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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.

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

We will provide the following signage from the Public Health Office for guests of the Inn at the front desk:

- Notice to Practice Social Distancing

- Attention to NOT enter if feeling sick

- Wear Face Covering to Enter

We will provide the following signage from the Public Health Office for employees of the Inn both in the back of the Inn-Keeping office and in the House-Keeping Office:

- Thank you for Practicing Social Distancing

- Families First Response to COVID-19 Act

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

- Inn-keepers will be provided with Single-Use Disposable Masks, disposable gloves

- Housek-keepers will be provided with Single-Use Disposable Masks, disposable gloves, shoe coverings, hand sanitizer and disinfectant wipes.

- Guests will be provided Single-Use disposable masks upon request

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

- New protocol and sensitization training will happen per department (Inn-keeping, House-Keeping and Maintenance).

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

- Employees will be provided appropriate PPE and be required to complete a Before Return to Work Questionnaire. We will comply by State and local guidance such as the 6 ft social distancing between guests, limiting capacity of the Inn to 75% , and leave rooms vacant for 24 hours between bookings. No cleaning service during stays and house-keepers may not enter guest rooms while guests are present.

- Employees will also be encouraged to stay at home if they feel sick. Families First Response to Covid-19 ACT posters will be posted in principal employee areas such as the Inn-Keeping office, by the time clock and in House-Keeping Offices.

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

- The House Cleaning Department will be trained on new sanitation protocol thereby ensuring the highest standards of cleanliness and sterilization of guest rooms.

- Signage and Staff will enforce social distancing guidelines at check-in and any area where guests may congregate

- Staff will be trained and prepared to triage any situation where there may be exposure to COVID-19. The MacCallum House will post phone numbers and contacts to the nearest Health Clinic and for the Mendocino Health Call Center.

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

- As we phase in the re-opening of the MacCallum House business, the bar and restaurant will remain closed for business.

- We will not accept reservations for large groups and will limit stays to two adults and children (immediate families).

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

- Signage will be posted at main points of entry to The MacCallum House to remind patrons of the 6 ft social distancing guidelines.

- Inn-keepers will regulate the number of guests checking in at a time. Should there form a cluster at the front desk, over-flow of guests will be directed to the seating area across the stairs or to the downstairs lobby.

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

- When possible, the MacCallum House will use credit card information already on file.

- Pens for credit card signing will have to be kept in two different receptacles: one for new and one for “used”. Guests will also be encouraged to keep the pens.

- Guests will be encouraged to pay by credit card rather than cash but the portal is not contact-less at this time.

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.

Mendocino Coast Clinics: Contact Kaitlin (Covid Case Manager) (707) 964-1251 Tuesday -Friday

Mendocino Health Care Center: (707) 234- 6052

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

- Reservations can be processed by phone or by online booking. Only one inn-keeper will be permitted to answer phones at the office at one time and phone must be disinfected between shifts.

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

Vacation Rentals will be limited to one family (2 adults and their respective children).

Room rentals are based on occupancy but there will be no rooms occupied by more than 4 people of the same family (immediate family members).

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

Hotel Rooms will be limited to 75% occupancy with a 24 hour block between bookings.

Vacation Rentals will be have 3 night minimum stays with a 72 hour block between bookings.

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

- 24 hours between room occupancies at the Hotel

- 72 hours between occupancies at the Vacation Rentals

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

- Guests will be sent a notice at the time of the booking confirmation imploring guests to STAY HOME in the case they feel unwell. Their room Deposits on Hold will be granted for a future stay at no additional cost to the guest.

- Any guest discovering that he/she is Covid-19 positive during his/her stay at The MacCallum House will need to report this to the Inn-keeper who will facilitate contact with a Medical Health Professional.

- Any guest who has tested positive for Covid-19 will need to quarantine in the room for 14 days or more depending on if symptoms subside.

- Any room that has been occupied by a known carrier of Covid-19 will need to be siphoned off and not released back for sale until strict adherence to the Public Health guidelines has been executed.

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

- In the event of a presumptive Covid-19 case, the room will be quarantined and taken out of service until the case has been cleared. The room would only go back into service after undergoing enhanced protocol in accordance with CDC guidelines.

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

The communal Hot Tub on the property will not be in use until further notice.

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