# 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](file:////Users/alisondegrassi/Dropbox%20(Personal)/Alison%20de%20Grassi's%20files/Alison's%20Documents/West%20Center/Safe%20Opening%20Website/Content/Mendo%20Safe%20Opening/COVID19%20Business%20Specific%20Health%20&%20Safety%20Forms/In%20order%20to%20fill%20out%20this%20form%20and%20create%20a%20health%20and%20safety%20plan%20for%20your%20business,%20refer%20to%20the%20State%20of%20California%20Guidelines%20for%20Hair%20Salons%20and%20Barbershops%20and%20the%20County%20of%20Mendocino%20Public%20Health%20Order%20dated%20June%2012,%202020.%20A%20health%20and%20safety%20plan%20is%20required%20to%20operate.) 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.
   1. The three county signs posted at check-in (currently our night window), near the vending and ice machines and in the laundry room for now
   2. The same three signs will be posted in the lobby, in the guest laundry, in the pool area and in the breakfast room when we open those up to the public at a later date still to be determined.
2. Describe the PPE you will provide to your employees and guests.
   1. Front desk staff will all have masks and hand-sanitizer. They also have access to a hand-washing sink just steps from the desk area. Lastly, they have disinfectant solutions available to them.
   2. Housekeeping staff will all have masks and hand-sanitizer. They have access to all sinks in the rooms and laundry room as well as the restrooms near the office. Face shields are also available to housekeepers to be used with a mask if desired. Uniforms and gloves are supplied and must be used. Lastly, they have disinfectant solutions available to them.
   3. Maintenance staff will have masks and hand-sanitizer. They have access to the restrooms near the office for hand-washing. Gloves are supplied and expected to be used when working in an unoccupied guest room.
   4. Guests will have disposable masks and hand sanitizer available at the front desk.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
   1. Desk staff – Cory is the point person for training desk staff on these techniques and guidelines.
   2. Housekeeping – Alondra is the point person for training housekeeping staff in new safety/cleaning procedures and techniques.
   3. Maintenance – Ed is the point person (and currently the only employee in this department) for use of ppe, sanitation and cleaning techniques in his space and while in an unoccupied guest room.
   4. Breakfast room (once opened) – Laura is the point person for training breakfast staff in new safety/cleaning procedures and techniques.
4. Describe your plans for protecting your employees' health.
   1. All staff are to wear masks when in the presence of any other employee or guest.
   2. At the start and end of every shift, each employee is to sanitize/disinfect all surfaces of his/her workspace. When there is more than one employee in a general area, it is to be done every 2 hours.
   3. Rooms will be left unoccupied for at least 24 hours prior to being cleaned or repaired.
   4. Employee temperatures are to be taken daily when entering the workplace for a shift.
   5. If anyone is sick, they are expected to call in and then stay home.
   6. Any employees required to quarantined because of exposure will be allowed to do so without risk of losing her/his job.
5. Describe your plans for protecting the health of guests.
   1. In addition to all of the things already mentioned, we are starting out registering guests through our night window only. When the lobby does open, we will have plexiglass shields at the registration counter.
   2. We are delaying opening the pool for 10 days and then will post the required signs and limit occupancy.
   3. The hot tub will remain closed indefinitely.
   4. We are delaying opening the breakfast room for at least 10 days. When it does open, food and drink will be pre-packaged and coffee will be available in guest rooms only.
   5. There will always be clean rooms available should any guest become ill and need to separate from their family members.
   6. Disposable masks and hand sanitizer are available at the front desk.
6. Describe how you will prevent crowds gathering at your facility.
   1. No group reservations will be taken at this time.
   2. In the 36 years that we’ve operated this inn, we’ve never had large crowds. (We have not large meeting/gathering rooms.)
7. Describe how you will enforce physical distancing at your facility.
   1. In addition to signage, we will use physical barriers or markings to remind guests to remain separated in public areas.
   2. As mentioned, we are not opening the hot tub at this time.
8. Describe the payment methods you will use (contactless is preferred).
   1. We will use contactless credit card machines for those who have that type of payment method.
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.
   1. The buck stops here level: Richard & Julie Keaton, Owners, 707-964-9040, within 10 minutes
   2. Front-desk supervisor: Cory Epperson, 707-964-8000, within 10 minutes
   3. Housekeeping supervisor: Alondra Villanueva, 707-964-8000, within 15 mintues
10. Reservations are required. What are your methods for taking reservations and appointments?
    1. The health order says that reservations are suggested, not required. Most guests make reservations ahead of time either online or by phone.
11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).
    1. Per the health order dated 6-12-20, each room can have 2 adults and their children.
12. Describe the occupancy limitations for your hotel or vacation rental.
    1. Seabird Lodge falls under the 75% occupancy.
13. How many hours are necessary between separate room or unit occupancies on your property?
    1. 24 hours
14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.
    1. See following agreement
15. If your property has a sauna, hot tub or steam room, is it operational?
    1. We will not be heating our hot tub nor having it open at this time.

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

**Compliance with Mendocino County Public Health Orders**

**(To be signed by every adult staying at Seabird Lodge)**

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the following:

(1) I/we will comply with the operative County Shelter-in-Place (SIP) orders which includes wearing facial coverings at all times indoors except in a rented hotel room and outdoors if a 6-foot distance cannot be maintained; masks can be removed to eat after being seated in a restaurant; and maintaining at all times as reasonably as possible a 6-foot social distance both indoors and outdoors;

(2) I/we agree 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;

(3) I/we agree to rent space for isolation and/or quarantine purposes in the event I/we or anyone in my/our party is determined by a medical professional to require isolation or quarantine for COVID-19;

(4) I/we agree to pay all costs (for housing, food and basic essential needs) in the event I/we or anyone in my/our party, without primary residence in the County, is determined by a medical professional to require isolation or quarantine for COVID-19 during my/our stay;

(5) I/we agree it is my/our obligation to fully comply with paying such costs without recourse against Seabird Lodge and/or the County of Mendocino.

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Signature Date

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Printed name Mobile phone number

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Signature Date

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Printed name Mobile phone number