



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 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](#) and the [County of Mendocino Public Health Order dated June 12, 2020](#). A health and safety plan is required to operate.

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

Standard state and local approved signs regarding masks, hand washing, social distancing, etc. Signs will be in each rental home, on our website, and outside and inside our office.

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

Facial masks, disposable gloves, hand sanitizer are provided or available for both employees and guests.

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

We trained on this in March per CDC guidelines, and will continue to refresh on standards issued by our industry leaders, the state, and the county Orders.

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

They will be required to check temperatures before every shift and remain at home in case of elevated temperature or feeling ill. They will have masks, gloves, and thorough instructions on cleaning houses or functioning in the office. Office hours are limited to one person at a time, with other staff working from home or in the field. Houses will be left vacant 24 hours before an employee enters to clean and sanitize.

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

Thorough sanitation per industry and Order guidelines including all linens, and kitchen ware after each guest stay.

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

Our contract specifies occupancy limits and prohibits any additional visitors or gatherings.

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

N/A for single family homes rented by one household unit.

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

All our payments are electronic.

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.

Our company owner Cathleen Crosby will be on-call and is nearby. ccrosby@coastinghome.com
707-321-7119.

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

All reservations are made by phone or online. No in-person or same-day arrivals occur.

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

Per the Order, no more than two (2) adults and their children permitted in each vacation rental.

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

72 hours minimum between guest stays. Cancellation policy in place in case of need to quarantine a guest and move or cancel subsequent reservations.

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

Minimum 72 hours.

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

The agreement in its current form is detailed at <https://www.coastinghome.com/our-contract>

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

Hot tubs will be locked off or otherwise made inaccessible. That limitation is noted in our guest contract, as well.

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