



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

**SEACLIFF MOTEL**  
**39140 SOUTH HIGHWAY ONE**  
**GUALALA, CA 95445**  
**MANAGEMENT OFFICE: 707-884-3579**  
**MOTEL LOBBY: 707-884-1213**

1. Describe the type of signage you will have and locations. *Bilingual signs posted outside lobby and on each floor of motel outside guest rooms (mask required, social distancing, and do not enter if feeling sick:*  
<https://www.mendocinocountybusiness.org/wp-content/uploads/2020/05/Business-Toolkit-5.22.20.pdf>)
2. Describe the PPE you will provide to your employees and guests. *PPE will not be provided for guests at this time due to limited supplies available. PPE provided to non-housekeeping staff: masks. PPE provided to housekeeping staff: masks, gloves, apron/smocks, plastic goggles.*
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques. *In-person training and bilingual paper copies of training information on use of PPE (has always been standard for housekeepers at Seacliff) and how often to launder cloth masks and apron/smocks, how often and which high-touch surfaces must be disinfected in each guest room and in the lobby, how and when to clean guest rooms according to County Health Order/CDC/State Public Health guidance. We will provide housekeepers with COVID-19 specific cleaning checklists to ensure that all high-touch surfaces are disinfected; checklists will include date of guest check-out and earliest time room should be cleaned to give each room passive time for droplets to fall from air before housekeepers enter.*

4. Describe your plans for protecting your employees' health. *Seacliff Motel management will either provide or require:*
- *frequent training on: COVID-19 symptoms and hygiene practices to avoid becoming infected; how to disinfect high-touch surfaces; how to clean in accordance with County Health Order/CDC/State Public Health guidance*
  - *PPE*
  - *After guest check out, housekeepers will wait a minimum of 9 hours before entering to clean rooms*
  - *No employees will enter guest rooms once guest has entered the guest room unless it is an emergency*
  - *Plexiglass barrier will be installed at lobby desk to physically separate staff from guests*
  - *Anything used in the transaction at check in and check out that guest touches will be disinfected immediately following the guest departure from the lobby (pen, stapler, etc.)*
  - *Guest room keys will be sprayed/wiped down with a disinfecting spray before/after transferring them to guests*
  - *Guests must wear masks everywhere on the property except their guest rooms; no guests may enter lobby without a mask on*
  - *Employee temperature will be taken via a no-contact thermometer at the start of each shift and recorded*
  - *All guests will have their temperatures will be taken before check-in via a no-contact thermometer and recorded on their registration sheet (adults and children)*
5. Describe your plans for protecting the health of guests.
- *After guest check out, housekeepers will wait a minimum of 9 hours before entering to clean rooms*
  - *Guest rooms will be cleaned in accordance with County Health Order/CDC/State Public Health guidance*
  - *No employees will enter guest rooms once guest has entered the guest room, unless it is an emergency*
  - *We will add signage around motel property about social distancing, masks required, what to do if feeling ill*
  - *Information will be placed in each room regarding COVID-19 symptoms, contact information for local medical clinic/emergency medical services (ambulance), and contact information for the on-site caretaker*
  - *All high-touch surfaces will be cleaned/disinfected following a checklist to ensure that no such surfaces are missed*
  - *Guest room keys will be sprayed/wiped down with a disinfecting spray before/after transferring them to guests*
  - *Anything used in the transaction at check in and check out that guest touches will be disinfected immediately*

*following the guest departure from the lobby (pen, stapler, etc.)*

- *Plexiglass barrier will be installed at lobby desk to physically separate staff from guests*
- *Ice machine will be taken out of service; guests can purchase sealed bags of ice from the local grocery stores*

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

- *Motel staff will monitor motel grounds regularly and remind any gatherings of social distancing requirements and that gatherings are not allowed*
- *Sitting area in motel lobby will be blocked off to deter gatherings; guests are welcome to relax and enjoy the view in their own guest rooms*
- *Signs will be posted around meadow about social distancing requirements and that gatherings are not allowed*

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

- *Only one representative per guest room will be invited into the lobby for check in and check out purposes*
- *Lobby door will remain locked during business hours to keep staff and guests physically separate; guests can call the lobby with questions or knock on the door for assistance (such as check in)*
- *Guests will be asked to leave if they do not comply with requirements*

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

- *Credit card transactions will be encouraged*

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.

- *On-site: Michael Melio, 707-492-0833*
- *Management company contact available within 15 minutes: Julie Bower, 925-337-4145; David Bower, 925-337-5258; Suzette Eissler, 707-882-1905*

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

- *Reservations can be made by email and phone call only*
- *Signs on the lobby door and information posted on the website/Facebook page that reservations are required and entering the lobby to make a reservation is not possible at this time.*

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

- *Room occupancy limits are 2 adults and 2 children (standard Seacliff motel restrictions on child occupancy still apply) and must be from single household unit*
12. Describe the occupancy limitations for your hotel or vacation rental.
- *Seacliff Motel has 16 rooms but will be limited to renting out up to 12 rooms at a time (maximum 75% occupancy); remainder will be reserved for surge capacity should guests become ill with COVID-19 and be required by the Mendocino County Public Health Department to remain on-site during recovery/self-isolation/quarantine period*
13. How many hours are necessary between separate room or unit occupancies on your property?
- *Seacliff will require a minimum of 24 hours between guest check out and a new guest check in to any given room*
14. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.
- *Guests will sign an agreement that they:*
    - *Have familiarized themselves and adhere to the current Mendocino County Health Order*
    - *Have in their possession facial coverings for all people over the age of 12 in their party*
    - *Understand that everyone over the age of 12 in their party will wear facial coverings at all times when outside their room in public when they cannot physically/socially distance themselves from other people (the room includes their fenced deck)—including at gas stations, grocery stores, restaurants, etc.*
    - *Must notify the motel front desk staff (or after-hours contacts) immediately if they notice any COVID-19 type symptoms in anyone in their party*
    - *Agree to Seacliff Motel's delivery of meals and limited essential goods for all guests in a guest room should anyone in the guest's room be required to remain in self-isolation or in quarantine due to COVID-19 symptoms/exposure/infection under the orders from the Mendocino County Public Health Department (details available from motel)*
15. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?
- *Motel will have a 24-hour onsite caretaker available to guest by phone; guest will also be able to contact management company staff for assistance*
  - *A minimum of 25% of the motel rooms will remain empty and available for surge capacity should guests become ill with COVID-19 and be required by the Mendocino County Public Health Department to remain on-site during recovery/self-isolation/quarantine period*
  - *Seacliff Motel will deliver meals and limited essential goods for all guests in a guest room should anyone in the guest's room be required to remain in self-isolation or in quarantine due to COVID-19*

*symptoms/exposure/infection under the orders from the Mendocino County Public Health Department  
(details available from motel)*

- *Seacliff Motel is located within a 1-minute drive from the local medical clinic that has urgent care from 8 am-6 pm weekdays and on-call the same hours on weekends; Coast Life Support District ambulance service station is located within 1-minute drive*
- *Arena Pharmacy and Mendocino Village Pharmacy offer delivery service to Seacliff Motel for prescription medications*
- *Motel staff will contact County Public Health to ensure guest is getting care they need and that our motel is doing everything required to keep all guests and employees and our community healthy and safe*

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

- *Not applicable; most rooms have private jet tubs that guests can still use*

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