Harbor Lite Lodge

Heath and Safety Site Plan for Transient Lodging in Mendocino County

6/15/2020

1. Signage

Approved county signage for guests and employees are posted in critical areas throughout the property

Guests: Entry to Lodge lobby and in guest rooms

Employees: In break room

Signage for guests includes not entering building if they feel sick or have a fever, wearing a face covering, maintaining social distance and voluntary release of liability. Acknowledgement of required quarantine for anyone who falls ill and their family (in separate room) at full nightly rate is presented on website, at time of reservation and at check-in.

Signage for employees includes mandated self-reporting one hour before start of shift including fever of 100F or higher, cough, shortness of breath, fever, chills, muscle pain, sore throat or loss of taste or smell. Facial coverings and appropriate PPE worn during shift, maintain social distance and avoid any unnecessary physical contact.

We have no public restrooms and limit entry to the lobby of the lodge to at most 4 parties of 2 people or fewer.

1. PPE

PPE available to staff include gowns, disposable gloves and face coverings (masks)

1. Employee Training

Employees participated in a one hour training in the week before June 12 reviewing all requirements for COVID-19 including preventing the spread of the disease, enhanced disinfecting protocols, not coming to work if they feel sick, importance of seeking medial attention if they develop symptoms, periodic regular hand washing, social distancing and wearing face coverings

1. Protecting Employee Health

UV lights are run for 30 minutes after every guest departure and room airs out for 24 hours after use.

Self screening and reporting required one hour before reporting to work for shift. Employees failing to self report will have their temperature taken by the shift supervisor upon arrival.

Staff works alone or in workspaces at least 6 feet apart.

No housekeeping is provided during the guest stay unless stay extends past seven (7) days at which time the guest may not be in the room and all their belongings must be packed away or removed from the room.

All linens requested or changed by the guest are exchanged in plastic bags and the bags sit for 24 hours before being laundered.

Staggered break times.

Hand washing at the start of cleaning each room and at the start of break times. Laundry staff should wash hands no less than hourly.

There is no public restroom available as each guest room has its own private bathroom.

Break room provides for adequate social distancing.

All above mentioned PPE provided on a daily basis.

Plexiglass screens between guests and office staff with contactless payment and registration.

Room keys are sanitized when returned to the office either by staff or guests.

1. Protecting the Health of Guests

All reusable collateral has been removed from the guest room

Rooms are sanitized with UV light upon departure of the prior guest and aired out for 24 hours before being prepared for arrival of the next guest.

All linens are laundered at temperatures that comply with CDC guidelines (158-176 deg minimum).

Face coverings required when entering lobby or whenever social distance cannot be easily maintained, signage is posted.

Contactless registration and payment along with plexiglass screens between guests and lobby staff.

Sanitary wipes are provided with room key as the only items that are exchanged between office staff and guests.

Hand sanitizer is provided at the entry to the lobby and signage requires its use before interaction with the staff.

All traffic into and out of the lobby is one way and the neither door requires the use of hands to open/close. Signage indicating directional use is posted.

There is no public restroom available as each guest room has its own private bathroom.

1. Preventing Crowds

Harbor Lite Lodge does not have gathering places open to the public. There is limited outdoor seating in the garden but insufficient such as to cause inadequate social distancing.

Social distancing floor markings are located in the lobby.

1. Enforcing Social Distancing

Staff is expected to request guests respect social distancing guidelines and wear face coverings when inside the lobby.

Social distancing markings are on the floor and guests are requested to stand on those markings if waiting for assistance.

Staff will remain at least 6 feet away from guests whenever possible.

1. Payment Methods

All payment methods are contactless unless there is a malfunction and a singular separate payment system must be used where the guest and staff exchange the credit card and a tablet for signature.

Self Check-in is being developed and implemented ASAP.

Sanitary wipes are provided with keys.

All signature capture devices are cleaned with 70% (or higher) isopropyl alcohol after each guest use.

1. COVID19 Contacts

Jason Hurst - 707-485-2724 – 1 Hour Raquel Velazquez - 707-813-7989 – When on site

Eric Dwyer - 707-357-7229 – 1 Hour

1. Reservations

Reservations are taken over the phone by clerks who work at the same workstation for the duration of their shift and sanitize the station at the end of their shift. All workstations are at least six feet apart.

Reservations are also taken via Expedia and a website booking engine. Notification is provided via email and each clerk has access to the email.

Voicemails may be retrieved form the main voicemail box by any phone extension at a workstation.

1. Limit on Number of Guests in each room

Any room with two queen beds has maximum occupancy of 4 which is specifically limited to not more than 2 adults and 2 of their own children

Any room with one king bed is has a maximum occupancy of 3 which is specifically limited to not more than 2 adults and 1 of their own children

We do not have rooms with differing bed configurations at the Harbor Lite Lodge than those listed here.

1. Occupancy Limitations

As per health order, not more than 75% of the available rooms may be occupied by non-essential travelers and every room must be vacant for 24 hours before and/or after guest use regardless of the type of traveler.

1. Hours Necessary between separate occupancies at property

At least 24 Hours

1. Signed Agreement with guests regarding compliance with Health Orders

Compliance with Health order is included in the signed registration form completed by each guest at check-in

1. Plans for Guests who contract COVID-19

The property has two designated quarantine rooms and if those become occupied by the guest and potentially the family, additional rooms will be taken out of service. Guests have agreed on registration that they are financially responsible for room rental.

Food will be arranged by delivery service.

 Housekeeping will be done by the guest(s) as the afore mentioned bagged linens procedures.

1. Sauna, Hot Tub, Steam Room

The property has a Sauna and it is out of service indefinitely.