

Re-Opening Vacation Rental Specific Plan
"Ocean Tree House" in Irish Beach
15631 Forest View Rd, Manchester, CA 95459

1. Person responsible for implementing this Specific Plan

- a. Tanya Couch – owner and rental manager
- b. House cleaner
- c. Caretaker who is within one hour from the property if required (exceptions may occur if she is out of the area) and her contact information is on site

2. Risk assessment and measures that will be taken to prevent the spread of the virus

- a. Cleaning guidelines for vacation rentals as defined by the Mendocino County for vacation rentals are made available to our house cleaner. She will follow all relevant cleaning guidelines and use CDC recommended disinfectant products to be used according to the guidelines.
- b. Extra time is allowed for house cleaning, if required, to meet these guidelines prior to guests checking in.
- c. Guests sign an agreement not to travel to the property if they feel sick or experience COVID-19 symptoms.
- d. Guests are required to bring their own protective gear including but not limited to face masks, gloves, sterilization products, etc. and are instructed to spray and wipe surfaces with a CDC recommended disinfectant product which is provided by the owner for guests. Instructions include wiping down all surfaces that have been exposed to outside items from stores and other public places.
- e. In the event any guest experiences COVID-19 symptoms, guests have agreed to contact the designated caretaker who will, in collaboration with the owner, follow the reporting guidelines defined by the county.
- f. Should a shelter in place be required at our property to prevent the spread of the virus, owner works with guests and the county Health Department to ensure county guidelines are followed.
- g. All linens are washed in hot water and put through the dryer.
- h. Hand sanitizer and other cleaning products are on site.

3. Training of people responsible for cleaning and managing the property

- a. Owner trains the house cleaner on how to follow all guidelines defined by the county for vacation rentals.
- b. Guests are required to sign a contract rental agreement that includes a section on COVID-19 rules and county of Mendocino ordinances. The agreement states guests are responsible to read and follow Mendocino County Guidelines as defined on the county website and adhere to all safety precautions by the county **as well as the owners.**

4. Check for compliance and document and correct deficiencies

- a. House cleaner and owner are monitoring the cleaning process and change any procedures required to remain up-to-date.
- b. If guests do not comply with the county or owners' signed agreement, owner will ask guests to rectify their behavior or possibly be asked to leave the rental property.

5. A process to investigate and notify health authorities

- a. In the event a guest experiences COVID-19 symptoms, guests agreed to notify the designated caretaker. A list of symptoms as per CDC and the contact information of the caretaker are available on site.
- b. Guest and/or caretaker or owner will report **this** to the health department as defined in the county guidelines.
- c. The agreement signed by guests state they will comply with all health and medical orders.
- d. In the event a guest has been diagnosed with COVID-19 by a health professional or institution and instructed to quarantine themselves, owner will work with the guest and the county to comply with those guidelines.

6. Update this Specific Plan to prevent further cases

- a. A review will be done by the owner/manager and guest to ensure guidelines are being followed and that they are being effective.
- b. Guest have contractually agreed not to travel to the rental property if they experience any COVID-19 symptoms or feel sick. If owner/manager is aware of any guests having symptoms or feel sick, they will be denied access to the property.

7. Topics for Employee Training

- a. The owner nor the property has any employees. The house cleaner has been trained on all cleaning and safety protocols.

8. Individual control measures and screening

- a. Any person including but not limited to the house cleaner, caretaker, owner and all other resources required for the property are not allowed to work or be on the property if they have COVID-19 symptoms or feel they have been exposed to the virus.

9. Cleanings and disinfecting protocols

- a. House cleaner follows the most up-to-date cleaning protocols as defined on the Mendocino County website for vacation rentals.
- b. House cleaner and all other persons involved in any cleaning procedures use the products approved by the county and other relevant sources.
- c. Any person who does not follow these protocols will be trained.
- d. Disposable gloves, sanitizer and masks have been provided to the house cleaner. Hand sanitizer and other cleaning products are also available on site.
- e. Our on-line rental company collects all monies due so no cash or credit cards are used on site with guest.

10. Physical distancing and other guidelines

- a. All guests sign an agreement to follow the Mendocino County shelter-in-place ordinance prior to their arrival.
- b. Face masks, gloves and any other protective gear are the responsibility of the guests to bring and wear when they are out in the public as well as following all social distancing guidelines defined by the county.
- c. A sign is posted on site instructing guests how to wear their mask and to practice social distancing of 6 ft. This sign was downloaded from the [CDC.gov](https://www.cdc.gov) website.