

Safe Business Reopening Plan

Business Type: Transient Lodging

Establishment: Little River Inn

Address: 7751 N Hwy 1
Little River, CA 95456

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

Signage is displayed at the public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact. Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility. There is also signage indicated one door as an entrance and one as an exit.

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

Employees (depending on position): Masks, gloves, hand sanitizer, face shield, uniform additions/covers.

Guests: Masks, gloves, hand sanitizer available to all guests if needed.

3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
 - Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
 - Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
 - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore

throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Link to updates on the CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of physical distancing, both at work and off work time, as well as description of what social distancing is.
- Proper use of face coverings, including information that face coverings do not protect the wearer and are not personal protective equipment (PPE) but do help protect people near the wearer and do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings. Avoid touching eyes, nose, and mouth. Face coverings should be washed after each shift.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discussing these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Perform thorough cleaning in high traffic areas such as hotel lobby, front desk check-in counter, bell desk, break rooms and lunch areas, loading docks, kitchens and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including door handles, guestroom interior locks, vending and ice machines, light switches, TV remote controls, phones, hairdryers, washer and dryer doors and controls, baggage carts, company vehicle door handles, toilets, and handwashing facilities.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties. · 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. · Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. · Use of products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and

following product instructions. Use of disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants will wear gloves as required by the product instructions. · Avoiding sharing phones, tablets, laptops, desks, pens, other work supplies, or offices wherever possible. Never sharing PPE. Any shared tools and equipment will be sanitized before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, housekeeping carts and cleaning equipment, keys, time clocks, and all other direct contact items. · Discontinuing the use of shared food and beverage equipment in office pantries (including shared coffee brewers). Closing manually operated ice machines or using hands free machines. · Making modifications to increase the quantity of outside air and ventilation in offices, guest rooms, and other spaces.

4. Describe your plans for protecting your employee's health.

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the workspace.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently
- Disinfectant and related supplies are available to all employees
- Hand sanitizer effective against COVID-19 is available to all employees
- Soap and water are available to all employees
- Copies of this Protocol have been distributed to all employees.

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

- Implement measures to ensure physical distancing. Any area where guests or employees' queue is clearly marked for appropriate physical distancing.
- Guests are entering through doors that are either propped open, if possible, or are manually operated by an employee that is frequently handwashing and/or using proper hand sanitizer.
- Implemented peak period queueing procedures, including a lobby greeter, and having guests' queue outside to maintain at least six feet of physical distance between persons.
- Contactless check in and out process.
- One door for entry and one door for exit in order to reduce guests having to pass each other.

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

Limit the number of guests in the lobby at any one time to two (2), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Post an employee at the door during peak times to ensure that the maximum number of guests in the lobby set forth above is not exceeded.

7. Describe how you will enforce physical distancing at your facility.

- Placing signs outside the entrance reminding people to be at least six feet apart, including when in line.
- Placing tape markings at least six feet apart in customer line areas inside at the front desk directing customers to use the markings to maintain distance.
- Separate area for checking in and picking up keys to keep customers moving toward the exit door and prevent a waiting area.
- Removed all seating areas from lobby and parlor to discourage congregating.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer

when necessary to accept payment, deliver goods or services, or as otherwise necessary.

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

Credit card by contactless self-check-in.

9. Provide the name, phone number and email address of the person or persons you have designated as the COVID-19 contacts for your property. In your response, state whether they are on-site or available within one hour of a call.

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Terra Wagner, Lodging Manager
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Staff will be on-site 24 hours a day. A manager will either be on site or available within one hour of a call.

10. Reservations are required. What are your methods for taking reservations and appointments?

Online or over the phone.

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

Each room will be occupied by no more than one household or living unit.

12. Describe the signed agreement you have with guests regarding compliance with County of Mendocino

1). I have not knowingly come into close contact within 6 feet of someone who has a laboratory confirmed COVID-19 diagnoses within the past 14 days.

2). I do not have any of the following: fever, chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell or a sore throat.

3). I have not travelled outside the country within the last 14 days.

4). I agree to let the front desk know right away if I exhibit any signs of COVID-19 during my stay, such as fever, chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell or a sore throat.

5). I agree to properly wear a face covering (covering both nose and mouth) when within 6 feet of any person not in my "[stable group](#)" or while inside any establishment in Mendocino County.

6). I agree to try to maintain 6 feet distance, especially in communal areas and enclosed spaces.