

## Safe Business Reopening Plan

Beachcomber Hotel Group; RAP Investors, LP

Beachcomber Motel – 1111 N Main St, Fort Bragg, CA

Surf & Sand Lodge – 1131 N Main St, Fort Bragg, CA

Beach House Inn – 100 Pudding Creek Rd, Fort Bragg, CA

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

Signage is displayed at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact. There is also signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

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

Employees (depending on position): Masks, gloves, hand sanitizer, face shield, uniform additions

Guests: Masks, gloves, hand sanitizer

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

Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. • Self-screening at home, including temperature and/or symptom checks using CDC guidelines. • The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. • To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage. 4 • The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines). • The importance of physical distancing, both at work and off work time (see Physical Distancing section below). • Proper use of face coverings, including: o Face coverings do not protect the wearer and are not personal protective equipment (PPE). o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. o Employees should wash or sanitize hands before and after using or adjusting face coverings. o Avoid touching eyes, nose, and mouth. o Face coverings should be washed after each shift. • Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.

Perform thorough cleaning in high traffic areas such as hotel lobbies, front desk check-in counters, bell desks, break rooms and lunch areas, changing areas, loading docks, kitchens and areas of ingress and egress

including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including door handles, guestroom interior locks, vending and ice machines, light switches, TV remote controls, phones, hairdryers, washer and dryer doors and controls, baggage carts, shuttle door handles, toilets, and handwashing facilities. • Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties. • Equip workstations, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff directly assisting customers. • Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. • When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions. • Avoid sharing phones, tablets, laptops, desks, pens, other work supplies, or offices wherever possible. Never share PPE. Any shared tools and equipment should be sanitized before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, housekeeping carts and cleaning equipment, keys, time clocks, and all other direct contact items. • Discontinue the use of shared food and beverage equipment in office pantries (including shared coffee brewers). Close manually operated ice machines or use hands free machines. • Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices, guest rooms, and other spaces.

#### 4. Describe your plans for protecting your employees' health.

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently

Disinfectant and related supplies are available to all employees

Hand sanitizer effective against COVID-19 is available to all employees

Soap and water are available to all employees

Copies of this Protocol have been distributed to all employees.

#### 5. Describe your plans for protecting the health of guests.

- Implement measures to ensure physical distancing. Any area where guests or employees queue should be clearly marked for appropriate physical distancing.

Guests should enter through doors that are either propped open, if possible, or are automated or manually operated by an employee that is frequently handwashing and/or using proper hand sanitizer.

Implement peak period queueing procedures, including a lobby greeter and having guests queue outside to maintain at least six feet of physical distance between persons.

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

Limit the number of guests in the lobby at any one time to two (2), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Post an employee at the door to ensure that the maximum number of guests in the lobby set forth above is not exceeded.

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

Placing signs outside the store reminding people to be at least six feet apart, including when in line.   
Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.   
Separate order areas from delivery areas to prevent customers from gathering.   
All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

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

Credit Card and Contactless is preferred.

9. 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.

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Staff will be on-site 24 hours a day. A manager will either be on site or available within one hour of a call.

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

Online; Over the phone; In-person

11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size). COVID19 Business Specific Health & Safety Plan: TRANSIENT LODGING2

Each room shall be occupied by no more than one household or living unit, which can include no more than to 2 adults and their children

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

75% daily occupancy

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

24 hours

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

(1) An agreement to comply with the operative County Shelter-in-Place orders; (2) An agreement to comply with any and all isolation/quarantine orders and contact tracing required by County public health authorities, in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19; (3) An agreement to provide space for guests, without primary residence in Mendocino County, for isolation and/or quarantine purposes in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19. (4) An agreement governing the allocation of costs (for housing, food and basic essential needs) in the event a guest, without primary residence in the County, is determined by a medical professional to require isolation or quarantine for COVID-19 during their stay; (5) A disclaimer that it is the obligation of the guest(s) to fully comply with any such allocation of costs without recourse against the County of Mendocino

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

To comply with any and all isolation/quarantine orders and contact tracing required by County public health authorities.

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

**Not applicable**