# COVID19 Business Specific Health & Safety Form

# For TRANSIENT LODGING at the Mendocino Art Center

1. Describe the type of signage you will have and locations.

We will mount the Do not Enter, If you Feel Sick, and the Must Wear Face Covering to Enter signs, in both English and Spanish, at each and every entrance to our lodging facility. We will also post this signage encouraging hand washing in bathrooms and hallways.

1. Describe the PPE you will provide to your employees and guests.

As our campus and offices are still closed, and all of our lodgers are long term (over 30 days), we will provide hand sanitizer, masks, and gloves to each person checking in. Check in and out will be completely contactless, as we are using DocuSign for all contracts, and phone and credit cards for payments. We will provide each guest with the three principal signs re: recognizing symptoms, masking and social distancing, signage encouraging hand washing, and the #Safe Mendocino Visitor Guide.

1. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

Our apartments will all be deep cleaned, and CDC guidance materials will be provided to housekeeping in English and Spanish. CDC guidance materials will also be provided to all employees, both by digital and hard copy means, and we will meet with employees by Zoom on a weekly basis if not more frequently to discuss topics and evaluate issues.

1. Describe your plans for protecting your employees’ health.

All in-house employees will be provided with PPE including provide hand sanitizer, masks, and gloves, and will receive safety materials and training. Employees will be made aware of best safety practices through posting of signage and digital materials as well as State of California and Mendocino County Health Guidance. Lodgers (all long-term) will self-clean their accommodations. No normal transactions (check-in, check-out, cleaning) will involve in person contact. Any workers who are sick or exhibiting symptoms of Covid-19 will be encouraged to stay home.

1. Describe your plans for protecting the health of guests.

between guests using EPA certified disinfectant products. Employees will receive appropriate PPE along with safety guidance materials and training in both

Guests will be provided with PPE including provide hand sanitizer, masks, and gloves at check-in, and will receive safety materials both before arrival and in their rooms. They will be made aware of best safety practices through posting of signage and digital materials, utilizing State of California and Mendocino County Health Guidance. Lodgers (all long-term) will self-clean their accommodations during their stay. All of our accommodations are self-contained. All accommodations will remain vacant for a minimum of 24-48 hours and will be thoroughly cleaned according to CDC guidelines between guests. No normal transactions (check-in, check-out, cleaning) will involve in-person contact. Hallway doors will be kept propped open.

1. Describe how you will prevent crowds gathering at your facility.

No public spaces will be available to our guests at this time. We do not serve food and there will be no in-person events at our facility.

1. Describe how you will enforce physical distancing at your facility.

There will be no public spaces or public events available to our guests. Employees will have little or no contact with lodgers, except in the case of a possible emergency. If an emergency were to necessitate such contact, both employees and lodgers will have PPE on hand, and appropriate safety guidance will be available. Lodgers (all long term) will be provided with materials to self-clean and disinfect their accommodations during their stay.

1. Describe the payment methods you will use (contactless is preferred).

All payments will be contactless through DocuSign. Credit Card payments will be made in advance by phone. All normal communications will take place by email and phone.

1. Provide the name, phone number and email address (optional) of the person or persons you have designated as the COVID19 contacts for your property. In your response, state whether they are on-site or available within one hour of a call.

Margaret Guhde margi@mendocinoartcenter.org Call 707 937 5678 or text 707 813 4048 – Available within one hour by phone call.

1. To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments?

All normal communications will take place by email and phone. All contracts will be contactless through DocuSign. Credit Card payments will be made in advance by phone. Self check-in will be the standard method for check-in, with key and information packets available at an accessible mailbox.

1. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).

Most of our apartments have a maximum occupancy of 2 people. However our plan is to have just one person in each room. In a few cases where we have a 3-4 person occupancy, we will limit the maximum to 2.

1. Describe the occupancy limitations for your hotel or vacation rental.

As above, most of our apartments have a maximum occupancy of 2 people. However our plan is to have just one person in each room. In a few cases where we have a 3-4 person occupancy, we will limit the maximum to 2.

1. How many hours are necessary between separate room or unit occupancies on your property? We will require a minimum of 24-48 hours between unit occupancies.
2. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.

The signed agreement will read as such:

All guests agree to will need to self monitor their temperature before arrival and on a regular basis.

All guests at the Mendocino Art Center will use facial coverings as per CDC and California Health Department guidelines when inhabiting  public spaces on campus.

If and as soon as they notice any symptoms of Covid-19, all guests agree to remain in their apartment and contact a medical professional. In addition they will notify Mendocino Art Center management at the following email:  margi@mendocinoartcenter.org

All guests agree to follow the guidelines for Covid-19 as laid out by the California Department of Health, the Mendocino County Covid-19 Health Order and  the CDC.

All guests agree to maintain a distance of at least 6 feet from others as per CDC and California Health Department guidelines and in accordance with the most recent Mendocino County Health Order.