



## 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](#) and the [County of Mendocino Public Health Order dated June 12, 2020](#). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations.
  - outside by the lockbox we will post the County notice: *"Do not enter if you feel sick"*
  - guest welcome book and refrigerator will post County notices reminding guests about: *wearing masks, social distancing and SIP*
2. Describe the PPE you will provide to your employees and guests.
  - Guests: extra hand soap, individually wrapped single-use kitchen sponges, EPA-approved household disinfectant spray and wipes, mini guest hand sanitizer spray bottles
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
  - A detailed cleaning and disinfecting checklist will be maintained for each room, following the California Department of Public Health's Covid 19 Industry Guidance on Cleaning and Disinfecting Protocols
  - Cleaning staff will read and follow the [Airbnb Cleaning Handbook](#) 5-step Cleaning Process + protocols
  - Disinfecting products will be EPA-certified for their efficacy SARS-Cov-2 virus
4. Describe your plans for protecting your employees' health.

- Any contracted cleaning will be recommended to leave 24 hours between guest's departure and entrance into the home for cleaning.
  - Vacuums are equipped with HEPA filtration bags and HEPA exhaust filters
  - Guests will strip their own bed linens and place used towels in a disposable plastic-lined laundry hamper
  - Disposable gloves provided for cleaning
5. Describe your plans for protecting the health of guests.
- We will implement a 72-hour vacancy policy between guests
  - We will message guests before their stay to reinforce County mandates: staying home if they are sick; mask requirements; sheltering in place (per current health order in effect); and safe social distancing
  - We will keep extra hand soap; hand sanitizers and wipes stocked at the house for guests to use
  - All booking and payment will be contact-less & online
  - Check-in is contact-less, via a lockbox which will be disinfected between each guest stay
6. Describe how you will prevent crowds gathering at your facility.
- We do not allow parties or groups as part of our standard house rules;
  - Guest occupancy is restricted to 2 adults from the same household/living unit + their children\*
- \*as per Mendocino Health Order*
7. Describe how you will enforce physical distancing at your facility.
- n/a; this is a single-family vacation rental home
8. Describe the payment methods you will use (contactless is preferred).
- All bookings and payments will be handled exclusively online/electronically
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. Primary Contact: Donna Woodbury: 510-847-3035; [mybusiness0906@gmail.com](mailto:mybusiness0906@gmail.com)**

**2. Secondary Contact: Wendy Dressler:** 760-937-3356; [wwinters@hotmail.com](mailto:wwinters@hotmail.com)

Both are available within one hour of a call.

**10.** Reservations are required. What are your methods for taking reservations and appointments?

- Reservations will be taken via Airbnb (online), or directly with the owner.

**11.** Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).

- house occupancy will be limited to 2 adult guests from the same household/living unit + their children, as per the County's health order

**12.** Describe the occupancy limitations for your hotel or vacation rental.

- 2 adults from the same household or living unit, and their children (*in compliance with Mendocino Health Order effective June 12*)

**13.** How many hours are necessary between separate room or unit occupancies on your property?

- 72 hours between bookings is required

**14.** Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.

- Should the county require isolation and quarantine, a signed agreement will outline daily rates for accommodations and a local on-call Covid Contact (24/7) who is/are available to provide grocery or medical supply shopping and contact-less delivery from local providers at an hourly rate.

**15.** In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?

- If a guest has tested positive and a local health officer requires that person to isolate and quarantine, we are prepared to offer accommodations at a daily rate, until such time the County deems the guest non-infectious and safe to return travel home.
- Local Covid19 contacts would be on-call to support appropriate grocery and critical medical supply needs, within reason.

**16.** If your property has a sauna, hot tub or steam room, is it operational?

- Guests are not extended hot tub privileges.

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