

1. Describe the type of signage you will have and locations
 - a. There is signage on the front door and inside the house reminding guests to:
 - i. Wash hands frequently and sanitize with provided alcohol based sanitizers
 - ii. Practise Social Distancing: Keep atleast 6 foot distance between others
 - iii. Wear masks while in public
 - iv. Name and phone number or 24/7 local contact

2. Describe the PPE you will provide to your employees and guests.
 - a. Cleaning crew wears gloves and masks while cleaning the house
 - b. We have disposable gloves and disposable face masks for our guests

3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
 - a. Our cleaning crew has taken a course on specialized cleaning and disinfecting as per CDC guidelines. We have collaborated on a detailed checklist of cleaning and disinfecting while wearing PPE and using EPA approved disinfectants.
 - b. All solid surfaces, including door knobs, handles, outlets, switches, refrigerator, stove etc. are disinfected with EPA approved disinfectants
 - c. All laundry is gathered, placed in plastic bags and taken to laundry area for washing as per CDC guidelines

4. Describe your plans for protecting your employees' health.
 - a. Cleaning crew is required to wear masks and gloves while cleaning the house
 - b. We personally check in on our crew everyday to see how they're feeling. If they're unwell, we ask them not to come in.

5. Describe your plans for protecting the health of guests.
 - a. Guests are frequently reminded and given written instructions on washing hands frequently and abiding by social distancing.
 - b. The house is cleaned and sanitized thoroughly before guests arrival. Windows are left open to allow for air circulation
 - c. House is left empty for a minimum of 48 hrs between guest stays

- d. Only allow guests in the same social bubble (direct family, no friends or extended family)

6. Describe how you will prevent crowds gathering at your facility.
 - a. The maximum allowed number of people at the house is limited to 2 per stay. We cross-check and verify this limit with each guest prior to their stay.
 - b. We have our contact do spot checks to ensure the number of cars parked outside.

7. Describe how your will enforce physical distancing at your facility.
 - a. Contactless entry: We provide a time-bound access code for each stay. There is no physical meeting or handing over of keys to the house

8. Describe the payment methods you will use (contactless is preferred).
 - a. Contactless- online.

9. 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. Name: Lea Steadman, Ph: 707-409-4657
 - b. They are available within one hour of a call

10. To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments?
 - a. Online and over phone

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

- a. The maximum number of guests permitted in the entire property is 2. This is because we only have 1 bedroom. We do not permit sleeping on the couch, blow up beds etc.
12. Describe the occupancy limitations for your hotel or vacation rental.
- a. We only have 1 bedroom and allow a maximum of 2 guests, per stay.
13. How many hours are necessary between separate room or unit occupancies on your property?
- a. A minimum of 48 hrs between stays
14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.
- a. The guests have to accept to abide by the house rules, these include the following:
 - i. Masks are mandatory in public
 - ii. Social distancing is mandatory in public
 - iii. Washing hands frequently and sanitized using provided hand sanitizers on property
 - iv. Link to the latest Mendocino County Ordinance
15. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?
- a. We contact each guest on the day of arrival and ask for a health update. If they feel unwell, we ask them to stay home and cancel their stay.
 - b. If the guest contracts Covid 19, they are required to stay in the home, at their cost, for a quarantine period of 14 days.
16. If your property has a sauna, hot tub or steam room, is it operational?
- a. Yes, we drain and refill the hot tub between stays

