

## Safe Business Reopening Plan

Business Type: Transient Lodging  
Business Name: Will and Karen Lewis, Rental  
Address: 29000 Navarro Ridge Road Albion CA 95410  
Business License: # 128174; Mendocino County TOT #2030; BID#10787

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

Public Health COVID-19 signs will be posted at the entrance. Indoor signage reminds guests about best-practices: masking, hand washing, social distancing, safer-outdoors.

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

Any staff or repair/tradespeople will wear gloves, surgical masks and other safety gear. Guests will be provided a complimentary hand sanitizer and surgical mask in case they forgot theirs. Sanitizing products will be available for guest use to clean surfaces in the room or on guest's own belongings (cell phone, etc.)

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

We follow Airbnb guidelines for cleaning, and align our practices with Mendocino County Public Health. Any staff (including self) must certify that they are symptom-free and follow all safety guidelines including proper use of PPE and safe disposal of waste.

4. Describe your plans for protecting your employee's health.

We are owner-operator. Wear PPE, social distancing, receive COVID-19 vaccine. Testing once a month.

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

- Contactless check-in and -out process. Hosts available by text/phone/email for any questions.
- Reinforce Health Safety Mendo County // with respect to local businesses, restaurants, and park rules
- Sanitized premises and amenities [Following Airbnb and CHLA guidelines]
- Non-essential amenities have been removed from the guest cabin
- Agreement that premises is for 1-2 people only, no gathering or visitors
- Guests self-certify to health **before arrival** and agree to abide by Mendo County Public Health Protocols at all times
- If in doubt about health status, reservation may be cancelled/changed without penalty.
- Resources available in the room on a sanitized "Digital Picture Frame" that is updated regularly
- Resources for local restaurants and attractions provided in digital guidebook
- Outdoor activities offsite with social distancing are encouraged; no mingling with those outside the household "pod"
- Offer guests a list of medical clinic resources including COVID testing sites
- 48-72 hour minimum between guest stays
- Premises, all linens and all dishware cleaned and sanitized after each guest stay.
- Common sense practices to ensure that guest retreat/getaway/vacation is safe, healthy, and relaxing.

6. Describe how you will prevent crowds gathering at your facility.

The cabin is for 1-2 guests maximum. No exceptions. Guests must pre-certify with hosts that they agree to follow all rules. This has never been an issue since we only have one guest unit.

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

There will be no contact between guests and hosts. In the unlikely event that assistance is needed, all concerned will wear masks, keep at least 6 ft distance, meet only outdoors, and if necessary to meet indoors, keep windows/doors open for ventilation.

8. Describe the payment methods you will use (contactless preferred)

Payment is online and advance reservations are required, online only.

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 on-site or available within one hour of a call.

On-site 24/7: Karen Lewis: (707) 357-0592 mobile/text [klewis@mcn.org](mailto:klewis@mcn.org)  
Will Lewis: (707) 937-2241 land line

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

Advance reservations via Airbnb or a similar vacation rental service. This is entirely online. Guests must affirm that they will abide by all health and safety protocols ahead of time; communicated by email.

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

The cabin is for use by 1 or 2 people only. No additional guests or children.

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

Only 1 cabin; limit is 2 people. Policy of 72 hours between guest stays; anticipated occupancy rate (in-season) of 50% - 65%. During 2021, we do not anticipate allowing out-of-state guests. We will adapt with the evolving situation, on a case-by-case basis, and in the event of new shelter-in-place or tourism shutdown(s), we will close to visitors as required.

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

The cabin will be vacant a minimum of 48 – 72 hours between guests.

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

The agreement that guests must sign the week of their arrival includes certifying that: they are not sick nor have they been in contact with confirmed covid cases; if they are in doubt they must cancel or reschedule (penalty-free); they must re-certify about health status on the day of arrival; the cabin is for a maximum of 2 guests; masks are mandatory in all public places in Mendocino County; guests will not mingle with anyone outside their pod while visiting; they will wear masks and keep at least 6-foot distance; guests must affirm that COVID-19 continues to be a rapidly-evolving situation and they may be asked to leave early if Mendocino Public Health closes the tourism sector OR any other public emergency arises that affects health and safety; if guest falls ill while here they agree to immediately notify the owners; if diagnosed with COVID, guest(s) understand that County Public Health must be notified and they will be expected to leave the premises in order to comply with any and all isolation/quarantine orders; guest will be expected to stay elsewhere at their own expense; guests certify that it is the responsibility of guests to comply with any and all Mendocino County Public Health COVID-19 orders, without recourse against the County or the property owners.

Guests are also advised that many local businesses are operating on limited hours; restaurants may have restrictions in place. They are advised about the rural nature of the County, limited medical facilities/operating hours. Guests attest that they have planned ahead and will be self-reliant for basic needs.

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

Guests will be expected to leave our premises in the event they experience any signs of illness. In the event this is not immediately possible, guests will be charged the nightly rate until they are well enough to relocate to home or other suitable accommodation. Pursuant to the Health Officer's isolation and quarantine orders.

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

No hot tub or sauna.