

Navarro House

COVID19 Reopening Plan

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

We have signage as you enter and at the front of our guest book describing the steps we are taking and asking guests to wash hands with soap often, and/or to use hand sanitizer and wipes (provided by us).

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

Our housekeeper and maintenance person have a supply of disposable gloves and masks and. We will inform guests to bring their own masks. We will provide hand sanitizer, soap, paper towels, tissues, and laundry detergent for guests.

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

We have shared the [lodging guidelines from the covid19 website](#) with our housekeeper and also [Airbnb's cleaning protocol](#), which includes the proper use of PPE. Our cleaner agreed to follow these cleaning procedures, followed by disinfection, while using the PPE that we have provided. We have provided several EPA-approved disinfectants in addition to our regular cleaning products.

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

We are telling everyone who books that they must cancel if they are ill or have been around someone who has been ill to protect the health of our cleaner, our caretaker and the community. We are asking guests to tell us if they become sick in the weeks after their stay. We are providing PPE to our housekeeper and caretaker. We do not foresee the need for any service providers to enter the home at this time or in the near future. If there is an emergency requiring a service repair person, we will require that person to follow all rules as outlined in the current Order of the Health Officer of Mendocino County.

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

All transactions and communication will be done electronically through the Airbnb platform. Our house cleaner will follow all cleaning protocols outlined above in item #3 including but not limited to cleaning of the property followed by disinfection of all high-touch surfaces (light switches, cabinet

pulls/handles, appliances, door knobs, remote controls, faucets, toilets, etc.). Guests will be instructed to read, understand, and sign an acknowledgment of the current Mendocino County Public Health Order.

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

Prior to arrival, we will inform all guests about the current Mendocino County Public Health Order and require that they observe the order including occupancy limits. We will monitor our outdoor camera to make sure that only the number of people in the reservation are present at the property. If more persons gather, we will notify the guest of the violation and ask them to comply. If they fail to comply, we will notify Airbnb about the violation to help mitigate without contact. If the guest still does not comply, we will ask our local contact to visit and request the immediate departure of any extra persons.

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

We will only rent the entire property to one family unit. If a single family unit rents our Main House, we will block off our Guest House and vice versa if a single family unit rents our Guest House, we will block off our main house so there is no chance of overlap or interaction with anyone other than family members while at our property. Check-in and check-out are done with no interaction from us or our housekeeper.

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

We only accept online payments, in advance, through Airbnb and Venmo. No cash, checks, or credit cards are needed or accepted.

9. Provide the name and phone number 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.

Scott Shepley, 707-357-8700. Available within a one hour call.

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

Reservations are made online through vacation rental booking sites or directly with us via phone and/or email. No reservations are allowed at the last minute, and no reservations are made onsite.

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

Two adults plus their children, as required by the June 12, 2020, public health order.

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

Two adults plus their children, as required by the June 12, 2020, public health order.

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

72, as required by the June 12, 2020, public health order.

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

We will have all adult guests sign and acknowledge the latest Public Health Order and comply with all Shelter-in-Place and isolation/quarantine orders

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

No, as required by the June 12, 2020, public health order.