**Safe Business Re-opening Plan *6/12/20 Public Health Order***

**Mello Beach Haven**

**14640 Cypress Point Road, Manchester CA 95454**

1. Signage: Mendocino County Health & Safety Guidelines plastic stand sign (placed at entry door); CDC COVID-19 What to do if you are Sick plastic stand sign (placed on kitchen counter), House Rules re: COVID-19 stating what we do to make house clean/sanitized/safe and rules for guests to follow to keep house clean/sanitized/safe including social distancing in/outside of house and what’s expected of them in public plastic stand sign (placed on dining room table)

Signage details

1. Mendocino County Health & Safety Guidelines: (Have fever/feeling sick contact Melissa Beach; wearing masks in house, outside & in public, social distancing at least 6’, washing hands often)
2. CDC COVID-19 What to do if you are sick: (stay home/except for medical care, separate from other people/animals, call before going to dr. or hospital, facemask, cover cough/sneezes, don’t share personal items, wash hands often, clean all high-touch surfaces multiple times daily, monitor symptoms)
3. House Rules re: COVID-19 stating what is done & expected in house sanitization plan: (If sick-call and cancel reservation ASAP, remove shows before entering house/leave on porch, location of sanitization/cleaning supplies/antibacterial soaps & hand sanitizers, gloves and masks, lysol and wipes, hospital and urgent care phone numbers/addresses/hours, what housekeeper has done to clean/sanitize house & what guest can do to clean/sanitize house, how to stay safe/social distance in house, outside and in public places, encouraging them to limit visits to grocery stores/shops/inside establishments-bring groceries from home, wash ALL items you use in house and limit usage of items.
4. PPE: Hand sanitizer, antibacterial soap, Lucasol One Step Disinfectant hospital-grade disinfectant/cleaner spray, Lysol, disposable individually wrapped face masks, disposable gloves, Clorox wipes, paper towels, toilet paper, Kleenex, washed and sanitized couch pillows and throw blankets.
5. Training Housekeeper: I have already trained her and we are still in constant contact with new orders. After talking/teaching in person on all new changes with cleaning and added sanitization I provided her with written check list which is posted at vacation rental. Luckily, our vacation rental is known for being extremely clean and uncluttered. Beyond the normal cleaning of everything my housekeeper scrubs all counters, showers, sinks, tub, dining table with hospital-grade disinfectant spray; wipes all door handles, window handles, kitchen/bath cupboard & drawer handles, toilet flush handles, TV remotes, appliance handles, dining room chair arms, laundry basket and all frequently used places with same disinfectant spray, washes all bedding, towels, bath and door rugs, throw blankets, pet blankets—all used items. Couch pillows are washed or put through Sanitize in clothes dryer.
6. Protecting Housekeeper’s Health: Keyless entry to house. Provided disposable gloves, masks and hospital grade disinfectant spray, kept reservations over 72 hours in between, emailed guests and provided signage telling them to use disinfectant spray during their stay to wipe down all areas used. Housekeeper will take her temperature before entering house to clean and if fever/symptoms are present, will not enter house. If housekeeper is not feeling well she will notify me ASAP and I will clean house myself.
7. Protecting the health of guests: Keyless entry to house. Housekeeper thoroughly cleans whole house and then uses disinfectant cleaner on all frequently used areas (see all details above.) Supplied them with sanitizer, antibacterial soap, masks, gloves, lists of how to stay healthy and safe, rules per Mendocino county, list of how to stay safe and not contact COVID. Emails with all safe practices listed here and above have already been emailed to my 2 guests for this timeframe.
8. No crowds or friends are allowed by our guests at Mello Beach Haven at any time. Luckily, we have never had a problem with our guests. Very respectful. I also have neighbors that watch out for my house and contact me if anything seems off.
9. Enforcing social distancing at my vacation rental: my first reservation is a 60 year old couple; second reservation is a mother/daughter. I have signage telling them to social distance in the house and outside and in public. Plus—they live with each other.
10. Payment Methods: Both stays are paid in full. No money changing hands. All reservations are paid well in advance online with credit cards or checks mailed to home address.
11. COVID19 Contact for my property: Daniela Wilkens, 707-353-6184. Within 1 hour of a call.
12. Reservations: Homeaway/VRBO or return guests book through me directly-email or phone.
13. Limit of Guests: 1560 sq. foot home, 2 bed/2 bath, bedrooms/bathrooms on opposite ends of house. Our guest limit is 4 ideal with max of 6 (we do have futon bed in library.)
14. Occupancy Limit (see #11.)
15. Hours Necessary: Check-in 3pm/Check-out 11am
16. Signed Agreement with Guests-Mendocino Public Health Orders: Safe Mendocino Guest Agreement, House contract, *specialized* house contract regarding COVID-19/Mendo County Health Orders/Social distancing/sanitization. I have also emailed (friendly version) of Mendocino County Health order, Visit Mendocino County COVID-19, VRBO COVID-19 safe practices and my own list of safety precautions for guests, house, housekeeper and in public.
17. Guest has COVID-19: Guest has been told to contact my COVID contact Daniela Wilkens who will arrive at house in 1 hour or less. She will deliver food if needed and/or items from the grocery store. She will contact the hospital or urgent care if needed. Guests will already have address and contact numbers for hospital in Fort Bragg and urgent care in Gualala posted in signage in house. They already have been informed with county orders and my communication/signage that if they are sick they need to self-quarantine for 10-14 days.
18. Our vacation home does have an operational “locked” outdoor hot tub. It is my understanding that guests are not allowed to use it during this time and I have already contacted both of them on this issue. Hot tub will remain locked.