# A close up of a sign Description automatically generated

# COVID19 Business Specific Health & Safety Form

# TRANSIENT LODGING

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org/), you must **read and implement** the County of Mendocino-specific guidelines for Transient Lodging, including short-term vacation rentals, issued in the June 12, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Transient Lodging](https://covid19.ca.gov/pdf/guidance-hotels-lodging-rentals.pdf) and the [County of Mendocino Public Health Order dated June 12, 2020](https://www.mendocinocounty.org/home/showdocument?id=36100). A health and safety plan is required to operate.

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

We will provide the following signage from the Public Health Office for guests of the Inn at the front desk:

- Notice to Practice Social Distancing

- Attention to NOT enter if feeling sick

- Thank you for wearing face covering

-Social Distance Floor Decals (ordered)

- Families First Response to COVID-19 Act

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

- Front Desk is provided with Single-Use Disposable Masks, disposable gloves, and frequent hand hygiene practices

- Housekeeping is equipped with single-Use disposable masks, disposable gloves, protective eyewear (optional), hand sanitizer, disinfectant, and disinfectant wipes.

- Guests will be provided hand sanitizing wipes and COVID-19 awareness information upon arrival. Single-use disposable masks are provided if the guest does not have their own.

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

-Clean and safe protocols, housekeeping specific training, front desk specific training, kitchen specific training.

-A training session is given to each employee on PPE use, department practices, and department protocols.

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

- Employees will be provided appropriate PPE.

-We will comply with all State and local guidance including but not limited to

-Maintaining a social distance of 6 ft or more from guests and team members

-Limiting capacity of the Inn to 75%, and leave rooms vacant for 24 hours between bookings.

-No stay-over housekeeping service available. Staff will not enter an occupied guestroom unless it is an emergency situation.

-Encourage team members to stay home if they fill sick

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

-Housekeeping department has been trained on new housekeeping protocols to meet local guidelines and qualify for the CHLA “Clean and Safe” program.

- Signage and Staff will enforce social distancing and mask usage

-Contactless e-registration and check-in procedures in place

-Air purifiers with a CADR of 300 are placed in guestrooms for at lease one hour prior to housekeeping working in the guestroom to minimize the number of possible contaminates.

- Team members have a protocol on how to handle a suspected case and are equipped with the county health department contact information.

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

-We no longer offer an organized wine and cheese reception.

- We will not accept reservations for large groups and will limit stays to two adults and children (immediate families).

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

- Signage will be posted at all entryways reminding guests of 6 ft social distancing guidelines.

- Our Check-in procedure is largely contactless with e-registration. A packet is given to guests upon arrival with keys, sanitizing wipes, hotel information and COVID-19 awareness information.

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

- We are taking payment by credit card, over the phone, 3 days prior to guest arrival.

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.

-Bonnie Boganvoic (General Manager) – 707-239-0360, bdgmanagers@gmail.com; Available either onsite, or within one hour.

1. Reservations are required. What are your methods for taking reservations and appointments?

- Reservations may be created over the phone, or online though our website and other third-party booking agencies.

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

-All guestrooms have a maximum occupancy of 2 adults, and their respective children.

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

-Our hotel’s occupancy is limited to 75% occupancy

-24 hour hold between bookings.

1. How many hours are necessary between separate room or unit occupancies on your property?

- 24 hour between room occupancies at the hotel

1. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.

-We explain some of our modified services with guests at the time of booking (when possible).

-72 hours prior to arrival we contact all guests over the phone to cover modifications to services, mask & social distancing requirements, self-screening requirements, and explain our heightened practices.

-Guests attest to self-screening, mask usage, & social distancing when signing their e-registration card.

1. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?

- In the event of an in-house guest with a confirmed case of Covid-19, we will immediately take that guestroom out of service for at least a two-week quarantine period. The guest will be offered to extend their stay through the quarantine period. Staff members and guests who may have come into contact with the guest would be told to self-quarantine, or advised to get tested.

-Exposed employees would be asked to self-quarantine, or take two Covid-19 tests one day apart that both come back negative before being permitted to re-enter the workplace.

-Any potentially exposed common areas or touched surfaces will undergo a complete sanitizing process either by onsite staff, or a third-party company before resuming services.

1. If your property has a sauna, hot tub or steam room, is it operational?

There is no sauna, hot tub or steam room onsite.

*Your Business Specific Health & Safety Plan will become public record.*