Cardamom Tented Camp

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Checklists for hygiene inspection in the workplace

Basic standards

Hygiene of the workplace and its facilities.

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. YES NO
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. YES NO
3. Ventilation system in the workplace is suitable and cleaned regularly. YES NO

Cleaning equipment provision to prevent the spreading of viruses and bacteria.

1. Hand wash gel with at least 70% alcohol is provided in common areas such as public relation points, entrances, exits and elevators. YES NO
2. Sinks and toilets must be clean and provided with soap. YES NO
3. Cleaning equipment and cleaning agents are provided, such as floor cleaning agents, toilet cleaning agents and long- handled grips for garbage collection. YES NO

Protection for workers.

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. YES NO
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. YES NO
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. YES NO
4. Hand washing signs in the bathroom to remind employees and customers should be provided. YES NO
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. YES NO
6. Knowledge, advice and media are provided. YES NO
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. YES NO

Standard requirements

Common public areas.

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. YES NO
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). YES NO
3. Record employees and service recipients' backgrounds and travel records. YES NO
4. Allow only service recipients who wear cloth masks or sanitary masks to use the service. YES NO
5. Provide wash basin with soap and water or alcohol gel adequately. YES NO
6. Provide the waiting area and have people maintain at least 1 meter distance to each other. YES NO
7. Place the antiseptic pads on the way up or the building entrance. YES NO
8. Provide the reception area and have people maintain at least 1 meter away from each other. YES NO
9. Clean public facilities at least every 2 hours, such as door knobs, door handles, handrails and elevators. YES NO
10. There are appropriate disposal of waste, toilet paper or used sanitary masks. YES NO
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. YES NO
12. Limit the number of service recipients in an appropriate proportion to prevent the spreading of viruses. YES NO
13. Clear directions should be provided for accessing the service, such as lines or colored spots. YES NO
14. Develop new technologies in hotels to help reduce the risk of exposure, such as using QR codes instead of using key cards. YES NO
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 YES NO

Accommodation.

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

Public gathering areas.

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. YES NO
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). YES NO
3. Record employees and service recipients' backgrounds and travel records. YES NO
4. Provide the waiting area and have people maintain at least 1 meter away from each other. YES NO
5. Allow only service recipients who wear cloth masks or sanitary masks to use the service. YES NO
6. Clean public facilities at least every 2 hours, such as door knobs and bathrooms. YES NO
7. Provide wash basin with soap and water or alcohol gel adequately. YES NO
8. Set the table for the meeting to be at least 1 meter apart. YES NO
9. Cleaning shared equipment such as a microphone. YES NO

Restaurant standards.

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. YES NO
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). YES NO
3. Record employees and service recipients' backgrounds and travel records. YES NO
4. Provide wash basin with soap and water or alcohol gel adequately. YES NO
5. Provide the waiting area and have people maintain at least 1 meter away from each other. YES NO
6. Clean public facilities at least every 2 hours, such as door knobs and bathrooms. YES NO
7. Provide service areas at least 1 meter apart including waiting areas. YES NO
8. There are appropriate disposal of waste, toilet paper or used sanitary masks. YES NO
9. Clean dining tables, cooking utensils, eating utensils including other cleaning equipment with cleaning agents at least 3 times a day. YES NO
10. Serve food in a food cover every time. YES NO
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. YES NO
12. Secure payment service should be provided to reduce the amount of contact between service providers and clients. YES NO
13. Communicate, give knowledge, suggestions in various channels about COVID-19 to reduce the risk of spreading COVID-19 such as providing guidelines on the notice board. YES NO

Service provider.

1. Staff must maintain cleanliness of the body, wear cloth mask or sanitary mask or face shield, hair covered cap and gloves while working. YES NO
2. Wash hands with soap and water or alcohol gel regularly. YES NO
3. In case of fever, coughing, sneezing, runny nose, or panting, stop working and see a doctor immediately. YES NO
4. Clients' health symptoms should be carefully observed. If abnormal symptoms are found, staff must notify the manager immediately. YES NO
5. Maintain at least 1 meter distance between people. YES NO
6. Employees who are in charge of waste disposal must wash hands immediately after completion of work. Toilet paper, cloth, a mask or used mask must be in proper management before throwing it into the trash. YES NO
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. YES NO