

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 June 12, 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](#) and the [County of Mendocino Public Health Order dated June 12, 2020](#). A health and safety plan is required to operate.

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

Signs will be posted at Entry Gate/Kiosk, Store, and in each lodging unit.

Posted signage includes Mendocino County approved signs for (1) Do Not Enter if Sick, (2) Facial Covering Required, and (3) Social Distancing Required.

Signage will inform all employees and customers that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

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

Facial Masks, Nitrile Gloves, and Hand Sanitizer is available to every employee and guest. Surface disinfectant is an approved product from EPA List N disinfectants and will be utilized by all staff in daily cleaning protocols.

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

Comprehensive employee training will be provided to employees prior to restarting our lodging operations to the public on June 22, 2020.

Self-screening at home, including temperature and/or symptom checks using CDC guidelines. The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage. The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines). The importance of physical distancing, both at work and off work time. Proper use of face coverings including: Face coverings do not protect the wearer and are not personal protective equipment (PPE). Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings. Avoid touching eyes, nose, and mouth. Face coverings should be washed after each shift.

This includes Covid-19 safety training including methods of transmission and why PPE is essential to maintaining a safe environment for all. A new 64-point Housekeeping Sanitizing protocol and PPE safety measures has been implemented and is signed by Housekeeping. The 64-point Housekeeping Sanitizing protocol checklist will be posted in an acrylic standup in each unit with a notice that the actual signed sheet from the cleaning performed before their stay is available for every lodging unit and may be inspected by guests at their request.

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

Daily well-being and temperature checks; employees are encouraged to stay home if they are feeling ill in any way and avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact. Employees are encouraged to wash hands frequently with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after touching high contact surfaces.

Symptom checks are being conducted before employees may enter the work space. All desks or individual work stations are separated by at least six feet. Break rooms and bathrooms are being disinfected frequently

Housekeeping only enters the lodging unit after the guests have left and there is no direct interaction. Housekeeping follows a 64-point Sanitizing protocol to help ensure both employee and guest health. They also wear masks and gloves for their personal protection.

Executive Director (ED) will allow guests that request it to climb the Lighthouse Tower as one of the benefits of renting one of our rooms. ED and guests will be required to wear facial coverings, nitrile or rubber gloves (provided by host) and maintain social distancing the entire time they are in the Tower. ED will use EPA List N disinfectant on handrails and other hard surfaces within the Tower at the end of the visit.

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

We have a 100% contactless check-in process available from check-in time or later. Additionally, a 64-point Sanitizing protocol is followed, the units are aired out and there is a 24 hour wait period between each guest stay.

Guests are directed to stay home if they are feeling ill in any way and avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact. Guests are encouraged to wash hands frequently with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after touching high contact surfaces.

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

Our six lodging units on 23 acres of property have external entrances for guests only and crowds are not an issue.

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

Our six lodging units on 23 acres of property have external entrances for guests only and crowds are not an issue. Physical distancing markers are in place at the Store/Museum, however. If there was any issue witnessed by staff or complaint, management would take immediate action to educate any person in non-compliance.

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

Contactless only; payments are made in advance via credit card over the booking platform or phone.

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 onsite or available within one hour of a call.

After hours, Mark Hancock (Executive Director, 415-637-7137) and Jeff Wyrick (Maintenance Lead, 530-394-0506) are available within a 30-minute window. Their direct phone numbers are posted in each lodging unit in a prominent location. They may be contacted at (707) 882-2809

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

Reservations are taken either on the phone or online.

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

No more than two to a room.

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

Occupancy is no more than two to a room; overall occupancy percentage is projected to be 55% to 60%, impacted by the 24-hour rest period between stays. We will adhere to the 75% limit in the Health Order.

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

24 hours.

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

Our guest confirmation lists out the Public Health Orders and provides a hyperlink to the actual Order and the guests will sign this document upon check in. This will also be included as part of the check-in protocol.

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

Lodging terms and conditions state in the event anyone in their party contracts Covid-19 while staying with us, they must be in quarantine for 14 days and meals and incidental needs will be provided to them at charge. This is also included in guest confirmations.

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

We do not have any such amenities.