**Safe Business Reopening Plan**

Business Type: Transient Lodging

Establishment: Albion River Inn

Address: 3790 N. Highway 1

Albion, CA 95410

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

Signage will be displayed at each public entrance: the registration office and the restaurant front entrance for the public, and each employee entrance: laundry/maintenance area and kitchen. Signage will include Mendocino County provided postings regarding not entering the establishment if sick or experiencing any symptoms, the requirement to wear a facial covering, and the requirement to practice social distancing. Additionally, signage will be posted at each restaurant door, indicating one as an entrance and one as an exit. As reinforcement, signage will also be placed in our ice room.

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

Employees (depending on position) will be provided with masks, gloves, face shields/goggles, hand sanitizer, and protective clothing covers.

Guests will receive masks and hand sanitizer in their room. Masks will be available and provided to those who do not bring their own into the office or restaurant. Hand sanitizer stations will be available to guests in each of the public areas and in public restrooms.

1. **Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.**

The following topics will be covered, and follow-up training will be conducted with all staff:

* 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 symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, 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.
* 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 (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) 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 (see Physical Distancing section below).
* Proper use of face coverings, including: Face coverings do not protect the wearer and are not personal protective equipment (PPE). Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. Face coverings must cover the nose and mouth. 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 or discarded after each shift.

Additionally, we will ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE.

1. **Describe your plans for protecting your employees' health.**

All employees will be told not to come to work if sick.

A supervisor/manager will perform symptom checks before employees begin a shift.

All desks or individual workstations are separated by at least six feet.

Each office employee will use a designated computer workstation and phone, that will be sanitized before, during and after the individual’s shift.

Sneeze guards will be used at the office desk and the restaurant podium, in the case that employees have to interface with guests.

Employee breaks will be on rotation to ensure fewer employees in break areas and that employees can easily practice proper physical distancing.

Bathrooms and other common areas will be disinfected frequently.

Disinfectant and related supplies will be available to all employees

Hand sanitizer effective against COVID-19 will be available to all employees.

Soap and water will be available to all employees.

Copies of this Protocol will be distributed to all employees.

1. **Describe your plans for protecting the health of guests.**

We will implement measures to ensure physical distancing: one party allowed in our office at a time and at our restaurant podium. Guests will be directed to wait outside until the indoor space is clear.

Lounge furniture will be removed from our registration to discourage too many guests inside at once.

Public access doors will remain open, whenever possible, or will be opened/closed by staff, who will ensure proper disinfection.

Contactless check-in and check-out procedures will be implemented and used whenever possible.

1. **Describe how you will prevent crowds gathering at your facility.**

Implementation of physical distancing measures. Guidelines to allow for only one party in the registration office at a time.

Signage and designated staff to communicate to guests about maximum capacity restrictions and waiting areas.

1. **Describe how your will enforce physical distancing at your facility.**

Proper signage and communication with guests.

Separate entrance and exit doors, where possible.

Staff training to require employees stay at least 6’ away from guest, when they are not directly interfacing with them and it is a requirement of the task at hand to be closer.

1. **Describe the payment methods you will use (contactless is preferred).**

Credit card, provided by guest in advance of arrival.

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.**

A manager/supervisor will be onsite within one hour of a call.

Chelsea Strupp – General Manager, 707-357-3345, [chelsea@albionriverinn.com](mailto:chelsea@albionriverinn.com)

Keenon Norris – Maintenance Supervisor, 707-734-0390

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

Online or by phone

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

Each room has one bed and is generally limited to two adults. The establishment has a limited number of rollaway beds, allowing for up to 3 adults, or 2 adults/2 children, from a single family unit per room.

1. **Describe the occupancy limitations for your hotel or vacation rental.**

75%

1. **How many hours are necessary between separate room or unit occupancies on your property?**

24 hours

1. **Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.**

(1) An agreement to comply with the operative County Shelter-in-Place orders; (2) An agreement to comply with any and all isolation/quarantine orders and contact tracing required by County public health authorities, in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19; (3) An agreement to provide space for guests, without primary residence in Mendocino County, for isolation and/or quarantine purposes in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19. (4) An agreement governing the allocation of costs (for housing, food and basic essential needs) in the event a guest, without primary residence in the County, is determined by a medical professional to require isolation or quarantine for COVID-19 during their stay; (5) A disclaimer that it is the obligation of the guest(s) to fully comply with any such allocation of costs without recourse against the County of Mendocino

1. **In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?**

Cooperation with public health authorities, and to agree to provide housing, food and essential needs for guests who are required to isolate or quarantine pursuant to the Health Officer’s isolation and quarantine orders.

1. **If your property has a sauna, hot tub or steam room, is it operational?**

N/A