ANCHOR LODGE

COVID19 Business Specific Health and Safety Plan

TRANSIENT LODGING

1. **Signage:**

Signage 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.

posting copies of the Social Distancing Protocol.

Locations are at the public entrance to the restaurant which is where transient guests check in to the motel rooms and at each of the two doors that provide access to the 5 water front rooms.

1. **PPE**

Providing disposable gloves, hand sanitizer, face coverings and smocks are gowns to cover clothing.

1. **Employee Training**

Providing information on COVID-19 and how to prevent it from spreading.

Stressing the importance of not coming to work if sick.

Encourage employees to seek medical attention of they develop COVID-19 symptoms

Importance of frequent handwashing with soap and hot water (or using hand sanitizer when a washing station is not available.)

Importance of physical distancing.

Proper use and care of face coverings.

1. **Protecting Employee’s Health**

Increased sick leave benefits to make it financially easier to stay at home if sick.

Temperature and symptom screening for all workers at the beginning of their shift.

Providing disposable gloves, face coverings, hand sanitizer and encouraging frequent hand washing.

Minimizing contact with guests by only servicing rooms when guests are not present.

No room service provided for stays of less than 7 days.

Guests may self-service on request and a bag of linens and towels will be left outside the room

1. **Protecting the Health of Guests**

Removed all reusable collateral from motel rooms; magazines, menus, visitor guides, coffee makers, sugars and creams, coffee packets.

Rooms are sanitized initially with UV light following the guests departure and then thoroughly cleaned and disinfected.

Rooms are left vacant 24 hours before a guest arrives and 24 hours after their departure.

All bed linens, blankets, bedspreads and pillow protectors are changed between occupation of the rooms. Bed linens are washed in a commercial high temperature washing machine and dryer.

Hand sanitizer dispensers have been installed at key guest and employee entrances, exits and handicapped elevator.

1. **Preventing Crowds**

Anchor Lodge is a small facility and does not have any public gathering place. When in the restaurant motel guests must comply with our COVID-19 mitigations in effect for restaurants including reduced seating capacities and six feet between each party of guests.

1. **Enforcing Physical distancing**

Social Distancing markings on the floor in all places where lines may form.

Signs reminding people to be at least six feet apart throughout the property.

Employees have been instructed to maintain at least six feet distance from customers and from each other

1. **Payment Methods**

Credit Cards only using wireless chip readers that are handed to the guest to process payment

1. **COVOD10 Designated contacts**

Jim Hurst 707-357-2276 harbor2@mcn.org

Kalika Kremen 707-9729181 kalika@mcn.org

Juana Canul 707-357-2813

**Reservations**

On Line Reservations are made through Expedia. Telephone reservations are made by Business Office Staff, Restaurant Hostess on occasion and by the Harbor Lite Lodge Reservation Desk.

1. **Limits on Number of Guests**

Room 1 2

Room 2 2

Room 3 2

Room 4 3

Room 5 3

Room 6 3

Room 7 4

Room 8 4

Room 9 4

Room 10 4

Room 11 4

Room 12 4

Room 16 6

Room 18 2

Room 19 4

Room 20 2

Room 21 4

Room 22 2