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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](file:////Users/alisondegrassi/Dropbox%20%28Personal%29/Alison%20de%20Grassi%27s%20files/Alison%27s%20Documents/West%20Center/Safe%20Opening%20Website/Content/Mendo%20Safe%20Opening/COVID19%20Business%20Specific%20Health%20%26%20Safety%20Forms/In%20order%20to%20fill%20out%20this%20form%20and%20create%20a%20health%20and%20safety%20plan%20for%20your%20business%2C%20refer%20to%20the%20State%20of%20California%20Guidelines%20for%20Hair%20Salons%20and%20Barbershops%20and%20the%20County%20of%20Mendocino%20Public%20Health%20Order%20dated%20June%2012%2C%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.

We have three signs posted at all building entrances. One lists the rules for all the COVID safety measures such as mask wearing while indoors and while unable to be safely distanced from others outside; frequent hand washing, hand sanitizing and 6 foot distancing. One sign states not to enter the building if you are sick or if you have any of the symptoms of COVID 19. One explains how to safely put on and remove a face mask.

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

Guests receive an amenity bag with masks, gloves and hand sanitizer with a COVID 19 awareness flyer. We provide touchless hand sanitizers at all entrances and exits to the buildings.

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

All employees have read and been trained on the CHLA Clean and Safe guidelines including protocols and procedures.

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

Employees are required to wear appropriate PPE in accordance with state or local regulations and are trained on proper use and disposal of PPE. Masks and gloves have been provided to employees when appropriate/required. Housekeepers are required to wear masks and gloves, with eyewear highly recommended. Staff meetings are conducted with appropriate social distancing. Employees are encouraged to check their temperature prior to their shift and not come to work if feeling sick.

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

All public spaces and frequently contacted surfaces, both front and back of the house, are cleaned and sanitized with CDC approved cleaning agents. HEPA filters are used on all vacuums. Rooms are marked with a “DO NOT ENTER CLEAN ROOM” sign between guests. All bed linens are washed on the hottest setting and dirty laundry is bagged in the room for transport to the laundry room. Rooms will be left vacant for 24 hours as per the orders from the Health Officer 6/12/2020. Shared tools and equipment are cleaned and disinfected during and after each shift or anytime the equipment is trans- ferred to a new employee. The use of shared food and beverage equipment, including shared coffee/tea service, has been discontinued. In the case of a presumptive COVID-19 positive guest, the guest’s room is removed from service and quarantined and the guest room is not returned to service until case is confirmed or cleared. In the event of a positive case, the room is only returned to service after undergoing an enhanced sanitization protocol (per county regulations, if applicable). The frequency of air filter replacement and HVAC system cleaning is increased to maximize fresh air exchange.
Suppliers, delivery drivers, and other individuals from third-party companies are reminded of symptom screening and social distancing requirements

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

We will not accept any reservations for groups larger than a family or household unit who will be able to safely enjoy their suite or house and our 2000 acre property without interacting with any other guests or staff. We will provide room service and outside dining to these individual groups in separate areas of the property.

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

We will have staff on duty during check in and check out times to ensure safe distancing is observed. We are offering a remote check in where guests complete the required paperwork and authorize credit card changes to be made without signature required. We will leave the guest room unlocked and leave a sanitized key in the room with the PPE amenity bag.

1. Describe the payment methods you will use (contactless is preferred). Credit card payments processed remotely will be required.
2. 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.

Stephanie Silva, Inn Manager, (707) 962-4818 or (561) 324-7279 stephanie@theinnatnewportranch.com

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

We take reservations by telephone or email and collect credit card payment in advance.

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

Most rooms are double occupancy with one bed designed for a couple. Some are suites with a second bedroom or pull out couch for family members.

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

We will abide by the Health Officer’s guidelines to limit our daily occupancy to 75% of total availability.

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

As per the order we will leave rooms vacant for 24 hours between occupancies.

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

We include the below in our remote check in form:

(1)  An agreement to comply with the operative County Shelter-in-Place orders;

(2)  An agreement to comply with any and all isolation/quarantine orders and contract tracing required by County public health authorities, in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19;

(3)  An agreement to provide space for guests, without primary residence in Mendocino County, for isolation and/or quarantine purposes in the event a guest is determined by a medical professional to require isolation or quarantine for COVID-19.

(4)  An agreement governing the allocation of costs (for housing, food and basic essential needs) in the event a guest, without primary residence in the County, is determined by a medical professional to require isolationor quarantine for COVID-19 during their stay;
(5) A disclaimer that it is the obligation of the guest(s) to fully comply with any such allocation of costs without recourse against the County of Mendocino.

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

The guest will be required to isolate and quarantine in the room until deemed safe by the health officer.

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

No. The hot tubs and sauna are closed per the order of the heath officer.

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