

Checklists for hygiene inspection in the workplace

Sport for tourism

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 (Golf course and golf driving range)

| NO | Item | Yes | NO |
|----|--|-----|----|
| 1 | Set up a checkpoint and check both service providers and service recipients' temperature every time before entering the facilities (If anyone has a temperature higher than 37.5 degrees Celsius, they should seek a health checkup and comply with the measures set forth.) | | |
| 2 | Set up a registration center for service recipients to fill in their information each time they use the service, for example, name-surname, phone number, date of service, time of service, etc. | | |
| 3 | The clubhouse and lockers are opened for service and are regularly cleaned with cleaning agents every 1-2 hour(s). | | |
| 4 | Providing alcohol gel for washing hands at various points is advised. | | |
| 5 | Cleaning the beverage booths, restrooms and various points used by service recipients (every hour) is advised. | | |
| 6 | Clean the golf carts and golf balls in the courses before and after service every time. | | |
| 7 | Provide facilities for disposal of trash, waste, used hygienic masks, and used hygienic gloves at various points around the golf courses and driving ranges. | | |
| 8 | Any golf courses that have a driving range should make sure that players keep at least 2 metre apart when using the facility. | | |
| 9 | Make sure that tables in the dining room are arranged at least 2 metres apart, that service recipients keep at least 2 metres apart, and that the place is well-ventilated and regularly cleaned. | | |

Service provider (Golf course and golf driving range)

| NO | Item | Yes | NO |
|----|--|-----|----|
| 1 | Screen and check employees, staff, and caddies' temperature before commencing shifts (if anyone has a temperature higher than 37.5 degrees Celsius, they should seek a health checkup and take a day off to observe the symptoms.) | | |
| 2 | Employees, staff, and caddies must wear a cloth mask or hygienic mask, and hygienic gloves all the time while working. | | |
| 3 | Encourage advance reservations (of service recipients) and allow at least 10-15 minutes between each group tee-ing off. Groups are limited to 4-6 people and each caddy provides a service for only 1 golfer at a time. | | |
| 4 | Carry alcohol gel all the time while working. | | |
| 5 | Make sure golfers and caddies keep at least 1.5 metres apart while playing. | | |
| 6 | Always pick up golf clubs by the clubhead and hand them to the players. | | |
| 7 | All caddies must clean their body and wash their hands every time before and after a round of golf. (If possible, they should go home immediately.) | | |

Entrepreneur (Running race)

| NO | Item | Yes | NO |
|----|--|-----|----|
| 1 | Permission from local authorities is required to hold the race, especially from a public health department. Register in an application designated by government sectors (Thai Chana) to ease the lockdown measures for businesses and activities, as well as certifying that the race complies with the disease prevention measures. | | |
| 2 | Choose a starting line and finishing line from closed places. Avoid choosing crowded communities. | | |

| NO | Item | Yes | NO |
|----|--|-----|----|
| 3 | Provide clear entrance and exit for runners. Set up a screening point at every route and limit runners' entrance and exit. | | |
| 4 | The paths in the event space should be spacious appropriately to the number of runners. | | |
| 5 | Provide online registration system. On-site registration is prohibited. | | |
| 6 | Check staff, runners or volunteers' temperature and mark those who pass the screening. (If anyone has a temperature higher than 37.5 degrees Celsius, prohibit them from working or participating and suggest they consult a doctor immediately.) | | |
| 7 | Set up a system and space for runners and volunteers to fill in their information every time they participate in the race, for example, name-surname, phone number, participating date and time, etc., as well as recording staff's travel history and details. | | |
| 8 | Registration procedure should include a measure to reduce congestion, for example, keeping a distance when receiving a race bib. Designate a time for each activity to reduce congestion, for example, dividing time to get the race equipment and dividing the race starting time. | | |
| 9 | Avoid any gathering activities before and after the race, for example, using online communication method for a technical conference of runners, etc. | | |
| 10 | Designate and provide a space to keep runners 1-2 metres apart at both the check-in point and race starting point, as well as any queuing area such as a restroom queue or screening queue. | | |
| 11 | Procedures to gradually let runners into the event space are implemented to limit the number of people entering the place and control the number of participants to avoid congestion. Set a round for entering the place by calculating from a formula 5 square metres per 1 person. | | |

