**Safe Business Reopening Plan**

Business Type: Transient Lodging

Establishment: Farm Stay Inn at Blackbird Farm

Address: 18601 Van Zandt Resort Road, Philo, CA 95466

1. Describe the type of signage you will have and locations.
	1. Signage is displayed at public entrances to all communal buildings and is located in each rental room to inform employees and customers that they should:
		1. 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/small
		2. Maintain a minimum sic-foot distance from one another and not shake hands or engage in any unnecessary physical contact.
	2. Signage of the Social Distancing Protocol is included in the guest welcome packet.
2. Describe the PPE you will provide to your employees and guests.
	1. Employees – dependent on position – masks, hand sanitizers, and gloves
	2. Guests – Hand Sanitizer provided with gloves/mask available upon request
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
	1. All employees are trained and informed of the following items:
		1. Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus
		2. Self-screening at home, including temperature and/or symptom checks using CDC guidelines
		3. 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/smell, or if they or someone they live with have been diagnosed with COVID-19
		4. To seek medical attention fi their symptoms become sever, including persistent pain or pressure in the chest, confusion, or bluish lips/faces
		5. The importance of frequent hand-washing with soap and water, including scrubbing with soap for 20 second – or using hand sanitizer with at least 60% ethanol or 70% isopropanol when a sink or hand-washing station is not available
		6. The importance of physical distancing, both at work and off work time, as well as a description of what social distancing is
		7. Guidelines on the proper use of face coverings, including information that face coverings do not protect the wearer and are not personal protective equipment but do help protect people near the wearer and do not replace the need for physical distancing and frequent hand-washing. Employees should wash/sanitize hands before and after adjusting face coverings. Additionally, they should avoid touching eyes, nose, and mouth. Face coverings should be washed after each shift.
		8. Employees directly assisting customers are provided a personal hand sanitizer
		9. Workers using cleaners or disinfectants will wear gloves as required by the product instructions
		10. Any shared tools and equipment will be sanitized when equipment is transferred between employees.
4. Describe your plans for protecting your employees' health.
	1. All employees have been told to not come to work if they are sick or experiencing symptoms. Additionally, they are encouraged to seek medical attention if their symptoms become severe.
	2. Employees have been trained to conduct self screenings at home and a symptom check may be conducted before employees enter the communal workspaces.
	3. Break room, bathrooms, and communal areas are being disinfected frequently
	4. Disinfectant and related supplies are available to all employees to use on their work supplies and workstation
	5. Personal hand sanitizer is given to all employees enacting with guests. Hand-washing stations, with soap and water are available throughout the property to all employees
	6. Farm Stay Inn at Blackbird Farm’s protocols with be review and a copy will be given to all employees prior to opening.
5. Describe your plans for protecting the health of guests.
	1. Implementing measures to ensure social distancing such as closing communal areas and adapting new check in/check out procedures
	2. Encouraging guests that masks be worn when not in their cabin and requiring that a mask is worn if entering an enclosed communal area
	3. Breakfasts will be offered as to-go or drop off meals using contactless delivery
	4. Personal hand sanitizer is given to guest upon arrival and masks/gloves are available upon request
6. Describe how you will prevent crowds gathering at your facility.
	1. The Farmhouse is closed to guests- if guests must enter we will be limiting the number of guests in the Farmhouse to two (2) with required masks
7. Describe how your will enforce physical distancing at your facility.
	1. Signage will be placed all entrances to all communal areas encouraging social distancing
	2. Guests will receive updated house rules, welcome packet, and liability waiver stating Farm Stay Inn at Blackbird Farm’s Covid-19 guidelines
	3. Guests are encouraged to social distance from guests not in their party
	4. All employees have been instructed to maintain at least six feet distance from customers and each other, except when necessary to accept payment, deliver goods or services, or as otherwise necessary
8. Describe the payment methods you will use (contactless is preferred).
	1. All payments are encouraged via credit card through Square or Airbnb
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. Anna West | Assistant Manager | 707.2147.7455 | annawest@blackbird.org
	2. A staff member will be on-site 24 hours a day when guests are on property. The assistant manager will either be on site or available within one hour of a call
10. Reservations are required. What are your methods for taking reservations and appointments?
	1. Reservations are required and are being taken via email, phone, or reservation engine such as Airbnb.
11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).
	1. Each room will be occupied by no more than one household or living unit.
12. Describe the occupancy limitations for your hotel or vacation rental.
	1. Updated occupancy limitation is 75% daily occupancy
13. How many hours are necessary between separate room or unit occupancies on your property?
	1. At least 24 hours is required between guest stays and 48 hours is encouraged when possible
14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.
	1. Each guest must sign an indemnity waiver prior to arrival and are updated via email or phone with our most recent Covid-19 guideline. Guests must agree to the following before checking in:
		1. Bringing and wearing a mask when encountering people outside of their family unti on the property/in town and wearing a mask when entering any indoor space
		2. Using provided hand sanitizer and frequently washing/sanitizing your hands
		3. To practice social distancing, keeping 6 ft between themselves and others outside of their family unit-including at the pool and pond
		4. Staying home if feeling sick or experiencing flu-like symptoms such as cough, fever, chest tightness, or trouble breathing
		5. If they have experienced symptoms of COvid-19 or have been exposed to someone with symptoms of Covid-19 within 14 days of their scheduled trip, guests are encouraged to cancel their reservation and will not be charged a cancellation fee.
		6. Guests are encouraged to get tested for Covid-19 prior to traveling and are encouraged to self-monitor in the time leading up to their trip
		7. Mindfully sharing “common areas” like the pool, pond, river, or beaches allowing others to safely access and distance in these areas.
		8. Guests are required to follow Mendocino County Health Orders regarding mask usage when in town and must comply with standing orders when it comes to community parks/beaches.
15. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?
	1. In agreement with public health authorities, Farm Stay Inn at Blackbird Farm will provide and deliver housing, food and essential needs for guests who are required to isolate or quarantine according to the Health Officer’s isolation/quarantine orders.
16. If your property has a sauna, hot tub or steam room, is it operational?
	1. There is a hot tub on-site that is not operational for guest use