**SAFE BUSINESS REOPENING PLAN**

Ocean View Lodge is a 30 unit property. Our occupancy limitation is 75% daily at this time. We leave rooms vacant for 24 hrs in- between guest stays.

We have the Mendocino County Health and Safety information posted on our website and our other booking partners, Booing.com and Expedia. We also have an agreement in place where guests must agree to complete reservation. When guests check in they must read and sign the following:

Please help keep COVID19 from spreading in Mendocino County by:

* Wear a mask whenever indoors with other people and whenever encountering other people outdoors
* Frequently washing or sanitizing your hands especially when entering and exiting a building, shop, gallery, grocery store
* Practice social distancing, keeping 6 ft between you and others
* Staying home if you feel sick, have flu-like symptoms such as cough, fever, or trouble breathing.

Guests are informed during the booking process whether on phone or online on social distancing and face coverings. We do not have any areas on property for concern of crowds gathering. We do enforce physical distancing and face coverings through signage and verbally.

All payments are contactless at this time. (No Cash)

Reservations are taken by phone or on the internet. Reservations are required.

We have 3 main room types: 2 room types have 1 bed 2 people max. 1 room type has 2 beds 4 people max. We also have 2 ADA rooms one with 1 bed 2 people max and 1 with 2 beds 4 people max. Guests in the individual rooms must be same household traveling together.

Our signage is located on our front doors as you enter the front office/lobby area. The signage we have posted includes:

* Must wear face covering to enter
* Must practice social distancing
* Do not enter if you feel sick
* Stop the spread of germs
* Mendocino County Health and Safety guidelines
* One guest at a time

PPE:

For our employees we provide masks, gloves and individual sanitizers. For our guests if the need any of these items, we will provide them upon request.

Employees have been instructed and directed on the use of PPE, disinfecting and sanitizing. Housekeeping will be the primary department responsible for cleaning and disinfecting in their respective areas. Other departments will support as appropriate for employee and guest service and safety. Housekeeping has been directed on proper use and procedure with cleaning products which meet or exceed CDC and CAL/OSHA guidelines. Front office has been trained on disinfecting of all guest touch points after each transaction including pens and countertops. The disinfecting of room keys before stocking. Office and Registration desk deep cleaned and disinfected upon shift change.

All employees are required to wear a face mask and work at least 6 ft apart whenever possible. All employees are instructed to practice frequent hand washing with soap and water for at least 20 seconds, or use hand sanitizer every 60 minutes and after any of the following activities: using restroom, sneezing, touching their face, blowing their nose, cleaning, smoking, eating, going on and returning from break and before and after shift; as well as after interactions with guests. Employees are asked and required to do a “self check” before coming to work and not come to work if they are feeling sick.

Only one guest at a time allowed at check in and in the lobby area if not traveling together. Guests are advised to stand at least 6 ft apart from others that they are not traveling with. A barrier is in place between staff and guest at check in. Hand sanitizer is available for guest use at the front desk. Employees are required to wear a face covering during all interactions with guests especially when physical distancing is not possible and while cleaning guest rooms. Guests are also strongly encouraged to wear face covering when around others whom they are not traveling with, where physical distancing is difficult or barriers do not exist. Guests are encouraged to bring their own face coverings but will be provided one if needed. All reusable and disposable collateral that cannot be disinfected has been removed from the rooms.

Our commitment to our staff, community and our guests to enforce and stand by the Health and Safety Guidelines put forth by Mendocino County. Please stay Healthy and Safe!