**Safe Business Re-Opening Plan**

1. Describe the type of signage you will have and locations.
* The rental property has signage posted in 3 places (Entry way, Kitchen, and Master Bedroom) stating the following:
* This house has been cleaned to the CDC, state, county, and rental platforms cleaning standards
* When entering and exiting the home make sure to wash and or sanitize hands, Sanitize surfaces regularly during your stay
* Sanitizing liquid and wipes are provided for you. Take masks with you for public indoor spaces when you leave the home (ie: Supermarket). When outdoors, if you cannot keep a 6 feet distance, a mask must also be worn.
1. Describe the PPE you will provide to your employees and guest
* Gloves, masks, and CDC approved cleaning and sanitizing supplies are provided to both my employees and guests to ensure their health and safety.
1. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
* Both my housekeeper and property manager have taken the new Airbnb CDC approved cleaning guideline exam to ensure proper care for COVID-19. They have both been trained on the new sanitizing products we are using, and are taking the proper precautions for all guests (ie: sanitizing all soft and hard surfaces, washing all bedding after every use, cleaning all dishes, etc.) They have also been trained to set up a new sanitizing station at the entry way of the home for the guests to use that include sanitizing wipes, sanitizing liquid spray, and hand sanitizer. They know they must wear gloves and masks when entering, cleaning, or visiting the home.
1. Describe the plans for protecting your employees health
* Unless there is an emergency, no employees should have any contact with guests so that they do not come into contact with them. My housekeeper does not enter the home until the guest checks out via online, and there is a 48 hour in-between all rentals to ensure proper cleaning. All employees are required to wear masks and gloves to protect themselves. All employees have been notified that if they are feeling ill, they must NOT come to work. All employees must take their temperature before entering the rental.
1. Describe your plans for protecting the health of your guests
* Prior to the guests arrival, the home will have been cleaned and sanitized to the County, State, Airbnb, and CDC’s guidelines to ensure the health and safety of my guests. I leave protective equipment and a sanitizing station at the entry way of the home so they can properly sanitize throughout their stay. I also have signage in the home explaining new COVID-19 info and guidelines. All booking, check-in and outs and communication is held via online between myself/my employees/and the guest unless there is an emergency that requires an employee to go to the residence, in which case said employee would arrive with gloves and a mask on.
1. Describe how you will prevent crowd gatherings at your facility
* My online listing strictly explains there are no events or gatherings allowed on the premise. I also pre-check in with each reservation to make sure they only have the allotted number of people coming to the rental (one family household, max of 4 adults and their children). If this is not the case I require them to amend their reservation or they must cancel.
1. Describe how you will enforce physical Distancing at your facility
* This is a vacation rental so there will only be one family unit staying at the property who lives in the same household. There is signage in the unit that states they must physical distance when leaving the property.
1. Describe the payment methods you will use (Contactless preferred)
* All payments are taken online via credit card through the rental agency platforms.
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.
* Michelle Kelly is my property manager and my designated COVID-19 contact. She is a 10-minute distance from my rental property and can be to the rental within one hour of a call. Contact info: phone: 707-671-5586
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
* All reservations are taken online via the rental platforms.
1. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size)
* The allowed number of guests during this time is what the county is mandating. A single household family unit consisting of no more than 4 adults and the children of that household. (the house officially sleeps 8, so there can be no more than 8 people in the home regardless)
1. Describe the occupancy limitations for your hotel or vacation rental
* Same as above. The allowed number of guests during this time is what the county is mandating. A single household family unit consisting of no more than 4 adults and the children of that household. (the house officially sleeps 8, so there can be no more than 8 people in the home regardless)
1. How many hours are necessary between separate room or unit occupancies on your property
* The rental is vacant for 48 hours in-between bookings.
1. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders
* The signed agreement I have in place for my reservations is that each adult needs to acknowledge that they will as follows: comply with Mendocino County Shelter-in-Place orders, comply with any isolation/quarantine orders and contract tracing required by the county health authorities if a guest is deemed by a medical professional required to isolate or quarantine provide space for guests for quarantining or isolation purposes without primary residence in Mendocino County, governing the allocation of costs if a guest is required to quarantine or isolate during their stay, and comply with any such allocation costs without recourse against Mendocino County.
1. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?
* Should a guest be deemed by a medical professional necessary to quarantine in the rental unit, the rental unit will be available to do so for them if needed, and further bookings will be canceled should it interfere. The onsite manager will be made available to gather supplies, groceries, etc during this time.
1. If your property has a sauna, hot tub or steam room, is it operational?
* The property does have a hot tub. It is operational and being cleaned and fully drained after each reservation that it is completely clean with new water upon each guests arrival.