

PINE BEACH INN

16801 N. Highway 1, Fort Bragg, CA 95437

COVID-19 Site-Specific Protection Plan (SPP)

A. Individual Control Measures and Screenings:

All employees are provided with protective equipment (i.e. face coverings).

All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the workplace.

Employees inspect deliveries and perform disinfection measures prior to storing goods.

Employees have visited and gone through the site for self assessment: <https://www.mayoclinic.org/covid-19-self-assessment-tool>

Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work. A list of Symptoms of Coronavirus from the CDC website has been given to all of the employees so that they are aware. Which are the following:

- Fever or chills
- Cough
- Shortness of Breath or difficulty breathing
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake

B. Cleaning and Disinfecting:

Cleaning in high traffic areas is performed regularly and all commonly used surfaces frequently use: front desk of lobby area, telephones, door knobs, printer and fax.

All shared equipment is sanitized after every use

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Hotel entrance/exit has a large disinfectant sanitizer for guests to use.

Hand washing stations will always be equipped with hand soap and hand sanitizer/sanitizing wipes.

Behind the front desk is a large hand sanitizer dispenser for employee use only.

Behind the front desk is also disinfecting wipes to use after each guest departs from the lobby area.

C. Schedule for disinfecting high traffic areas and commonly used surfaces to be done by employees designated to work in that area:

AREA	Cleaning Schedule
Front Desk/Lobby area	Multiple times a day between calls/checkins and before and after departing from your shift
Telephones	Multiple times a day between calls/checkins and before and after departing from your shift
Door	Before starting and departing from your shift
Printers	Multiple times a day between calls/checkins and before and after departing from your shift
Employee Bathroom	After every use

D. Physical Distancing Guidelines:

The front desk has a plastic wall covering to separate the employee from the guest to help eliminate contact and has distance.

A sign has been posted outside the hotel front door to advise guest to do the following:

- Avoid entering or using the facility if you have COVID-19 symptoms
- 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.
- Wear face coverings.
- Do not shake hands or engage in any unnecessary physical contact.

Employees are to remind people to come in only with face coverings and to only have one person or one group of family members at one time checking in etc.

Employee break room/kitchen area should be used by one employee at a time and that employee is to clean up and disinfect the entire area.

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E. Cleaning Procedures of Cleaning Guestrooms:

All guestrooms are to be cleaned 24-48 hours after a guest has checked out.

All staff members are to wear gloves and face coverings when cleaning guestrooms.

All housekeeping Staff should always remain six feet apart from other guests and employees.

When knocking on doors and opening doors always make sure to wear your gloves and be careful to not touch your face. (See face coverings info).

Disinfect and clean all surfaces in guestrooms included but limited to:

AREA	Cleaning Schedule
Door knobs and back door handles	After guest has checked out of the room
Telephones	After guest has checked out of the room
All top surfaces and tables	After guest has checked out of the room
Microwaves and Refrigerators	After guest has checked out of the room
Coffee Mugs	After guest has checked out of the room
Bathrooms/Shower/Sink	After guest has checked out of the room
Tables and night stands	After guest has checked out of the room

F. Notification of COVID-10 Positive Case at your Worksite:

If an employee is diagnosed with COVID-19, County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine or isolation instructions.

Employers and employees are aware that they can call Mendocino County Health Department if a suspected exposure has occurred.

G. Training:

Employees have been trained on the following topics:

Information from the Centers of Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading and which underlying health conditions may make individuals more susceptible to contracting the virus.

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.

The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups

The importance of frequent hand washing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer when employees cannot get to a sink or hand washing station, per CDC guidelines)

The employees are aware of the importance of physical distancing, both at work and off work time.

The Employees are well aware of the proper use of face coverings:

Face coverings can help protect the people near the wearer, but do not replace the need for physical distancing and frequent hand washing.

The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.

Avoid touching eyes, nose and mouth.

H. Moving Forward:

With the help of our staff and managers on site we will re-evaluate our policies and procedures to make sure we are fully in compliance with all County and CDC guidelines.