

- 1 Signs are located on both entrance doors to the office as well as on the plexi-glass front desk divider inside the office. The signs include the Mendocino Tourism Health & Safety Guidelines Sign, a sign indicating masks must be worn when entering the hotel lobby, as well as an additional house made sign that displays other Mendocino County COVID-19 Health & Safety Guidelines. The Mendocino Tourism Health & Safety Guidelines Sign states: “#1 If you are experiencing signs of flu, PLEASE do not come in! #2 Wearing a facemask is REQUIRED by the County when around others. If you have to cough or sneeze, do it into your elbow. THEN DOUBLE CHECK RULE #1!, #3 When shopping, dining, walking, hiking or any activity, please maintain a 6-FOOT BARRIER! between you and others or your group and others. #4 WASH YOUR HANDS, as often as possible. #5 THANK YOU! for your patience and understanding. We are all working through this together!” Our house made sign states: “YOU MUST wear a facial covering AT ALL TIMES when in any hotel public spaces. DO NOT ENTER BUILDING OR USE ANY HOTEL FACILITIES if you are experiencing any of the following symptoms; cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell. YOU MUST maintain a MINIMUM distance of SIX-FEET from any and all persons who are not part of the same household or living unit. Please sneeze and cough into a cloth or tissue. If one is not available, please sneeze and cough in to your elbow. DO NOT shake hands or engage in any unnecessary physical contact. DO NOT use any facilities or equipment that are closed. DO NOT use any shared equipment.”
- 2 Guests who arrive to our hotel without proper facial coverings will be provided with facial coverings. ALL staff members will also be provided with proper facial coverings for use at work. They will be provided either one time use masks that will be disposed of at least daily or machine washable masks that will be washed on property according to Cal/OSHA COVID-19 Industry Guidance/ State of California Guidelines for Transient Lodging. All staff are also provided with gloves, CDC approved hand sanitizer, as well as handwashing station with soap and water. Housekeepers will also be provided with a uniform that will also be washed in house according to the State of California Guidelines for Transient Lodging. There is also a plexi-glass barrier located at the front desk of the hotel that separates guests from employees.
- 3 All employees and temporary workers have been and will be trained on the topics of PPE; disinfection; sanitation and other cleaning techniques according to the current guidelines set out by the State of California in their guidelines for Transient Lodging as well as the current guidelines set out by Mendocino County in their Public Health Order.
- 4 Employees health will be protected by educating them on the proper use of PPE at work, information on COVID-19, how to prevent it from spreading, self-screening and symptom checks according to CDC guidelines at home, not allowing an employee to work if they have symptoms of COVID-19, employees will be encouraged to seek medical attention if their symptoms become severe, as well as the importance of physical/social distancing both at work and off work time. All employees will also have drastically minimized interactions with others during their work day.
- 5 The health of guests will be protected by conducting proper cleaning and disinfecting protocols of the entire facility according to State of California in their guidelines for Transient Lodging. Guests will also be made fully aware of the facilities current policies and procedures prior to arrival. Guests will be screened upon arrival and will be asked to use hand sanitizer and wear

facial coverings. Guests will also be instructed of the current social distancing order in affect. Guests interactions with one another will also greatly be reduced by closing all public areas of the hotel besides the hotel lobby.

- 6 We will prevent crowds from gathering at our hotel by closing all public areas of the hotel besides the hotel lobby, where a maximum of two guests are allowed in at once. Social Distancing signs will also be placed throughout the property.
- 7 To enforce physical distancing at the hotel Social Distancing markers and posters will be placed through the facility. Front Desk Staff will also enforce Social Distancing if necessary.
- 8 All payment methods will be accepted as to not discriminate. Payment through hotel website will be encouraged.
- 9 Contact Information for the designated On-Property Staff member that will handle the COVID-19 Contacts is:
Devon Patel
(707) 964-4003
S8FortBragg@gmail.com
- 10 Methods for taking reservations for the hotel include phone, email, website, hotel corporate reservation system, as well as one of the numerous online and traditional travel agents.
- 11 Each room regardless of size will not be occupied by no more then one household or living unit, which can include no more then two adults and their children.
- 12 The hotel will be limited to a maximum of 75% daily occupancy.
- 13 24 Hours is required between separate room occupancies at this hotel.
- 14 The signed agreement that the guests must sign that regards compliance with the County of Mendocino Public Health Orders state: “ (They agree) to comply with the operative County Shelter-in-Place orders; to comply with any and all isolation/quarantine orders and contract tracing required by County public health authorities, in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19; the hotel will provide space for guests, without primary residence in Mendocino County, for isolation and/or quarantine purposes in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19. The guests will be responsible for the cost for housing, food and basic essential needs; in the event a guest, without primary residence in the County, is determined by a medical professional to require isolation or quarantine for COVID-19 during their stay; The guest agrees to fully comply with any such allocation of costs without recourse against the County of Mendocino.”
- 15 In the event a guest at the hotel contracts COVID-19 the guest that has been diagnosed with COVID-19 will be isolated and quarantined in a separate room according to the CDC guidelines
- 16 This hotel does not have a sauna, hot tub, or steam room.