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# COVID19 Business Specific Health & Safety Form

# TRANSIENT LODGING

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org/), you must **read and implement** the County of Mendocino-specific guidelines for Transient Lodging, including short-term vacation rentals, issued in the June 12, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Transient Lodging](https://covid19.ca.gov/pdf/guidance-hotels-lodging-rentals.pdf) and the [County of Mendocino Public Health Order dated June 12, 2020](https://www.mendocinocounty.org/home/showdocument?id=36100). A health and safety plan is required to operate.

For Stanford Inn by the Sea  
44850 Comptche Ukiah Road  
Mendocino, CA 95460  
7079375615

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

Signs at all entrances, regardless of purpose, to (1) inform employees, guests and customers of common COVID-19 symptoms and that they must not enter if they are sick with or suspect they may be experiencing COVID-19 symptoms. (2) To require social distance of at least six-feet from on another. (3) To wear masks at all times within public buildings. (4) Direction of travel on walkways to help avoid encountering another, non-related person or persons, breaking the social distancing requirement.

1. Describe the PPE you will provide to your employees and guests.  
     
   Face masks, hand sanitizer, gloves will be provided to all staff and guests. Staff will also be provided wipes, sanitizers, and misters, with instructions for their proper use.
2. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
3. Provide information about Covid-19. How it affects different people in different ways and its effect on the operations of health facilities. Who is most susceptible to becoming ill, people over the age of 65, people with underlying conditions, including cancer and COPD.
4. The need for self-check for Covid-19 symptoms each day before reporting to work. Demonstrate and urge the use of self-assessment applications (e.g., the self-assessment protocol used by UCSF Medical Center or other facilities); or use of our check list. Urge staff members to check their temperature when leaving for work.
   1. Explain health benefits if they are unable to come to work due to feeling sick
   2. That they should NOT COME TO WORK if they are feeling bad, have a temperature, cough, etc.
   3. That if they have any of these or other symptoms, they should stay at home and
5. Remind employees that we will check-in with them regarding their health to the extent permitted by law.
6. Proper hand washing
7. Proper use of face covering, including masks and face shields. Explain that the face cover must cover mouth AND nose; that after each adjustment of face covering, one should wash or sanitize their hands; that face covering should be washed each day or exchanged each day, if wearing a disposable mask.
8. Avoiding touching one’s face until just after washing or sanitizing hands and sanitizing or washing their hands after touching their face, nose eyes, or face mask.
9. Frequency and methods for cleaning high touch areas in public accessible areas, including doors, and other commonly used facilities.
10. Describe your plans for protecting your employees' health.
11. Require to self-check for Covid-19 symptoms each day before reporting to work. Demonstrate and urge the use of self-assessment applications (e.g., the self-assessment protocol used by UCSF Medical Center or other facilities); or use of our check list. Urge staff members to check their temperature when leaving for work.
12. All staff should answer an additional question before starting work every day - does anyone in your household, house, family have symptoms of Covid-19? If so, stay home for 14 days, if you may have been exposed. You are entitled to be benefits.
13. Circulation pathways and limits to occupancy of rooms.
    1. Back office and Concierge area - the entire area is large enough for only three people - for safety; two in the back office and one up front. Please maintain social distance. Please do not remove masks when another is present, even with 6' distance. And our standard is 7'. See below.
    2. Only 2 people in the pantry at once, minimum distance between them 7' (7'  makes one think about distancing after using  and probably ignoring the 6' rule. I saw it in the kitchen and it is happening in our lobby with housekeepers. We have to get that corrected.
    3. Pantry direction is from lobby into pantry. Exit is through either the kitchen or the dining room.
    4. Only 2 people in 251, maintaining social distance of 7' at a time. If there are employees waiting to enter, they must queue in the parking lot.
    5. Only 1 person in second floor linen room. A second person can be in the the bathroom, with the door closed.
    6. Only 1 person in the Laundry Pantry at a time.
    7. Maximum of  2 people in the Laundry, maintaining social distance. A third person may use the restroom, if they come to the restroom from the kitchen. Not staff should come to the restroom from the outside door to the laundry.
    8. Laundry is to be delivered to the laundry room door by staff. However, they may not proceed into the room, to assure social distance.
    9. All staff are encouraged to use bathrooms in the lower level of the lobby building. There will be no programs in the wellness center
14. Describe your plans for protecting the health of guests.

