



COVID19 Business Specific Health & Safety Form

TRANSIENT LODGING

NOTE: In order to self-certify compliance at 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 July 1, 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](#), the [County of Mendocino Public Health Order dated July 1, 2020](#) and the [County of Mendocino Facial Coverings Order dated July 3, 2020](#). A health and safety plan is required to operate.

BIG RIVER FARM

38400 COMPTCHE UKIAH RD

MENDOCINO, CA 95460

ZENDO HEALTH & SAFETY PLAN

1. Describe the type of signage you will have and locations. INSIDE FRONT DOOR STRAIGHT AHEAD AT PHONE DESK WE WILL POST LAMINATED INFO SHEETS FROM THE CDC WEBSITE REGARDING COVID-19 SYMPTOMS; SICK WITH COVID-19 FACT SHEET; STOP THE SPREAD OF GERMS; COVID-19 SOCIAL DISTANCING/CLOTH FACE COVERING PROTOCOL
2. Describe the PPE you will provide to your employees and guests. WE WILL HAVE CLOTH MASKS AVAILABLE, GLOVES & A CDC APPROVED DISINFECTANT & PAPER TOWELS ON THE KITCHEN COUNTER FOR USE BY GUESTS
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques. WE WILL MEET AND REVIEW CDC GUIDELINES 48 HOURS

BEFORE THE FIRST GUEST ARRIVES. WE WILL REMOVE ALL PRINTED MATERIALS & DECORATIVE “TOUCH” ITEMS FROM ZENDO, AS WELL AS REMOVAL OF DRAPERIES.

4. Describe your plans for protecting your employees’ health. CLEANER WILL USE CDC APPROVED DISINFECTANTS WHILE WEARING CDC APPROVED SAFETY GEAR AS WELL AS MASK & GLOVES
5. Describe your plans for protecting the health of guests. WE WILL SEND A PDF WITH THE FOLLOWING CONTENT PRIOR TO GUEST ARRIVAL:

JULY 2020 ZENDO COVID-19 SAFE PRACTICE POLICY

Welcome to the Zendo! Please help us help you. We appreciate that you have chosen the Zendo for your getaway and want it to be a joyous and worry-free vacation.

Below you will find a list of our practices to best protect you, our guest, as well as our staff during this time of Covid-19. We are also including a list of policies that we request of each of our guests to ensure the health and safety of all who come to Mendocino. Thank you for your understanding and participation as we work together to stay healthy and enjoy life during a particularly difficult time.

The Zendo is wonderful place to relax and enjoy the benefit of being under the redwoods in a safe, rural environment. There is access to outdoor activities such as walking, hiking, going to the beach, etc. that help our emotional and mental health as well as exercise. Guests share the property with full time residents, so it is very important to respect their privacy and safety. There will be no gatherings or parties at Big River Farm aside from the guests who are registered to stay at the Zendo.

We also ask you to help our County’s efforts to keep visitors and residents free of the disease by...

- having a mask with you whenever you are outside the Zendo or vehicle and wearing it whenever indoors with other people and when outside when other people are around in the town of Mendocino.
- practicing social distancing of at least 6 feet, paying special attention when walking on narrow sidewalks and paths, passing through doorways, and using stairways.
- attending to requests to minimize occupancy in stores, restaurants, and other places open to the public.
- frequently washing or sanitizing your hands
- staying home if you feel sick, have flu-like symptoms such as cough, fever, or trouble breathing. Your reservation is 100% refundable, if you have to cancel.

PROPERTY PRACTICES

- We have trained in extensive cleaning procedures, to include the frequent sanitizing of all common touch areas such as counters, doors, floors, lamps, light switches, tables, chairs, and couches, for example.
- The Zendo has been thoroughly cleaned and disinfected between each guest reservation. We observe the 48 hour buffer between guests for extra safety, as required by Mendocino County.
- we all wear a mask and, where needed, gloves when inside the Zendo.
- At all times, we practice social distancing, maintaining a minimum of 6-foot distance from all others. The only common area is the parking lot, and please maintain 6' social distance there.
- During check in you will receive a sanitized key and any special instructions to maximize your comfort and safety during your stay with us. Check-in is self-check in as described in the Guest Info pdf sent via email.
- Check-out by leaving the door unlocked and the key on the counter.

