# A close up of a sign Description automatically generated

# 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](file:////Users/alisondegrassi/Dropbox%20(Personal)/Alison%20de%20Grassi's%20files/Alison's%20Documents/West%20Center/Safe%20Opening%20Website/Content/Mendo%20Safe%20Opening/COVID19%20Business%20Specific%20Health%20&%20Safety%20Forms/In%20order%20to%20fill%20out%20this%20form%20and%20create%20a%20health%20and%20safety%20plan%20for%20your%20business,%20refer%20to%20the%20State%20of%20California%20Guidelines%20for%20Hair%20Salons%20and%20Barbershops%20and%20the%20County%20of%20Mendocino%20Public%20Health%20Order%20dated%20June%2012,%202020.%20A%20health%20and%20safety%20plan%20is%20required%20to%20operate.) 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.

1. Describe the type of signage you will have and locations.  
   **“DO NOT ENTER IF YOU FEEL SICK” “MUST PRACTICE SOCIAL DISTANCING” “MUST WEAR FACE COVERING TO ENTER”**

**Signage has been taken from the Mendocino Country website and additional COVID0-19 related resources for signage. Signage has been included throughout the entire premises.**

1. Describe the PPE you will provide to your employees and guests.   
   **We will provide masks, gloves and hand sanitizers to our employees and any guests that will need it.**
2. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

**We have trained our head housekeeper on how to use the COVID-19 related PPE and disinfectants. Our head house keeper has trained the remaining employees.**

1. Describe your plans for protecting your employees' health.  
   **We will provide masks, gloves and hand sanitizers for their use. In addition, we will be checking the temperature of all employees prior to the start of their shift in order to protect other employees and guests.**
2. Describe your plans for protecting the health of guests.  
   **We will provide masks, gloves and hand sanitizers for their use. In addition, we will be checking the temperature of all guests prior to their entrance of our public spaces. Our pool area will remain close for the rest of the year and our only public space that will be open is our lobby. Finally, we will be performing additional cleaning on “high-touched” surfaces in our rooms and lobby.**
3. Describe how you will prevent crowds gathering at your facility.  
   **In order to prevent crowd gatherings at our property, we are keeping the pool closed for the rest of the year and only one person at a time will be allowed in our lobby. Furthermore, we have closed our meeting spaces for the rest of the year.**
4. Describe how your will enforce physical distancing at your facility.  
   **We will only allow one guest in our lobby at any given time. We have closed all other public areas.**
5. Describe the payment methods you will use (contactless is preferred).  
   **We will explain to guests that our preferred method of payment will be credit/debit cards as this will allow a contactless experience.**
6. 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.  
   **Nick Patel, 707-459-5800. This person will be either on-site or available within one hour of a call.**
7. Reservations are required. What are your methods for taking reservations and appointments?  
   **Our reservations are either completed over the internet or telephone. As such, there are is no contact during this process.**
8. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).  
   **In a room with 2 beds we will allow a family of up to 2 adults and 2 children and in a 1 bed we will allow 2 people.**
9. Describe the occupancy limitations for your hotel or vacation rental.  
   **We will be renting at 75% capacity.**
10. How many hours are necessary between separate room or unit occupancies on your property?  
    **If possible, we will be allowing 24 – 72 hours between.**
11. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.

**We will be notifying each guest at check-in.**

1. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?  
   **In the event a guest contracts COVID-19, we will allow the guest to self-quarantine within the guests’ room and provide basic essentials.**
2. If your property has a sauna, hot tub or steam room, is it operational?

**Our property does not have a sauna or steam room. Our hot tub will remain closed for the rest of the year.**

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