



COVID19 Business Specific Health & Safety Form

TRANSIENT LODGING

The Andiron – Seaside Inn & Cabins

Little River, CA 95456

NOTE: In order to self-certify compliance at 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.

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

Signage will be posted at each entrance of the Property directing all potential occupants that no entry is permitted if they have a cough, fever, or shortness of breath. Signs will be prominently displayed throughout the Property reminding occupants to maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact; and proper use of face coverings. (attachments 2,3,4,5)

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

Personal Protective Equipment. The Property conducted a COVID-19 specific PPE hazard assessment and assigned employees the appropriate PPE based on the assessment. The assessment included consideration of where disposable glove use may be helpful to supplement frequent handwashing, or use of hand sanitizer (e.g., for workers who are screening others for symptoms or handling commonly touched items). Management will ensure workers use all required PPE.

Face Coverings. Housekeepers and others who must enter guest rooms are provided with face coverings and required to use them. Housekeepers are prohibited from servicing

rooms when guests are present. Additionally, housekeepers should open all windows/doors if possible to increase air circulation when cleaning.

Otherwise, employees are required to wear face coverings when in the vicinity of others. Face coverings may be provided on request, and must not be shared. Employees should wear face coverings when on the property, in breakrooms and offices, or in a vehicle during work-related travel with others. (attachments 6,7,8,9)

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

Employees are provided with training, which will cover at least the following topics: • Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. • Self-screening at home, including temperature and/or symptom checks using CDC guidelines. • The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. • To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. • The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station). • The importance of physical distancing, both at work and off work time. • Proper use of face coverings, including: • Face coverings do not protect the wearer and are not personal protective equipment (PPE). • Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. • Employees should wash or sanitize hands before and after using or adjusting face coverings. • Avoid touching eyes, nose, and mouth. • Face coverings should be washed after each shift. • Proper use of cleaning and disinfecting products. (attachments 6,7,8,9)

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

Employees who exhibit COVID-19 symptoms (fever, cough, or shortness of breath) when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify management and stay home.

Sick employees should follow CDC-recommended steps. This includes staying home, separating yourself from other people, monitoring symptoms, wearing a face covering over your nose and mouth if you must be around other people or animals, covering your coughs and sneezes, cleaning your hands often, not sharing personal household items, and cleaning all high touch surfaces every day. Employees should not return to work until they have met

the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

Employees with COVID-19 or its symptoms who are recovering at home (or other non-hospital setting), and will not be tested to determine if they are no longer contagious, can leave their “sick room” and home when: (1) they have had no fever for at least 72 hours (that is, three full days of no fever) without the use of medicine that reduces fevers; (2) other symptoms have improved (for example, when their cough or shortness of breath have improved); and (3) at least 7 days have passed since their symptoms first appeared.

Employees with COVID-19 or its symptoms who are recovering at home (or other non-hospital setting), and will be tested to determine if they are no longer contagious, can leave their “sick room” and home when (1) they no longer have a fever (without the use of medicine that reduces fevers); (2) other symptoms have improved (for example, when their cough or shortness of breath have improved); and (3) they received two negative tests in a row, 24 hours apart.

An employee that tests positive for COVID-19 will be isolated and directed to self-quarantine away from work. Employees who did not have COVID-19 symptoms, but tested positive who are self-isolating at home (or other non-hospital setting) can leave their “sick room” and home when: (1) at least 7 days have passed since the date of the first positive test; and (2) they continue to have no symptoms (no cough or shortness of breath) since the test. For 3 more days, this group of people should continue to limit contact (stay 6 feet or more away from others) and wear a face covering for their nose and mouth when other people are present (including at home).

An employee that has come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise) must report this to management immediately. The employee will be isolated and directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time (more than a few minutes). Employees that have come into close contact with a confirmed-positive COVID-19 individual should monitor symptoms during self-quarantine and continue with everyday performance of basic hygiene and self-observation. If the employee develops symptoms of COVID-19 – cough, difficulty breathing, or a fever – he/she should contact his/her health care provider. Note: Employees with no identifiable/low risk (those who did not work directly with the confirmed case employee) and no symptoms of COVID-19 should continue with everyday preventive actions of basic hygiene and self-observation, particularly over the first six (6) days. Practice social distancing, hand washing, and proper cough/cold etiquette. If the employee does experience mild, moderate, or severe symptoms of COVID-19, the employee must report this immediately to management, and stay home.

If the Property learns that an employee has tested positive, it will conduct an investigation into coworkers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the

confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert management of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier. Cal/OSHA regulations pertaining to reporting/recording may apply.

