**Mendocino County Safe Business Reopening Plan**

***Site Specific Protection Plan for:***

***Castaway Cottage, LLC***

***43651 Sea Cypress Drive***

***Manchester, CA. 95459***

***Castaway Cottage, LLC*** is a single-family Vacation Rental (the “Unit”) as defined by the County of Mendocino Order of the Health Officer, dated November 17, 2020. As such, it is subject to the following conditions:

**Compliance Signage**: County COVID-19 compliance notices are posted at the entry of the unit.

**PPE for Employees & Guests**: Our cleaners are provided with masks, gloves and have access to sinks, soap and sanitizers. Guests are advised to bring their own PPE. Owner supplied sanitizer, masks and gloves are available at the Unit for tenant use should the need arise.

**Crowd Prevention:** The Unit shall be rented to be occupied by no more that one household or living unit which can include no more that two (2) adults and their children.

**Reservations and Occupancy**: The online reservation of the Unit will be staggered such that the Unit is vacant for at least 48 hours between each separate occupancy.

**COVID-19 Rental Addendum:** As part of each reservation or booking and prior to occupancy, an agreement will be signed with each renting adult providing:

* 1. An agreement to comply with the operative County COVID-19 orders
  2. An agreement to comply with all isolation/quarantine orders and contract tracing required by County authorities in the event a guest is determined to have contracted COVID-19
  3. An agreement to accept the designated isolation/quarantine space provided and allocation of costs (below) without recourse against the County of Mendocino should a guest be determined to have contracted COVID-19.

**COVID-19 Contact:** The following person shall be available as a local “caretaker” in connection with COVID-19 related issues:

Jose Fuentes

Fuentes Professional Services

(707)353-0083

**Guest Cancellations:** Cancellations due to COVID-19 related issues prior to arrival, shall be fully refunded up to 24 hours before scheduled arrival.

**Employee Training Plan:** Our cleaners are required to review the cleaning requirements as outlined in the CDPH COVID-19 INDUSTRY GUIDANCE: Hotels, Lodging and Short-Term Rentals document, we also personally go over these methods of implementation with those cleaners in our vacation rental.

**Disinfecting Protocols:** (In compliance with Vacation Rental Housekeeping Professionals (VRHP) - *Safe Home* recommendations) as well as *CDPH COVID-19 INDUSTRY GUIDANCE: Hotels, Lodging and Short-Term Rentals*:

1. All hard surfaces and countertops shall be cleaned with disinfecting solution.
2. All high-touch areas such as doorknobs, light switches, keypads, chair backs, remote controls, phones and other handles shall be wiped with disinfecting cloths.
3. Guests shall provide their own sheets, pillowcases, towels and washcloths, and shall take them home for laundering.
4. Owner provided linens shall be laundered between guests at the highest recommended temperature.
5. All pillows and mattresses are covered with triple protection zippered covers.
6. All trash cans shall be lined.
7. Soft surfaces, such as decorative pillows, bed shams and table linens, shall be removed for the duration of this order.

**Conditions for Quarantine or Isolation:**

In the event that an occupant is diagnosed with or exposed to COVID-19 while staying in the Unit and is determined by a medical professional to require isolation or quarantine, the following conditions shall apply:

1. The affected rental guest(s) shall immediately notify the Unit Owner and the local Caretaker of the diagnosis and medical recommendation.
2. Guests requiring isolation may be designated to one bedroom with an adjoining bathroom in the Unit.
3. Guests requiring quarantine may be use the remainder of the house along with the usage of the second bathroom or their own home if they live in Mendocino County.
4. Food may be ordered by telephone from the S & B Market in Manchester and paid for by credit card. Curbside pick-up and delivery will be arranged.
5. Expense for extended occupancy of the primary rental unit as a result of medically ordered quarantine or isolation will charged to the occupying renter(s) at a nightly rate equivalent to the prorated weekly rate for the Unit.
6. There will be an extra cleaning charge of $175.00 upon departure.
7. There is a Hot Tub on-site, and it is operational.

Submitted by:

Craig Hoxsie, Owner

Castaway Cottage, LLC

43651 Sea Cypress Drive

Manchester, CA. 95459

Business License: 129945

TOT: 2584 / BID: 11358

owner@castawaybeachcottage.com

(530) 210-1400

**This document was prepared using the following resources:**

County of Mendocino *Order of the Health Officer*, November 17, 2020;

Visit Mendocino *Health and Safety Guidelines*, June 2020

California Department of Public Health and Cal Osha *COVID-19 Industry Guidance: Hotels, Lodging and Short-Term Rentals*, July 29, 2020

VRHP/VRMA *Cleaning Guidelines for COVID-19*, May 1, 2020