



**MINISTRY OF HEALTH
THE PUBLIC HEALTH ACT CAP 242**

**INSPECTION CHECKLIST FOR OPERATING ACCOMMODATION FACILITIES (HOTELS) DURING
THE COVID-19 PANDEMIC**

Name of the Business.....

Name of Owner/ Proprietor:

Plot No.....L.R. No:

Physical Address.....

Telephone/Cellphone number.....

Email address.....

Date: Time:

No. of Personnel: Male Female PWD: Male Female

No. of Food Handlers:

	STRUCTURAL INTEGRITY	COMMENTS	RECOMMENDATION
1.	Is the hotel building in good state of repair		
2.	Are walls and ceilings clean and in good condition (cracked, chipped, peeling)		
3.	Are there any signs of leakages and dampness?		
4.	Are the floors free from cracks, dust and dirty		
5.	Adequate ventilation and lighting		

Hotels operating during COVID-19 Pandemic **MUST** observe the following

	CONDITION	PROVIDED	NOT PROVIDED	REMARKS
KITCHEN AND RESTAURANT				
6.	Person(s) assigned at the entrance to carry out screening of staff and clients			
7.	Functional Thermos Guns at both staff and customer/client entry areas			

8.	Visibly mounted notice on screening of staff and clients			
9.	Visibly mounted notice on promotion of hand hygiene and physical distancing			
10.	Notice indicating mandatory donning and doffing of face masks.			
11.	Visibly mounted notice on denial of entry of suspected COVID-19 Cases			
12.	Plexiglas barriers at tills and counters			
13.	Tables Spaced 1.5metres apart in dining areas and have four people for every 10 square metres space			
14.	Distance from back of one chair to the back of the other at 1 metre			
15.	Floor markings to guide the physical distancing within the premise			
16.	Water supply points in the kitchen and dining area			
17.	Physical distancing (1 metre - 3 feet) in food preparation areas			
18.	Staggered and Spaced out workstations on either side of food processing areas			
19.	Duty roster indicating the number of staff in a food preparation area at any one time.			
20.	Disinfectants, cleaning equipment and detergent			
21.	Visible notices for staff promoting hand hygiene and physical distancing			
22.	Alcohol-based hand sanitizers at premises entry and exit points			
23.	Hand wash facility at the entry of the kitchen and restaurant, complete with: <ul style="list-style-type: none"> ● running water, ● hygienically operated taps, ● detergent/soap, 			

	<ul style="list-style-type: none"> • alcohol-based sanitizer and appropriate hand drying 			
24.	<p>Strategic installation of hand wash facilities inside the kitchen/food preparation areas, complete with:</p> <ul style="list-style-type: none"> • running water, • hygienically operated taps, • detergent/soap, • alcohol-based sanitizer and appropriate hand drying 			
25.	Availability and evidence of implementation of Standard Operating Procedures (SOPs) for Cleaning			
26.	Availability and evidence of implementation of Standard Operating Procedures (SOPs) for disinfection			
27.	Standard Operating Procedures (SOPs) for reporting illness			
28.	Fully stocked medical kit (indicate number available in the hotel)			
PERSONNEL				
29.	Valid medical examination certificates for all food handlers			
30.	Adequate Personal Protective Equipment (dust coats, face masks, overalls, disposable gloves)			
31.	Trained cleaners assigned for cleaning and disinfection duty roster			
32.	Staff training schedules on basic protective measures against covid-19			
WASTE MANAGEMENT				
33.	Scheduled waste management procedures			
34.	Colour coding waste receptacles: Black for general wastes; Red for hazardous wastes			
COMMUNICATION				
35.	Official IEC materials (leaflets, posters) on social distancing, hand hygiene and respiratory hygiene in different languages			
36.	Emergency telephone numbers for public and private health facilities			

	appropriately displayed in different sections of the hotel			
37.	Logbook of Action-Daily register to record important covid-19 related occurrences			
38.	Availability of Instructions and training on how to prevent the spread of COVID-19 for all staff			
39.	Action plan on how to manage suspected covid-19 cases among hotel guests and hotel staff			
40.	Proof of contactless payments such as MPESA			
LINEN				
41.	Proof of sufficient linen stock			
42.	Type of linen in use (e.g. cotton, woolen, silk) specify			
43.	Room linen changing schedule (indicating frequency of change)			
44.	Laundry equipment with operating Temperatures and correct dosage of cleaning and disinfecting chemicals.			
45.	Use of duvet and changing schedule			

General personal hygiene Good Fair Bad

Comments:

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Inspected By:

Designation:

Signature:

Official Stamp