1
5.	Is the necessary cleaning and disinfection done periodically in areas where garbage is kept?			1

## I. PEST CONTROL

CRITERIAS		YES	NO	SCORE
1.	Is Pest Control implemented according to the protocol prepared by the hotel management, audited and recorded by the relevant manager?			1
2.	Are wastewater channels (drains) easily cleaned, arranged in a way that prevents the entry of harmful (pests, rodents, etc.), odor exit and backflow of waste fluids?			1

## J. PURCHASE, ACCEPTANCE OF GOODS AND STORAGE

CRITERIAS		YES	NO	SCORE
1.	Is the whole process to be followed regarding the purchasing, receiving and storage activities of the business implemented according to the protocol prepared by the hotel management, recorded by the relevant manager?			2
2.	Have measures been taken to ensure that people like providers, maintenance personnel, drivers who bring goods, etc. who temporarily enter the units that supply and produce food products within the hotel do not have any contact with the employees of the business, and that they do their operations by protecting the social distance rule and using protective equipment?			1
3.	Have the necessary precautions been taken to ensure minimum human contact with the goods in the process followed by the purchased goods from the supplier until they reach the warehouse?			1
4.	Are products of suitable quality and packaged preferred primarily from licensed suppliers for purchased products?			1

## K. 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

INCOMPATIBLE SUBSTANCE	REASON OF INCOMPATIBILITY

### Scoring:

Food and beverage and accommodation facilities applying for the **“Orange Circle Certificate”** must meet the relevant legislative requirements that they are obliged to apply other than 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 accommodation facilities that fulfill these requirements, the scoring will be as follows in the inspection made with the control audit form:

Scoring in accommodation facilities will be made over 200 full points. **Orange Circle Certificate** is given to facilities with a minimum score of 150.

**ORANGE CIRCLE CERTIFICATE  
EVALUATION COMMISSION MINUTE**

..... **Municipality**

**DATE:** ..... / ..... / 2021

**BUSINESS NAME:**

**COMMISSION MEMBERS:**

Name-Surname:

Title:

Sign: