



COVID19 Business Specific Health & Safety Form

TRANSIENT LODGING

NOTE: In order to self-certify compliance at 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 August 13, 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](#), the [County of Mendocino Public Health Order dated August 13, 2020](#) and the [County of Mendocino Facial Coverings Order dated July 2, 2020](#). A health and safety plan is required to operate.

Dooley Creek Ranch, LLC

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

Signage is located by the front entry door to the main house to inform all employees, contractors, and renters (guests) that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

2. Describe the PPE you will provide to your employees and guests.

Employees: masks, gloves, hand sanitizer, soap. Contractors and Guests: may bring their own masks, gloves and hand sanitizer but masks, gloves and hand sanitizer will be available along with soap.

3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

-Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

-Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Link to updates on the CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of physical distancing, both at work and off work time, as well as description of what social distancing is.
- Proper use of face coverings, including information that face coverings do not protect the wearer and are not personal protective equipment (PPE) but do help protect people near the wearer and do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings. Avoid touching eyes, nose, and mouth. Face coverings should be washed after each shift.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discussing these responsibilities ahead of time with organizations supplying temporary and/or contact workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home.

4. Describe your plans for protecting your employees' health.

- Everyone who can carry out their work duties from home has been directed to do so.
- Employees and contract workers have been told not to come to work if sick.
- Disinfectant and related supplies are available to all employees and contract workers.
- Hand sanitizer effective against COVID-19 is available to all employees and contractors.
- Soap and water are available to all employees and contractors.
- Copies of this protocol have been distributed to all employees and contractors.

5. Describe your plans for protecting the health of guests.

- All linens, towels and dishes will be washed and dried. A new wrapped sponge will be provided for each stay. All surfaces will be disinfected. Any books and magazines have been removed.
- Perform thorough cleaning in high traffic areas such as kitchens, stairwells, handrails, door handles, guestroom interior locks, light switches, lamps, TV and other remote controls, hairdryers, washer and dryer doors and controls, toilets, sinks, showers and bathtub.
- All dishes, pots and pans will be washed and put through the dishwasher as well.

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

Crowd gatherings are not permitted by contract. There will be one renter/contact person for the family members that will be staying on the property. That person will understand and

explain to the other guests that no other guests are allowed on property. The caretaker will also express to the guests that there are no crowd gatherings permitted.

7. Describe how you will enforce physical distancing at your facility.

There is a total of 10 guests allowed on the property at any one time. This is a large property with plenty of space for physical distancing. The main house which is large has a large table inside for eating, a 3-seat countertop setting, 2 large tables outside, and a BBQ. The main house has 2 – ½ bathrooms. The main house will be used for meals. There are 4 individual casitas (units) in which 3 may be used and there is a lot of space in-between each casita. It will be up to the guests (which are mainly family members that live together) to keep safe distancing from those that are not. This will be discussed with the main contact person by the caretaker of the property prior to arrival.

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

-The payment methods are all contactless. Invoicing is by email and payment is by credit card linked to a secure site.

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.

-The property manager is Barbara Windsor, who lives 5 minutes away. Her cell ph# 707.813.7069, and her email address: barb.dooleycreekranch@gmail.com

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?

Reservations are completed on-line and by phone.

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

The 2 smaller units are limited to one household or living unit consisting of up to 2 adults + 1 child and the larger unit is limited to one household or living unit consisting of up to 2 adults + 2 children, for a total of no more than 10 guests. The guests will all be from the same unit of people. There are no other guests allowed.

12. Describe the occupancy limitations for your hotel or vacation rental.

There are to be no more than 10 guests at any given time which would be at 75% daily occupancy. One individual will be responsible for renting the property for themselves and family members.

13. How many hours are necessary between separate room or unit occupancies on your property?

-72 hours

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

An agreement to be signed will be sent to guests via email, ahead of their arrival. This agreement shows their acknowledgement and compliance with Mendocino's shelter-in-place orders. This agreement will show their compliance with quarantine/contact tracing orders and acknowledgement that we will provide the guests a place to isolate, if deemed necessary, by a medical professional. Also acknowledged that in case of such an event, the guest(s) assumes all allocation of costs for housing, food and basic needs without recourse to Mendocino County.

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

This would depend upon the primary residency of the occupants. If they are inside Mendocino County limits, then we would consult/work with the Mendocino County health officers to make appropriate arrangements/releasing of guests for them to return to their primary residency or into a medical facility. If the guest(s) primary residency is outside of Mendocino County then we would consult with the Mendocino County health officers to make appropriate arrangements, including if necessary, a quarantine period for the guests at the property site. One casita is to be left empty in case a guest(s) tests positive for COVID-19 while staying on property. This extra casita would then be used to isolate the positive guest(s).

16. If your property has a sauna, hot tub or steam room, is it operational?

This property has no sauna, hot tub or steam room.

Self-certify

Go to www.mendocinocountybusiness.org, click **Self-Certification** in numbered item 5, select Transient Lodging from the dropdown menu, upload your plan and complete the self-certification process online.