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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), the [County of Mendocino Public Health Order dated June 19, 2020](https://www.mendocinocounty.org/home/showdocument?id=36264) and the [County of Mendocino Facial Coverings Order dated June 19, 2020](https://www.mendocinocounty.org/home/showdocument?id=36270). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations. Signs located at main entrances including office door, parlor door specific to wearing masks, social distancing and washing hands. Inside each room there are signs located on the inside of each guest room door.
2. Describe the PPE you will provide to your employees and guests. All employees are provided masks and gloves. Front desk personnel are provided face shields. Guests and employees are provided hand sanitizer.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques. Our training was done using the June 5th recommended guidelines for Hotels and Inns.
4. Describe your plans for protecting your employees' health. Provide temperature checks as requested, provide masks, gloves and shields. Rooms are not entered until the day after depart. Guests are instructed to leave a window open to assist in airing the room out prior to re-entry by our staff.
5. Describe your plans for protecting the health of guests. First and foremost, we follow all county and state guidance. Touch less check-in has been implemented, meaning no transfer of materials occurs between the guest and host. Doors are left open to remove the need to touch any doorknobs. Hand sanitizers are provided to each guest. All unnecessary hard and soft goods were removed from guest rooms. Signage everywhere – Masks, 6’ separation, wash hands.
6. Describe how you will prevent crowds gathering at your facility. We do not host any events and our small size (ten rooms) at 70% maximum occupancy makes it possible to control.
7. Describe how your will enforce physical distancing at your facility. Breakfast is now served outside on the porch and we have two designated meal times instead of one. Signage to remind guests are located on the inside of the room door, all entrances. All tables and\or chairs are located at least 6 feet apart.
8. Describe the payment methods you will use (contactless is preferred). Contactless Credit card payment.
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.

Ken Taylor – 408-910-4373 – [firecracker64@gmail.com](mailto:firecracker64@gmail.com) – Available within one hour.

1. Reservations are required. What are your methods for taking reservations and appointments? We use ThinkReservations for all reservations.
2. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size). Our rooms are all double occupancy. Two of our rooms have an additional twin bed for a total of three occupants maximum. Occupancy rates are strictly enforced. No outside guests allowed.
3. Describe the occupancy limitations for your hotel or vacation rental. One room is permanently blocked due to proximity to another room. Each reservation has a 24 hour buffer before and after to prevent bookend reservations. Once the maximum occupancy for any given day is reached, all other rooms are blocked. We only post 50% of our total rooms with online travel agents so we can easily monitor and control this process.
4. How many hours are necessary between separate room or unit occupancies on your property? 24 hours
5. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders. Guests sign SafeMendocino agreement form at time of check-in. To summarize, the form includes cancelling a reservation if they have been ill within 14 days of arrival, following site safe protocols (social distancing, wear masks, wash hands, use provoded hand sanitizer), if they become ill while staying they inform the property manager, and lastly, if they need to isolate or quarantine on the property, all room costs are the guests responsibility.
6. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation? We one have a room dedicated to this and will make another available if necessary.
7. If your property has a sauna, hot tub or steam room, is it operational? Not applicable.

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