**Re-Opening Vacation Rental Specific Plan**

**Pacific Gem – House and Cottage**

**1460 Navarro Bluff Road, Albion CA.**

1. **Person responsible for implementing this Specific Plan**
   1. Karen and Gino DiBartolomeo – owners of house and cottage
   2. House cleaner and assistant that manages the online vacation rental process for the house and cottage
   3. Assistant is within one hour from the property if required (exceptions may occur if she is out of the area) and her contact information is on site
2. **Risk assessment and measures that will be taken to prevent the spread of the virus**
   1. Cleaning guidelines for vacation rentals as defined by Mendocino County for vacation rentals will be made available to our house cleaner. She will follow all relevant cleaning guidelines including which products are suggested and being recommended by the county as well as CDC and other resources
   2. Extra time will be allowed for house cleaning, if required, to meet these guidelines prior to guests checking in
   3. Guest will be required to bring their own protective gear including but not limited to face masks, gloves, sterilization products, etc. and will be required to keep the house clean and safe as if they were in their own home while they are at the property. This includes wiping down all surfaces that have been exposed to outside items from stores and other places in the general public
   4. Should any instances occur re guests notifying the owner or assistant of COVID-19 symptoms or exposures, the assistant or owner will follow the reporting guidelines defined by the county
   5. Should a shelter in place be required at our property to prevent the spread of the virus, owner will work with guests and the county Health Department to be sure county guidelines are followed.
   6. All linens will be washed in hot water and put through the dryer
   7. Hand sanitizers and other cleaning products will be on site
3. **Training of people responsible for cleaning and managing the property**
   1. Owner and assistant will train house cleaner how to follow all of the guidelines defined by the county for vacation rentals
   2. Assistant will be talking and emailing with every guest prior to arrival to ask if they have any symptoms.
   3. Guests will be required to sign our standard rental agreement along with an Addendum that makes sure they read the Mendocino County Guidelines as defined on the county website and adhere to all safety per cautions by the county as well as the owners.
4. **Check for compliance and document and correct deficiencies**
   1. House cleaner, assistant and owners will be monitoring the cleaning process and will change any procedures required to remain up to date and to be using the best practices as defined by the county and other resources.
   2. We will ask our guests for any suggestions or additions that they may have that could make the property even safer and these will be implemented if required
   3. If guests do not comply with the county or owners’ guidelines as provided by the county they will be reprimanded and if need be, told to evacuate the property immediately.
5. **A process to investigate and notify health authorities**
   1. Guest must notify the assistant who will then notify the owners if they are feeling any Covid-19 symptoms
   2. Guest and/or assistant or owner will report this to the health department as defined in the county guidelines
   3. Guest must comply with all health and medical orders including testing and following any orders defined by appropriate and relevant parties
   4. If a shelter in place needs to occur with a guest due to virus detection by an authorized facility, owner will work with the guest and the county to comply with those guidelines
6. **Update this Specific Plan to prevent further cases**
   1. A review will be done by the owners, house cleaner, assistant and guest to ensure guidelines are being followed and that they are being effective.
   2. Guest that have told our assistant that they may have symptoms or been exposures to Covid-19 will be declined to travel to the property
7. **Topics for Employee Training**
   1. All topics as defined on the county guidelines will be covered in person with our house cleaner, assistant, owners and any resources required to maintain the property
8. **Individual control measures and screening**
   1. Any person including but not limited to the house cleaner, assistant, owner and all other resources required for the property will not be allowed to work or be anywhere on the property if they have any Covid-19 symptoms or feel they have been exposed to the virus
9. **Cleanings and disinfecting protocols**
   1. House cleaner will follow the most up to date cleaning protocols as defined on the Mendocino County website for vacation rentals along with other resources that may be helpful
   2. House cleaner and all other persons involved in any cleaning procedures will use the products approved by the county and other relevant sources
   3. Any person who does not follow these protocols will be re trained or will no longer be working for the owners
   4. Hand sanitizers and other cleaning products will be available on site
   5. Our online rental company will collect all monies due so no cash or credit cards are used on site with guest
10. **Physical distancing and other guidelines**
    1. All guest will sign an agreement to follow the Mendocino County guidelines during their stay, prior to their arrival.
    2. Face masks, gloves and any other protective gear will be the responsibility of the guests to bring and wear when they are out in the public as well as following all social distancing guidelines defined by the county