# 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 September 22, 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://files.covid19.ca.gov/pdf/guidance-hotels-lodging-rentals--en.pdf) dated October 20, 2020, the [County of Mendocino Public Health Order dated September 22, 2020](https://www.mendocinocounty.org/home/showdocument?id=37424) 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.

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

We have signs printed from the County of Mendocino COVID19 webpage that describe precautions needed to prevent the spread of the disease, including, not entering if sick, keeping 6-foot distance and wearing face coverings.

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

We provide masks and gloves and hand sanitizer to our independent housekeeper to use when cleaning after guests. We also provide masks to guests to use when they are out in the community.

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

We do not have employees but have given education to our housekeeper (independent contractor) who comes between guests. The housekeeper is instructed to not come to work if sick (self-monitors for fever, cough, and shortness of breath), to wear a mask and gloves while in the house and to clean all surfaces and high touch areas using approved CDC guidelines. We provide the cleaning products that are industry standard for disinfection.

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

We do not have employees.

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

Our guests are instructed to review the Mendocino County COVID 19 website to be familiar with the current guidelines and restrictions prior to traveling. They are advised to not travel if sick and to not enter the home if they have any symptoms consistent with COVID-19, and to contact us immediately for a refund or change of dates. They are also advised to limit their party to immediate family or members of their stable bubble. We only allow a max. of 4 guests at once at the property. We have hand sanitizer at the entry door and provide masks to each guest.

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

We do not allow gatherings or parties at our property and occupancy is limited to 4 guests.

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

We have contactless check in and check out and do not interact with guests. They are given a code to access the home.

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

We only use online payment and reservation systems. This is 100% contactless.

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.

We provide the names of both owners, Heather and Robert Douglas and our phone numbers to guests with their check in information via email. We also have this information posted in our guest instructions booklet. One of us is always available within one hour. Our information book contains the phone numbers for the local hospital, immediate care clinic, police department, and local pharmacies.

1. To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments?

All reservations are made online prior to arrival. All reservations are made in advance of the stay, we do not take same day reservations.

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

We maintain at least 24-48 hours between occupancy.

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

Guests must agree to comply with the Mendocino County Public Health orders prior to travel. This is obtained in writing prior to the date of their arrival.

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

In the event we had a guest who contracts COVID-19, we would comply with the local health department to quarantine/isolate as needed. We would coordinate with the guests and Health Department to provide the required timeframe advised by the Health Officer depending on the specific situation. If required, we would cancel future guests to accommodate this need.

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

We do not have a sauna, hot tub or steam room.

**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.*