# 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](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.

1. Describe the type of signage you will have and locations. We are using the three signs from the county web site.
2. Describe the PPE you will provide to your employees and guests. The staff have been supplied with Cloth facemasks and rubber gloves.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques. I will show them the proper technique for using each part of the PPE and show them the proper use of the disinfectants that will be used in the rooms and public areas.
4. Describe your plans for protecting your employees' health. All of my staff will be trained in the proper use of PPE and instructed in the proper handwashing and personal hygiene techniques.
5. Describe your plans for protecting the health of guests. Every room will be thoroughly disinfected between uses. My staff and I will endeavor to remind our guests of their responsibilities for protecting others.
6. Describe how you will prevent crowds gathering at your facility. My staff will monitor the public area to insure there are no large meetings. Our pool area will be restricted to an occupancy that will allow for proper social distancing.
7. Describe how your will enforce physical distancing at your facility. The floor will be marked to show the safe distance to stand and signs are posted to remind guests and staff to maintain social distancing.
8. Describe the payment methods you will use (contactless is preferred). We use a card reader which will be cleaned between uses.
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. Kevin Spears (707-272-8708) is available to respond within one hour/24 hours a day. There will be a staff member on site at all time who can be contacted at 707-462-3442.
10. Reservations are required. What are your methods for taking reservations and appointments? Reservations are made by telephone and on line.
11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size). @ adults and their children of the same family unit.
12. Describe the occupancy limitations for your hotel or vacation rental. The hotel will old to a 75% occupancy minus long term guests.
13. How many hours are necessary between separate room or unit occupancies on your property? 24
14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders. All guests will sign a form indicating they will conform to the county ordinance. A copy will be held on property.
15. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation? We will follow the county health advisors orders and recommendations.
16. If your property has a sauna, hot tub or steam room, is it operational? We do not have one.

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