* Each of our accommodations are thoroughly cleaned and sanitized prior to guest arrival. All surfaces, furniture, linens and amenities are sanitized. Each room stands vacant approximately 24 hours after it has been cleaned and sanitized.
  + All extra bedding, robes, printed materials have been removed to help assure that we don’t leave something in a room accidentally.
  + All bedding will be removed and replaced with sanitized bedding – including shams and coverlets.
* Once a guest’s room is cleaned and prepared, no one enters the room prior to the next guest’s arrival.
* We provide guests with face masks, antibacterial hand sanitizer, disposable gloves and wipes.
* We do not provide cleaning during a guest’s stay. We will provide supplies outside their door. If guests request service, we will ask them when we can enter the room to fulfill their needs when they are not present. Staff will wear PPE – masks, smocks, gloves when entering and working in the room, sanitizing as they leave the accommodation.
* Each room is equipped with a coffee maker, teas and drinking cups.
* We provide breakfast each morning as part of a guest’s stay. Breakfast will be served to the room in to-go containers. To protect guests, our cooks and servers must wear masks, gloves, and other protective equipment preparing and transporting food. Salt, pepper and other condiments are single serve. Utensil are plant-based and compostable.
* To-go containers allow us to serve freshly prepared food from our ovens and ranges with minimal exposure. Please note that we are adjusting our recipes to assure that the containerized dishes travel well.
* Daily menus will be available on-line, ordering will be by phone or on-line.

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

We will have no group functions. All services are by reservation or appointment. And crowds have not been an issue at anytime in the past.

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

We ask our staff to maintain social distance at all times. All managers are required to check to be sure that social distance is maintained. Housekeepers will bot be entering rooms during a guest’s stay and after the guest checks-out, only one Housekeeper will be allowed in the room.

We have closed meeting areas and facilities not opened in the current order. We have locked or, where necessary, blocked access to such spaces. Use of facilities allowed, such as the pool is by appointment for the use by individuals within a single room or a household (which allows us to clean between uses). We will be monitoring number of guests who wish to dine in our restaurant when it we open for dine-in. Main guest/diner entrance is manned and observed by concierge.

We use the covered entrance deck to provide a place for 7’ queueing.

Narrow walkways are one way.

Employee areas – work areas, etc. have limited occupancy at a single time, to maintain social distance

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

Prepayments are required for reservations – using on-line reservation system or by phone. Payment method will be used for check out. There is no need for signing a credit card machine.

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.

Skye Huber on-site, 707-937-5615. Lives 15 minutes from Inn – phone 707-513-7499.

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

Reservations are taken by phone or online, confirmed by email. Check-in is through same-day email for check-in procedures. We will provide sanitized key cards to operate the doors. During a guests’ stay, we request that they email or call us for appointments for services and meal deliveries. We will use the form of payment provided during the reservation process for payments and express check-outs.

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

We ask for number of adults and children and reconfirm upon check-in. The limits are built-in, determined by the number of beds and their size. Most rooms have a single king or queen bed – maximum occupancy is 2 people (they may bring an infant); for rooms with two queen or two double beds – maximum occupancy is 4 people – our so called family rooms – designated for families with two adults and two children. Our largest accommodation is a suite with over 1000 square feet and can sleep 6; the maximum of any our accommodations.

1. Describe the occupancy limitations for your hotel or vacation rental.  
   We will maintain a maximum occupancy of 75%
2. How many hours are necessary between separate room or unit occupancies on your property?

24 Hours as per Health Officer’s directive

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

The agreement appears on our online system for reservations. For guests who book by phone we provide the information by email and require their agreement in order to stay. Staying at the Inn requires reservations in order to help assure social distancing when a guest arrives at the Inn. This allows us to check-in guests by email, the day of arrival. Here’s the language from the on-line reservation system:

June 12, 2020: A condition of reopening is to assure that we are eliciting the cooperation of visitors to maintain the health of the community. We ask that you please help us keep Covid-19 from spreading in Mendocino County by:

1. having a mask with you whenever you are outside your room or vehicle and wearing it whenever indoors with other people and when outside when other people are around.
2. practicing social distancing of at least 6 feet
3. attending to requests to minimize occupancy in stores, restaurants, and other places open to the public.
4. frequently washing or sanitizing your hands especially when handling frequently touched surfaces
5. staying home if you feel sick, have flu-like symptoms such as cough, fever, or trouble breathing. Prepayments will be available to use for another stay, if you have to cancel.

**By completing this reservation, you are agreeing to the protocols above**

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

We have the capacity to provide accommodations for quarantine and have the ability to provide meals and supplies to the door of the quarantined guest’s room. Communication will be by phone. Our staff will not be allowed to enter the quarantined individual’s room.

1. If your property has a sauna, hot tub or steam room, is it operational?  
   We have both. They have been shut down and closed

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