



*The Larkin Cottage*  
44950 Larkin Road  
Mendocino, CA 95460  
707-937-1891

## Health and Safety Plan

1. Describe the type of signage you will have and locations.

I have 3 signs posted on the gate entering the private yard of my cottage. All 3 signs were published on the Mendocino County website. The titles are:

“Attention, Do No Enter if You Feel Sick”

“Important, Must Wear Face Covering to Enter”

“Notice, Must Practice Social Distancing”

2. Describe the PPE you will provide to your employees and guests.

Masks, hand sanitizer, and gloves are supplied to both employees and guests.

3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

Two meetings were conducted. One was on May 23, 2020 and the second on June 13, 2020. Each person was given a printed copy of the following documents as we reviewed them together:

COVID-19 Industry Guidance: Hotels Lodging, and Short-Term Rentals published by the California Department of Public Health and CAL OSHA.

COVID-19 General Checklist for Hotels and Lodging Employers

Cleaning Guideline to Prevent the Spread of COVID-19

The emphasis was placed on cleaning and then sanitizing. CDC approved cleaning supplies were placed in the supply closet as well as masks, gloves, and hand sanitizer.

4. Describe your plans for protecting your employees' health.

In the meetings mentioned in #3 above, emphasis was placed on washing your hands, and wearing your mask and gloves at all times. Sufficient gloves and masks are

available to change them several times while doing housekeeping and laundry. Hand sanitizer is readily available.

Employees are asked to not come to work if feeling ill.

5. Describe your plans for protecting the health of guests.

The cottage will be cleaned and sanitized according to the recommended protocol.

Antimicrobial pillow case covers and mattress pads are routinely used.

Guests will be emailed a "Mendocino Safe" document prior to arrival. This document is to be signed and returned before arrival along with the cell phone numbers of each guest.

Reminder signage will be posted on the gate as stated in #1 above.

A 2-ounce bottle of hand sanitizer will be provided for each guest as well as a mask and gloves. In addition, hand sanitizer will be available inside the cottage.

6. Describe how you will prevent crowds from gathering

The Larkin Cottage sleeps only two people. No other guests are allowed per the signed Rental Terms and Conditions. Guests violating this mandate will be asked to vacate the property.

The owner lives on the property in a separate dwelling approximately 75 yards away from the cottage when she is in Mendocino. The gardener works two days a week and monitors the property if the owner is not on site.

7. Describe how you will enforce physical distancing at your facility.

The Larkin Cottage has a keyless electronic lock. Each guest is given a unique code to use during their stay. This information is transmitted to them via email prior to their arrival.

All payments and paperwork are completed via email prior to the guest's arrival. Signage at the gate reminds the guests to social distance 6 feet and to wear a mask when out in public to protect themselves and the Mendocino community.

Guests will be welcomed by a phone call the first day of their arrival, reminding them of the "Mendocino Safe" guidelines. This includes wearing a mask when out in public.

8. Describe the payments you will use (contactless is preferred).

Guests make a 50% deposit to secure their requested dates. This is charged to their credit card by the owner. The credit card information is given to the owner over the telephone. The final 50% is due 2 weeks prior to their arrival and is charged in the same manner.

For guests that book through VRBO, VRBO manages their payments through a contactless credit card transaction.

9. Provide the name, phone number, and email address of the person or persons you have designated as the COVID-19 contacts for your property. In your response, state whether they are onsite or available within one hour of a call.

Linda Moore, owner, on site part of the time                      530-263-3764 cell phone  
[thelarkincottage@sbcglobal.net](mailto:thelarkincottage@sbcglobal.net)

Maria May, available within one hour                                      707-380-5761

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

I list my property on VRBO. I receive many reservations through them.  
I also accept direct phone calls from prior guests or from my website.  
All payments are handled electronically with a credit card either processed by me or by VRBO. These transactions are contactless and completed before their arrival.

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

The Larkin Cottage is a one-bedroom unit of approximately 600 sq. ft. It has its own gated yard and entrance. Only 2 people are permitted in the unit per the signed Rental Terms and Conditions.

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

The occupancy limit is 2 people.

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

Per the current Health Order dated June 12, 2020, vacation rentals are to allow 72 hours between guests.

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

Each guest will sign a document "Mendocino Safe". This document reminds guests to wear a mask when near other people. Social distancing should be practiced, maintain at least 6 ft between yourself and others. Frequent handwashing and hand sanitizing are recommended. And, stay home if you are feeling ill.

Guests are asked to sign the document stating that they agree to follow the Mendocino Public Health Orders. In addition, they provide their cell phone number(s).

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

The infected COVID -19 guest would remain in The Larkin Cottage until they are allowed to travel back to their residence. Upcoming scheduled guests would be cancelled.

The Larkin Cottage property has another small cottage that is not rented that would be available for isolation.

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

The Larkin Cottage has a hot tub. This hot tub is for The Larkin Cottage renters ONLY. Under the current Mendocino Public Health Order, hot tubs are closed. The hot tub was cleaned, emptied, and refilled on June 2, 2020 by a hot tub cleaning service. Under more normal circumstances it is routinely cleaned and chemicals adjusted prior to the arrival of each guest.

Upcoming guests have been notified that the hot tub is not for use at this time.

Respectfully submitted,

Linda Moore, owner  
The Larkin Cottage