# A close up of a sign Description automatically generated

# COVID19 Business Specific Health & Safety Form

# TRANSIENT LODGING

**Holiday Lodge- Safe Business Reopening Plan**

1. Describe the type of signage you will have and locations.
   1. Appropriate signage is prominently displayed outlining proper face covering usage and current physical distancing practices in use throughout the property.
2. Describe the PPE you will provide to your employees and guests.
   1. Face coverings
   2. Hand sanitizer
   3. Disinfectant wipes
   4. Disposable gloves
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
   1. We have guided staff on Hand Sanitizer and how to use it; additionally, we’ve provided staff with access to the guidelines provided by the CDC on Hand Sanitizer and its Use.
   2. We provide all staff with face coverings and they are required to use face coverings when in the vicinity of others. Staff should have face coverings available and wear them when on property, in breakrooms and offices, or in a vehicle during work-related travel with others. Face coverings must not be shared. We have trained our staff on these guidelines.
   3. We have trained employees on the importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC.
   4. We have provided employees access to information on Information on employer or government-sponsored leave benefits the employees may be entitled to receive that would make it financially easier to stay at home.
4. Describe your plans for protecting your employees' health.
   1. We provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
   2. We provide disposable gloves for use and hand santizer.
   3. We provide face coverings to our staff.
   4. Housekeeping must only service rooms when guests are not present.
   5. Housekeepers are instructed to minimize contact with guests’ personal belongings when cleaning.
   6. Housekeepers are instructed to have ventilation systems operating and/or open windows whenever possible to increase air circulation.
   7. We allow housekeepers extra time to clean rooms without loss of pay to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.
   8. Guests and visitors are screened upon arrival and asked to use hand sanitizer and to wear a face covering.
5. Describe your plans for protecting the health of guests.
   1. Baggage deliveries are performed when guests are not in the room.
   2. We are conducting more thorough cleaning and disinfection of rooms between guests.
   3. Guests and visitors are screened upon arrival and asked to use hand sanitizer and are required to wear a face covering.
   4. We are performing thorough cleaning in high traffic areas such as hotel lobbies, front desk check-in counters, break rooms and lunch areas, land areas of ingress and egress including stairways, stairwells and handrails.
   5. Disinfect is commonly used on surfaces throughout the day and evening, including door handles, vending and ice machines, light switches, phones, washer and dryer doors and controls, baggage carts, shuttle door handles, toilets, and handwashing facilities. Disinfect surfaces during daily room cleanings.
   6. We equip workstations, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff directly assisting customers.
6. Describe how you will prevent crowds gathering at your facility.
   1. Guests are informed upon check in to avoid crowd gatherings at our property.
7. Describe how your will enforce physical distancing at your facility.
   1. We have posted sufficient signage throughout the property, and regularly remind guests of social distancing protocols when they are not adhering to the guidelines.
8. Describe the payment methods you will use (contactless is preferred).
   1. We accept credit card payments and discourage cash payments. We do not get in contact with credit cards as the terminal is placed in area that is easily accessible to the guest.
9. 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.
   1. Denny Shah
   2. 707-540-1064
   3. Onsite
10. Reservations are required. What are your methods for taking reservations and appointments?
    1. Reservations are taken over the phone. Otherwise, we receive reservations directly through Online Travel Agencies.
11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).
    1. 2 guests limited per rooms with 1 bed.
    2. 3 guests limited per rooms with 2 beds.
12. Describe the occupancy limitations for your hotel or vacation rental.
    1. 2 guests limited per rooms with 1 bed.
    2. 3 guests limited per rooms with 2 beds.
13. How many hours are necessary between separate room or unit occupancies on your property?
    1. 48 hours
14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.
    1. N/A
15. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?
    1. The guest’s room is removed from service and quarantined. The guest room is not returned to service until case has been confirmed or cleared. In the event of a positive case, the room is only returned to service after undergoing an enhanced sanitization protocol in accordance with CDC guidelines.
16. If your property has a sauna, hot tub or steam room, is it operational?
    1. We do not have a sauna or steam room.
    2. Our hot tub is not operational.

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