



COUNTY GOVERNMENT OF MOMBASA

DEPARTMENT OF HEALTH SERVICES
THE PUBLIC HEALTH ACT CAP 242

Serial No. 002

**INSPECTION CHECKLIST FOR REOPENING OF HOTELS, GUEST HOUSES, HOLIDAY HOMES AND
FURNISHED APARTMENTS 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

Hotels, Guest Houses, Holiday Homes and Furnished Apartments operating during COVID-19 Pandemic MUST observe the following

TICK (✓) APPROPRIATELY

NO.	CONDITION	PROVIDED	NOT PROVIDED	REMARKS
	PREMISES			
1	Person(s) assigned at the entrance points to carry out screening of staff and clients			
2	Functional Thermos Guns at both staff and customer/client entry areas			
3	Visibly mounted notice on screening of staff and clients;			
4	Visibly mounted notice on promotion of hand hygiene and physical distancing			
5	Visibly mounted notice on denial of entry of suspected COVID-19 Cases			
6	Notice indicating mandatory donning on of face masks			
7	Plexiglas barriers at tills and counters			

8	Tables spaced 6 feet apart in dining areas and have four people for every 10 square feet space			
9	Distance from back of one chair to the back of the other at 1 meter			
10	Floor markings to guide the physical distancing within the premise			
11	Adequate ventilation and lighting			
12	Water supply points in the kitchen and dining areas			
13	Physical distancing (1 meter - 3 feet) in food preparation areas			
14	Staggered and spaced out workstations on either side of food processing areas			
15	Duty roster indicating the number of staff in a Food preparation area at any one time.			
16	Encourage cashless payments such as MPESA			
17	Hotel residents are allowed to use public beaches at the hotel front and Swimming pools. Spas and children parks to remain closed			
18	Availability of disinfectants, cleaning equipment and detergent			
19	Alcohol-based hand sanitizers at premises entry and exit points			
20	The no of people attending large gatherings e.g. seminars, weddings and workshops will depend on the size/space as long as social distancing is maintained.			
21	Inform guests about existing protocols in an easy and updated manner (e.g. the last time of last cleaning, contact of Health manager etc.)			
22	Keep physical distancing for use of all common spaces			
23	Implement contactless check-in and provide guests with a hygiene welcome kit (including gloves, masks & sanitizers)			
24	Introduce technological systems such as 'guest messaging' for direct and rapid contact with guests for reservations, refunds, cancellations or possible information about infections.			
25	Hand wash facility at the entry of the kitchen and restaurant, complete with: hot and cold running water, hygienically operated taps, detergent/soap, alcohol-based sanitizer and			

	appropriate hand drying			
26	Buffets and all central serving of food should be discouraged			
27	Strategic installation of hand wash facilities inside the kitchen/food preparation areas, complete with: hot and cold running water, hygienically operated taps, detergent/soap, alcohol-based sanitizer and appropriate hand drying			
28	Availability and evidence of implementation of Standard Operating Procedures (SOPs) for cleaning and disinfection			
29	Trained cleaners assigned for cleaning and disinfection duty roster available			
30	Standard Operating Procedures (SOPs) for reporting illness			
31	Holding area/room for suspected Covid-19 cases			
32	Comprehensive register of all clients with their contact details			
33	Availability of bleach for disinfecting bed linens and utensils before washing with hot water and soap			
PERSONNEL				
34	Valid medical examination certificates for all personnel			
35	Encourage testing of personnel against Covid-19 in a certified Government laboratory.			
36	Adequate Personal Protective Equipment (dust coats, hair nets, face masks, overalls, gumboots, disposable gloves, heavy duty gloves, plastic aprons)			
37	Availability of Instructions and training on how to prevent the spread of COVID-19 for all staff			
WASTE MANAGEMENT				
38	Scheduled waste management procedures			
39	Color coded waste receptacles: Black for general wastes; Red for hazardous wastes			

General personal hygiene: Good Fair Poor

Comments:

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Inspected By:

Designation:

Signature:.....Date:.....

Official Stamp

COMMITMENT TO ADHERENCE TO SET REGULATIONS

Name:.....

Designation:.....

Signature:.....Date.....