COVID 19 Business Specific Health and Safety Plan – A New World Vacation Rental

31201 BayView Ave. Fort Bragg CA

1. Signage:

* Entry door posted Mendocino County Health and Safety Guidelines- additionally House Welcome book includes copy of Guidelines
  + In kitchen – Use dishwasher only; no hand washing of Kitchen dishes or utensils.
  + In bathrooms – regular and frequent hand washing for 20 seconds.

1. PPE provided to employees & Guests:
   * Housekeeping wears mask and disposable gloves (new gloves for each cleaning).
   * One mask will be provided for each guest.
   * Bacterial soap in each bathroom.
   * Hand sanitizer in kitchen.
   * Spray disinfectant located in each bathroom and kitchen.
2. Training:
   * Trained housekeeper on June 11, 2020, with “**Vacation Rental by Owners (VRBO) guidelines for enhanced cleaning and disinfection of vacation rentals”** and **“Tips for cleaning your rental during COVID19”.**
   * Have comprehensive procedure check-sheet posted for housekeeping to follow during cleaning process.
   * Housekeeper paid additional compensation for disinfecting and sanitizing.
3. Protecting Employees health:
   * Housekeeper will only clean after guest has vacated the home.
   * House will be thoroughly aired out upon guest departure (windows and doors opened).
   * Housekeeper will wear mask and latex gloves while cleaning. Housekeeper will be paid additional hours for sanitizing house.
4. Protecting Guests health:
   * Guest will be given Mendocino’s safety information at www.visitmendocino.com
   * Guest will be provided 1 face mask per guest.
   * Each bathroom and kitchen contain bacterial soap and sanitizing spray.
   * Mendocino Health and Safety Guidelines posted on entrance door to house and located in House Welcome book- additionally e-mailed to guest prior to arrival.
5. How to prevent crowds:
   * The maximum number of guests allowed at any booking is 8 people.
   * No weddings, parties or large get-to-gathers are allowed.
   * Guests sign contract prior to arrival acknowledging rules of house with no tolerance policy for additional guest.
6. How to enforce physical distancing:
   * Mendocino Guidelines are posted at entrance to home and located in House Welcome book.
7. Payment methods:
   * Payments are all through VRBO-direct deposit or by mailed check. No direct contact with guest.
8. Person designated as COVID19 contacts:
   * Lynda Calvert, 916-765-32925, available 24/7 for calls, Stephen Dunlap local Property manager phone number in house.

Page 2

1. Method for taking reservations:
   * All guests require prior reservations.
   * All reservations are by internet
   * No reservations are taken by appointment
2. Limit on number of guests:
   * Maximum occupancy is 8 guests.
   * House has 4 bedrooms and den with futon.
3. Occupancy limitations:
   * Maximum occupancy is 8 guests.
   * House has 4 bedrooms and den with futon.
4. Number of hours between occupancy;
   * Minimum 30- 72 hours between guest.
5. Describe guest signed agreement regarding Mendocino County Public Health Orders:
   * Entry instructions sent to each guest will include Mendocino guidelines for visiting county.
   * Guest Acknowledgement to comply with Mendocino County Public Health Order prior to arrival.
6. Is hot tub operational:
   * Spa is operational.
   * Spa maintained weekly by professional spa service.