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# COVID19 Business Specific Health & Safety Form

# TRANSIENT LODGING

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://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 July 1, 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](https://covid19.ca.gov/pdf/guidance-hotels-lodging-rentals.pdf), the [County of Mendocino Public Health Order dated July 1, 2020](https://www.mendocinocounty.org/home/showdocument?id=36525) and the [County of Mendocino Facial Coverings Order dated July 3, 2020](https://www.mendocinocounty.org/home/showdocument?id=36523). A health and safety plan is required to operate.

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

We operate a vacation rental in just one home. We will not put up any signage. Instead, before we book a tenant, we will email them a) the agreement that meets the Mendocino County Health Officer current requirements, b) our cleaning procedures, which comply with state standards, Airbnb standards, and VRBO standards c) a list of our preferences for what they do in the way of clean up before they leave, along with our request that if they need anything from town that they call the store for it and will pick it up and bring it to them. We will ask that before they leave they turn on the house fan and open the windows.

We will explain that, although we live next door, we will not meet face to face. There is keypad entry to the building. As they enter, they will find a book that explains how everything works in the house and contains copies of the County Shelter in Place Order and the requirements regarding transient lodging.

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

We will provide masks for our caretakers to wear during cleanup. The cleanup crew will wait more than two days to enter the home. During this time, the house fan will have been ventilating the premises. It is powerful enough to empty the all the cubic feet the home can contain in 5 minutes.

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

Our caretakers, who are our partners in business, have studied the California industry specific guidelines, Airbnb cleaning protocols, and VRBO cleaning protocols.

1. Describe your plans for protecting your employees’ health.

They will not come in contact with guests. If they are delivering something to the guests, they will leave it on the porch and text them that it has arrived. They will not enter the home for three days after guests leave.

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

We will totally sanitize the space between rentals. We will empty and clean the hot tub between rentals.

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

We will limit the number of guests to the County’s requirements and ask that they not have visitors while they are here.

1. Describe how your will enforce physical distancing at your facility.

If we or our caretakers see our guests at all, it will be outdoors at a distance of more than 6 feet.

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

Guests pay by credit card through Airbnb or VRBO.

1. 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 on-site or available within one hour of a call.

Nancy Todd, 707 489 1967. I live next door to the rental, am retired and always available. nancyktodd@gmail.com

1. To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments?

Reservations are made electronically through Airbnb or VRBO

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

The limit will be whatever the County specifies. At this time, it’s 4 adults from one household, along with children.

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

See above. The maximum that the home can accommodate is 11, but the number allowed at any time will be what the county prescribes.

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

3 days

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

It contains each element required in the Health Order.

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

The home has three bedrooms, each can be reached by a separate outdoor entrance. We will ask that the guests who have been diagnosed with COVID-19 separate themselves from those who need to quarantine. We will contact the County Health Officer and follow any guidance we are given. Our caretakers will deliver food and other essentials as needed to the group, separating deliveries to those quarantined from those isolated.

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

Yes, it is operational, and it will be emptied and cleaned between rentals.

**Self-certify**

Go to [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org), click **Self-Certification** in numbered item 5, select Transient Lodging from the dropdown menu, upload your plan and complete the self-certification process online. Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482.

*Your Business Specific Health & Safety Plan will become public record.*