

Our plan was emailed directly to the county 6/12 before the upload was available)

***Business Reopening Plan for Mendocino Enterprises Inc.
DBA Sea Cottage Real Estate & Mendocino Preferred Vacation Rentals
10483 Lansing Street, Mendocino CA 95460 800-942-6300***

Before the shelter, in place order, we had already begun implementing additional protocols using CDC guidelines and approved cleaning supplies.

Although our office has remained closed to the public, we have self-certified with the County. Mendocino Enterprises Inc. operates two DBA's Sea Cottage Real Estate and Mendocino Preferred Vacation Rentals. At this time our office will remain closed. If someone wants to enter, they need to knock. We require face covering and have posted markers on the floor to ensure social distancing.

Signage - We have placed signs at each home detailing information about COVID-19. Know how COVID-19 it spread, protect yourself and others from COVID-19, practice social distancing, prevent the spread of COVID-19 if you are sick, Know your risk for server illness social distancing, the importance of facial covers. We have a dedicated page on our website detailing COVID-19 issues and resource links regularly updated as new information becomes available. The information is also included in our guest app. Our office is not currently open to the public. We have signs at our front and back doors, asking not to enter if you are sick, social distancing, facial coverings, posted signs inside regarding had washing, and six-foot distance floor markers.

PPE - Our office is not currently open to the public. We have a designated station inside our office that includes gloves, masks, thermal no-touch thermometer, and hand sanitizer.

Employee health – We practice social distancing, provide facemask, gloves, no contact digital thermometer, hand sanitizer & disinfectant. We have posted information throughout the office and sterilize the office at the end of each day.

Guest health - We provide COVID-19 information and resources online, in the guest app & at the property. We have no-contact check-in & check-out. Each adult guest is required to sign a separate COVID-19 supplement agreeing to follow all rules and regulations stated in the Mendocino County health order. All homes have disinfectant, hand sanitizer & posted COVID-19 information. We have a detailed procedure for cleaning and disinfecting. We have also removed spices, salt, pepper, coffee containers, oils, throws, decorative bed pillows, magazines. We have replaced the coffee containers with individually ones for each guest, individually wrapped salt and pepper packets. We use a professional linen service who's cleaning process includes sanitizing. Each adult guest is required to sign a separate COVID-19 supplement agreeing to follow all rules and regulations stated in the Mendocino County health order.

Prevention of crowds & enforcement of physical distancing- A Our office is not open to the public. We have signs posted on the walls and floors thought the office reminding us to practice social distancing.

Payments - All payment transactions are made online by credit card.

Business contact Person- Cindy McCloskey, during our regular business call our office at 707-937-1456. Our business has a 24hr emergency answering service. The number is 707-995-8112. This information is posted at all the properties we manage. The service answers the after-hours call and keeping the guest or individual on the line, immediately contact us using the provided list of staff members. All the staff members live no 20 minutes or less from any of our homes. We have always and will always be available to our guests or for any emergency. Reservations – all of our bookings are made online or by phone. We have no contact check-in and check-out.

Guest limits and occupancy- We have a variety of home sizes, studios to 4 bedrooms. Under the most recent revised health order as of 6/19/20 we allow up to four adults and children in the same unit/household.

The time between guests - Under the most recent revised health order as of 6/19/20 we have a minimum of 48 hrs. between. Depending on the size of the property, cleaning and sanitizing will take from 4-7 hrs.

Compliance with County of Mendocino Public Health Orders – a link to the current health order is on our website and guest app. We have each adult guest sign a separate COVID-19 supplement agreeing to follow all rules and regulations stated in the Mendocino County health order. It is also included in our rental agreement.

Possible Quarantine - In the event, a guest requires isolation or quarantine due to COVID-19 diagnosis from a medical professional. The guest will be quarantined in the same home they are currently staying in and renting for the 14-day quarantine or longer if deemed necessary by their doctor. Mendocino Preferred will coordinate the no-contact delivery of food and other essentials items that the guest may need. Working with the guest by email or phone to know what the guest needs, requiring and ensuring anyone entering the property will have no contact and leave items/supplies on the doorstep. Three days after the quarantine period is over and the guest departs, the home will go through cleaning and disinfecting.

Sauna, hot tub or steam room- some of our properties have a hot tub. We currently have it posted at these homes that hot tubs should not be used.