The Property is aware that absenteeism is likely to rise during this time. More employees may need to stay at home to care for sick children or other sick family members than would otherwise be normal. The Property will ensure sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. Additionally, the Property will communicate with companies who provide contract or temporary employees, if any, about the importance of sick employees staying home and encourage them to develop leave policies that do not punish employees (attachments 6,7,8,9)

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

Pre-Entry Health Screening of Guests will be screened prior to entry to minimize the likelihood for infected individuals to enter the Property by asking the following questions: • In the last 14 calendar days, have you had any of the following (please answer “Yes” or “No”): • A new fever (100.4°F or higher), or a sense of having a fever? • A new cough that you cannot attribute to another health condition? • New shortness of breath that you cannot attribute to another health condition? • A new sore throat that you cannot attribute to another health condition? • New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)? • Been tested to determine whether you are COVID-19 positive? • Have you had contact with someone who has tested positive for COVID-19? • Have you had contact with someone who has symptoms of COVID-19? • Have you been tested for COVID-19 within the last 14 days? • If you answered YES above, was test result positive for COVID-19? • Do you currently have symptoms of a respiratory infections, such as fever, chills, cough, sore throat or shortness of breath?

After being cleared, guests will be provided (from social distances) an amenity bag during check-in containing face covering, hand sanitizer, nitrile gloves, a COVID-19 awareness card, fully paid invoice and credit card receipts and, (if they have not previously done so as part of reservation confirmation) a consent form to sign acknowledging Property’s and County’s COVID-19 guidelines. (attachment 10)

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

The Property will require guests, to avoid physical contact with each other and to increase personal space to at least six (6) feet from the nearest occupant(s), where possible. Social distancing measures are encouraged by the following actions: • Applying markings on the

floor to guide spacing at least six feet apart, especially in designated waiting and high-traffic areas such as at entrances and check-in areas, a COVID-19 awareness card. • Guests will enter through doors that are propped open. • Peak period queueing procedures will be implemented, including a lobby greeter and having guests queue outside to maintain at least six feet of physical distance between persons. • The outdoor Hot Tub and Amphitheatre will be closed and seating around the outdoor fire pit will be spaced appropriately • Prohibiting gatherings of 10 or more at all times. • Arranging for contactless delivery of goods, room service, laundry, dry-cleaning, amenity deliveries, pickup, and/or payment options whenever practical. (attachment 10)

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

(See #6 above) and visual monitoring throughout the day and until 10pm at night.

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

No cash transactions. Deposits for reservations by credit card. The same credit card charged for balance the morning of arrival. Fully paid invoice and credit card receipts will be placed within the Guest Amenity Bag (see #5 above) provided at checkin.

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.

Guests will be provided with a local Google Voice Number (707-397-0980) which rings simultaneously (or is directed at specific times of day) to Innkeeper (Kate O'Connor), Caretaker Residence (Rick deWaele), and/or Owners' Residence (Scott Connolly and Madeline Stanionis) which may be used to report COVID-19 issues (as well as other emergencies). The response to these calls will be from onsite immediately or within one hour, depending on the time of day.

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

There will be no walk-in bookings made. All accommodation will be made from advance reservations.

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

Each unit will be limited to up to one family unit, consisting of two adults and their children.

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

Maximum 75% of normal full occupancy on any day.

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

Full 24 hour vacancy between checkouts and new checkins.

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

Guests will be required to sign (electronically, pre-checkin or physically, on site at checkin) the following **COVID-19 Agreement**:

To keep COVID19 from spreading in Mendocino County, the undersigned (and all members of the undersigned's party) agree to:

- wear a mask whenever indoors with people other than my party and whenever encountering other people outdoors;
- frequently wash or sanitize my hands, especially when entering and exiting a building, shop, gallery, grocery store or any indoor space;
- practice social distancing, keeping 6 ft between me and others;
- stay home if I feel sick, have flu-like symptoms such as cough, fever, or trouble breathing;
- being asked to move to another room or depart Property is management needs that room for 'COVID-19 response.' (Property will assist in finding another accommodation close by);
- understand that, if I become sick or test positive for COVID-19 during my visit to Mendocino County, the county will require me to self-isolate at this Property for a period of 14 days at Property's regular nightly rate. Furthermore, if I am travelling with family members who are not sick, they will need to occupy an additional room, for the same duration, at Property's regular nightly rate. I understand that Property will provide meal and essential needs service to my room at my expense.

(attachment 11)

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

The Property has no sauna nor steam room. The Hot Tub is closed and is not operational.

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