



COVID-19 Site-Specific Protection Plan (SPP)

Business Name: Harbor House Inn

Facility Address: 5600 Shoreline Hwy, Elk CA 95432

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:
6/18/2020

The person(s) responsible for implementation of this Plan is:

Bryon Parsons

Name

General Manager

Title

I, Bryan Parsons, certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP. I, Bryon Parsons, am the COVID-19 contact for the property and am available within one hour of a call.

Individual Control Measures and Screenings

- Signage has been placed at the front and back entrances of our inn, and in our guest bathroom, which lists out our property rules in regards to COVID-19. These signs direct guests to wear facial coverings, remain six feet apart from other guests and employees, utilize the provided hand sanitizer, cough into their elbows, wash hands for a minimum of twenty seconds, and to not enter our property if they are exhibiting any signs of COVID-19.
 - All guests that enter our property have been sent these guidelines before their arrival. Guests who choose not to follow our set guidelines will be removed from our property for the safety of our other guests and employees.
- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected.
- All employees have been provided with or have administered to themselves symptom and/or temperature screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows CDC Guidelines.

- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.
- Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
 - Face coverings
 - Gloves
 - Hand sanitizer
- Employees are provided with and use protective equipment when offloading and storing delivered goods. Employees inspect deliveries and perform disinfection measures prior to storing goods in-house.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.
- We have limited our occupancy capacity to 75% daily (each room can host up to two guests from the same household), with a 24 hour break in between rentals to allow for proper disinfection. Our restaurant tables are spaced six feet apart to ensure social distancing. We ask guests to enter one group at a time in our lobby, to prevent crowding.
- Guests have paid for the first night of their stay, and will be charged their stay to the card on file to prevent the need for contact payment. Reservations are required to stay or dine with us, which may be made online.
- Each guest that stays with us has received, acknowledged, and signed the following forms:
 - An agreement to comply with the operative County Shelter-in-Place orders;
 - An agreement to comply with any and all isolation/quarantine orders and contract 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;
 - 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.
 - 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;
 - 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



Instruct employees to stay home if they are sick and consider pre-screening employees for symptoms.



Wash hands thoroughly and frequently with soap and water or use hand sanitizer (minimum of 60% alcohol).



Maintain social distancing of at least six feet and avoid gatherings of groups of people.



Provide personal protective equipment (PPE) and require employees wear appropriate PPE based on their roles.



Inform guests and provide training to employees on the importance of Covid-19 prevention measures.



Increase the frequency of cleaning and sanitizing in all public spaces with an emphasis on frequent contact surfaces.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected with rubbing alcohol.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
 - Bathrooms: Guests are given disposable sanitized napkins to wipe down handles and faucets between use
 - Telephones: Wiped with sanitized napkins between use.
 - Hand/held devices (payment portals, including ATM PIN pads, styluses): Wiped with sanitized napkins between use.
 - Dining Room: Closed daily for deep-cleaning in the afternoon.
- Customer entrances and exits equipped with proper sanitation products, including hand touchless sanitizer dispensers and/or sanitizing wipes.
- Hand washing facilities will be made available for, at a minimum, employees and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.

- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list.
- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
 - One day block between bookings to allow for thorough deep cleaning
 - Daily closure of dining room for deep cleaning
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Handheld steamers will be utilized by housekeeping staff to disinfect and sanitize decorative linens, fabric couches, and common touchpoints like door knobs and light switches.
- Sealed laundry bags will be utilized to gather bed linens after each Inn guest checkouts.
- Items like room booklets, books, and other shared items will be removed out of guest rooms, to decrease the chance of spreading the virus.
- Our beverage list has been laminated, and is wiped down with rubbing alcohol between use.



Housekeeping Steamer Touchless Hand Sanitizer Dispensers for Restaurant and Hotel Lobby

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.
- Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.

Restaurant Best Practices

- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.

Notification of COVID-19 Positive Case at your Worksite

- County of Mendocino Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Mendocino County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can call Mendocino Public Health if a suspected exposure has occurred at (707) 964-4713.

Training

Employees have been trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) 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. Staff members are additionally screened for their temperatures when they arrive for their shift, and are logged for tracking purposes.
- 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.
- The importance of seeking medical attention if an employees' 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.
- 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 hand washing station, per CDC guidelines).
- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed after each shift, and are not to be removed from the property.
- Reference Guides:

- [CHLA Clean and Safe Checklist](#)
- [CDC Guidelines](#)
- [Restaurant Guidelines](#)

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.

Communication

- Policies have been updated across our reservation systems to include property guidelines so that guests can be made fully aware of rules and regulations.
- Signage has been included on the property to list out our guidelines, including messaging around wearing masks and social distancing.



Workflow Changes

- In lieu of room touch ups for guests staying multiple nights at our hotel, our housekeeping team will offer an amenities basket that is dropped off daily.
- Breakfast can only be enjoyed through in-room dining.
- Our library common area has been closed off to guests for the time being, to encourage social distancing among hotel guests.
- Pre-check in paperwork/signatures will be required prior to arrival.
- Checkout paperwork will be signed during breakfast deliveries, and folios will be emailed to guests to avoid unnecessary contact.
- Room keys will be dropped off in a designated key box in each guest room.
- Dining room tables have been removed, and spaced out to ensure 6 feet of social distancing in the dining room.

Employee Symptom Check Questionnaire

Employee Questionnaire Regarding COVID-19

In the past 24 hours, have you experienced:

Cough?

- Yes
- No

Fever

- Yes
- No

Shortness of breath?

- Yes
- No

Difficulty breathing?

- Yes
- No

Chills?

- Yes
- No

Body shaking?

- Yes
- No

Muscle aches/pain?

- Yes
- No

Have you recently been in close physical contact with anyone who has exhibited any of the above symptoms?

- Yes
- No

Have you recently been in physical contact with anyone who has tested positive for COVID-19?

- Yes
- No

Have you recently traveled to a restricted area under a Level 2, 3, or 4 Travel Advisory according to the United States State Department?

- Yes
- No

Headache?

- Yes
- No

Sore throat?

- Yes
- No

New loss of taste?

- Yes
- No

New loss of smell?

- Yes
- No

Diarrhea?

- Yes
- No

Runny/stuffy nose?

- Yes
- No

