# 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 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](https://covid19.ca.gov/pdf/guidance-hotels-lodging-rentals.pdf), the [County of Mendocino Public Health Order dated August 13, 2020](https://www.mendocinocounty.org/home/showdocument?id=37145) and the [County of Mendocino Facial Coverings Order dated July 2, 2020](https://www.mendocinocounty.org/home/showdocument?id=36531). A health and safety plan is required to operate.

* Describe the type of signage you will have and locations. Laminated A4 one-page paper on the main door and inside of house on the wall
* Describe the PPE you will provide to your employees and guests. Prepare and gather supplies such as disposable gloves, mask or cloth face mask, and multi-surface disinfectants
* Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
* Dust, sweep, or vacuum all floors
* Clean or mop hard surfaces with water and soap
* Wash all dishes and laundry
* Empty all garbage cans and line with fresh bags
* Spray high-touch surfaces such as doorknobs, keys, buttons, controllers in each room with a disinfectant spray
* Allow the surface to air-dry
* Describe your plans for protecting your employees’ health.

Supply PPE, sanitizers, and disinfectants

* Describe your plans for protecting the health of guests.
* Clean and sanitize all common areas between every stay
* Provide a no contact check-in
* Cap the guest count to allow for social distancing and comply with local guidelines
* Limit areas guest can access
* Wear protective gear in common areas
* When safe to do so, ventilate common areas during the stay
* Describe how you will prevent crowds gathering at your facility.

No more than one household including a maximum of two adults and children

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

6 feet social distancing requirements all time at outdoor and to wear facial coverings at all time when outdoor activities

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

Electronic reservation and payment, no physical contact

* 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.

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* To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments? Online reservation with text message
* Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size). Two adults and their children, limited up to 4 people
* Describe the occupancy limitations for your hotel or vacation rental. Not exceed 75% per month
* How many hours are necessary between separate room or unit occupancies on your property? 48hurs
* Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders. Created 4 pages of enhanced cleaning protocol for owner and provide guideline for COVID 19 during staying for the guest. Last page has signature for both parties.
* In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation? Not allow or travel if guest have recently been exposed to or have symptoms of Covid-19
* If your property has a sauna, hot tub or steam room, is it operational? Yes, hot tub

**Self-certify**

Go to [www.mendocinocountybusiness.org](http://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. Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482.

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