GUEST ROOM PRACTICES

- Each of our rooms are thoroughly cleaned and sanitized prior to guest arrival. All surfaces, furniture, linens and amenities are sanitized.
- Once your room is cleaned and prepared for you, no one enters the room prior to your arrival.
- You will be given a set of masks, antibacterial hand sanitizer and disposable gloves, if needed.
- We will not enter your room during your stay unless you call for assistance.

General Information to be shared with guests regarding their accommodations

- After checkout, the Zendo will be taken out of service for approximately 24 hours at which time it will be opened, cleaned and sanitized (see Housekeeping Procedures).
- After cleaning and restocking, the room will be sprayed with disinfectant and it is not to be entered except by reserved guests who will be occupying the room.

General Housekeeping Procedures information:

- All bed coverings & towels are to be removed, and taken to laundry. Clean sheets & Duvet covers will be brought to the room and installed. Our cleaner will wear a mask & fresh gloves
- Our cleaner will follow a checklist assuring high-touch items including television remote control, toilet seat and handle, door lock and knobs, furniture/drawer pulls, water faucet handles, nightstands, hangers, laminated emergency signage, telephone, light switches, temperature control panels, microwave, Coffeemaker and supplies, refrigerator etc. and flooring.

- All bed linen and laundry are washed and dried at high temperature and in accordance with CDC guidelines.
- After sanitizing, room will not be entered earlier than approximately 24 or more hours, for a total of 48 hours without occupancy.
- **Information for Guests** – All in-room printed materials and decorative “touch” items such as pillows will be removed. All dishes, glassware, cookware and utensils will be washed in the dishwasher at high temperature and in accordance with CDC guidelines.

Please let us know if you have any other questions. Be safe & well & wash your hands!

6. Describe how you will prevent crowds gathering at your facility. SEE ABOVE
7. Describe how your will enforce physical distancing at your facility. BIG RIVER FARM IS A COMPOUND WITH DISTINCT RESIDENCES. IT IS NOT NECESSARY TO ENFORCE PROTOCOL ANYWHERE EXCEPT THE PARKING LOT. PLEASE SEE ABOVE FOR PROTOCOL.
8. Describe the payment methods you will use (contactless is preferred). GUESTS USE AIRBNB OR VRBO FOR PAYMENT, ALL IS DONE ONLINE
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.

ONSITE: AARON SCOVILL, 707-357-4173, acovill@mcn.org

ONSITE OR 20 MINS.: DEBRA LENNOX, 707-813-7886/937-1153

10. To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments? GUESTS USE AIRBNB OR VRBO FOR PAYMENT, ALL IS DONE ONLINE
11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size). 2-4 MAX. GUESTS MAY HAVE VISITORS AT THEIR OWN RISK BUT NOT OVERNIGHT.
12. Describe the occupancy limitations for your hotel or vacation rental. 2-4 MAX

13. How many hours are necessary between separate room or unit occupancies on your property? 48
HRS

14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders. SAFEMENDOCINO GUEST AGREEMENT
SafeMendocino Guest Agreement

Name(s) _____

Cell phone _____ Email _____

Check in: _____ Check out: _____

Room: _____

If I have been ill with any symptoms associated with COVID19 or if I know that I have been exposed to COVID19 within 14 days of my scheduled trip, I will cancel my reservation with no fee.

I will honor all guidelines as outlined in the property's Safe Business Operations Protocol, including maintaining a distance of 6 feet from all people, wearing a mask whenever outside of my room within 6 feet of another person or inside a building, and using hand sanitizer or washing hands frequently, especially upon entering and exiting a building and after sneezing, coughing, or touching my face.

I will alert management immediately if I become sick during my stay.

I understand that if I become sick and test positive for COVID-19 during my stay, the county will require me to self-isolate in my hotel room for a period of fourteen days at the hotel's regular nightly rate. Furthermore, if I am traveling with family members or travel companions who are not sick, they will need to occupy an additional room, for the same duration, at the hotel's regular nightly rate.

Guest Signature(s): _____

Date: _____

15. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation? ALL GUESTS HAVE BEEN INFORMED OF THE POTENTIAL OF CANCELLATION WITH FULL REFUND. WE WILL CONTACT COUNTY HEALTH FOR CONTACT TRACING AND MAKE THE ZENDO AVAILABLE FOR 14 DAYS IF NECESSARY.

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

Self-certify

Go to www.mendocinocountybusiness.org, click **Self-Certification** in numbered item 5, select Transient Lodging from the dropdown menu, upload your plan and complete the self-certification process online. Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482.

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