| NO | Item | Yes | NO |
|----|---|-----|----|
| 12 | All staff and runners must check into the race and check out of the race in the Thai Chana application. | | |
| 13 | Reduce congestion and reduce the risk of spreading viruses at service zones, for example, dividing beverage zone into the right-side zone and left-side zone, increasing the distance between each service table, and handing water and electrolyte drinks in a sealed container. Provide clear appointed time to get equipment, running t-shirt, race bib, date and time of the race | | |
| 14 | Change the format when runners are released at the starting line to reduce congestion. | | |
| 15 | Regularly clean the event space and surrounding area at the areas of frequent contact with cleaning agents, for example, floors, walls, doors, door handles, reception area, cashier area, and elevator buttons. | | |
| 16 | Prepare a handwashing station with soap or prepare hand sanitizer gel at various points. | | |
| 17 | Clean the restrooms and various service points regularly every 1-2 hours. | | |
| 18 | Provide facilities for disposal of trash, waste, used sanitary masks and used sanitary gloves at the starting line, the area around the finishing line, and dining area. | | |
| 19 | Media are provided to give knowledge to runners, staff, and volunteers about how to reduce the risk and prevent the spread of COVID-19 through guidelines, for example, how to observe the symptom of a person suspecting to catch COVID-19, other guidelines, and the new rules. | | |
| 20 | Change the format of the award ceremony and race result announcement to reduce the congestion of runners. | | |

Service provider (Running race)

| NO | Item | Yes | NO |
|----|---|-----|----|
| 1 | Screen and check the temperature of staff and volunteers of every team before commencing shifts (if anyone has a temperature higher than 37.5 degrees Celsius, stop working and immediately consult a doctor.) | | |
| 2 | Staff and volunteers of every team must wear a cloth mask or sanitary mask all the times while working. Those whose duty includes touching or sharing equipment with runners must wear sanitary gloves. | | |
| 3 | Provide alcohol gel for staff and volunteers of every team to use while working and provide it at various points. | | |
| 4 | Set up a plastic partition wall at the areas where runners, staff, or volunteers might have close contact. | | |
| 5 | Prepare sufficient staff for giving away items and provide sufficient booths to avoid the congestion. Staff must wear a sanitary mask and gloves while handing out items. Make sure that runners keep at least 1-2 metres apart. | | |
| 6 | Food and beverage packages must be tightly sealed and handed out as a set. Encourage runners to take it back home or provide a large dining area appropriately for eating and drinking. Make sure that runners keep a distance to reduce the risk of spreading the viruses. | | |

Running race (additional items)

| NO | Item | Yes | NO |
|----|--|-----|----|
| 1 | Staff who are at risk such as those who work at both Sport Expo and at the race, at various booths, and souvenir booths must take care of their bodily hygiene, wear a cloth mask or sanitary mask, wear a face shield (optional) all the time while working. Avoid unnecessary touching at faces, eyes, mouths, and noses with hands. Employees responsible for waste disposal must wear gloves all the time while working. | | |
| 2 | Set up a partition or plastic partition and provide hand sanitizer at the areas with high possibility of contact, for example, registration zone, equipment zone, and shop zone. | | |
| 3 | If anyone has symptoms such as fever, cough, sneezing, runny nose or shortness of breath, stop working and consult a doctor immediately. | | |
| 4 | Wash hands with water and soap or with hand sanitizer regularly. Avoid direct contact to reduce the risk of spreading the viruses at Sport Expo and running race. | | |
| 5 | Hand washing signs should be provided at restrooms, various service points at the race, along the race routes, and first aid tents. | | |
| 6 | Employees responsible for picking up waste contaminated with phlegm, snot, or saliva such as mouth napkins or toilet paper must wear a cloth mask or sanitary mask, and rubber gloves. After picking up waste, employees must wash hands | | |
| 7 | Media are provided to give knowledge to runners, staff, and volunteers about how to reduce the risk and prevent the spread of COVID-19 through guidelines, for example, how to observe the symptom of a person suspecting to catch COVID-19 and other guidelines. | | |