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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](file:////Users/alisondegrassi/Dropbox%20(Personal)/Alison%20de%20Grassi's%20files/Alison's%20Documents/West%20Center/Safe%20Opening%20Website/Content/Mendo%20Safe%20Opening/COVID19%20Business%20Specific%20Health%20&%20Safety%20Forms/In%20order%20to%20fill%20out%20this%20form%20and%20create%20a%20health%20and%20safety%20plan%20for%20your%20business,%20refer%20to%20the%20State%20of%20California%20Guidelines%20for%20Hair%20Salons%20and%20Barbershops%20and%20the%20County%20of%20Mendocino%20Public%20Health%20Order%20dated%20June%2012,%202020.%20A%20health%20and%20safety%20plan%20is%20required%20to%20operate.) and the [County of Mendocino Public Health Order dated June 12, 2020](https://www.mendocinocounty.org/home/showdocument?id=36100). A health and safety plan is required to operate.

1. **Describe the type of signage you will have and locations.**
   1. Signs at sinks directing guests to wash hands frequently. (we will supply plenty of individually wrapped soap for guests at each kitchen and bathroom sink, and a sign that says wash your hands frequently.)
   2. Instructions in guest information book advising guests to wear masks in any indoor space in town.
   * Stay 6+ feet away from others when outside of your home (no shaking hands!)
   * Cover coughs & sneezes (cough into your elbows not your hands!)
   * Wash hands/ use hand sanitizer
   * Wearing facial coverings pursuant to separate Heath Officer Order and Statewide Order dated June 18, 2020
2. Signs instructing guests that all bedclothes, linens, towels etc. are washed after every guest stay. The cleaners do this as a matter of course. EVERY blanket, sheet, towel will be sanitized between guests.
3. Signs warning guests that no additional visitors are allowed for any reason.
   * We do not allow unregistered guests.
4. Describe the PPE you will provide to your employees and guests.
   * We have provided individually wrapped soap, fresh sponges, and dish soap for each new party.
5. We have no employees, we employ outside cleaners to clean, see #3, 4 & 5.
6. **Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.**
   1. We require our house cleaners to comply with CDC guidelines. We have had lengthy conversations about how to clean, reminding them that we need all kitchenware washed between guests. All sheets, bath towels, potholders and kitchen towels must be washed between guests, used or not.
7. **Describe your plans for protecting your employees' health.**
   1. We have instructed all cleaners, repair people etc. to follow the CDC guidelines, to wear masks as they clean. We have asked them to stay home if they have symptoms.
8. **Describe your plans for protecting the health of guests.** 
   1. All kitchenware is to be cleaned between guests, all door handles, light switches, appliances, TVs, Remotes, etc. are sanitized between guests.
   2. All sheets, towel, blankets and other linens are cleaned after every stay.
   3. All hard surfaces (floors, counters, stovetops, seating, etc.) are disinfected after each stay.
   4. Recirculating air filters are sanitized between guests and replaced monthly
   5. Water filters are replaced quarterly, and UV disinfection light is replaced annually. All were replaced on June 26, 2020.
   6. No food, condiments, sweeteners, etc. are retained between stays. Guests must supply their own.
   7. Refrigerator is disinfected between each stay.
   8. Bathrooms, including toilets, counters, shower and bath are cleaned and disinfected after each visit.
   9. All trash is removed from the premises after each guest stay, and weekly if the stay is longer.
   10. Hot tub has been locked and removed from use.
9. **Describe how you will prevent crowds gathering at your facility.**
   1. We limit to a single family. No unregistered guests allowed.
   2. Managers will do ‘drive bys’ at least once per stay.
10. **Describe how your will enforce physical distancing at your facility.** 
    1. We do not allow any unregistered guests outside of the family in the home.
11. **Describe the payment methods you will use (contactless is preferred).**
    1. We accept payments on line only, or US mail.
12. **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.**
    1. We contracted with Mendocino Coast Reservations, they live in Mendocino, and their office is in Mendocino. They are reached by phone: 707-937-5033 or email mcr@mendocinovacations.com . They are available on-call.
13. **Reservations are required. What are your methods for taking reservations and appointments?** 
    1. through Mendocino Coast Reservations or VRBO.
14. **Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).**
    1. We only allow a single family.
15. **Describe the occupancy limitations for your hotel or vacation rental.** 
    1. We only allow a single family, there are six beds.
16. **How many hours are necessary between separate room or unit occupancies on your property?**
    1. We leave at least 53 hours (48 + 5) between guests.
17. **Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.**
    1. Please see guest welcome letter below.
18. **In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?**
    1. We will keep them isolated here for 10-14 days at their cost and cancel reservations of upcoming guests.
19. **If your property has a sauna, hot tub or steam room, is it operational?**
    1. We have closed and locked the hot tub, we have no sauna or steam rooms.

Thank you for booking Caspar Dream! We are excited for you to come to the Mendocino coast area and enjoy the house and amenities.

We love Caspar Dream, and are sure you will too!

PROPERTY INFO:

The property is located 3 miles north of Mendocino village. You have exclusive use of the spacious home and large adjoining garden. The property itself is 2 acres.

The house is fully stocked with linens, towels, individually wrapped hand soap etc. The well-furnished kitchen has a large professional stove and an outside gas grill. Due to current health restrictions; no spices, condiments, zip lock bags, foil, coffee, tea, sweeteners or other food items are included. You have plenty of storage for your own food. The nearest grocery store is located in Mendocino Village. There is high-speed internet throughout the house and a lovely garden to enjoy. The hot tub is not available due to the current health restrictions in place. Most of the Bedrooms have TVs.

We do not allow multiple families at the property. You must all live in the same house, and can have only 4 adults at our home.

Please do not travel to the area if you have any symptoms of illness, such as fever, coughing, nausea, aches etc. You must bring masks with you and wear them at any merchants, public and outdoor indoor spaces and gathering. Non-registered guests are not allowed. Caspar Dream and Mendocino Coast Reservations follow strict guidelines and protocols to assure that every home has been properly cleaned and disinfected per county and CDC guidance prior to move in, and we offer no liability for any illness you may contract during your visit.

Please contact us if you have any other questions about the house.

CHECK IN:

Our local property manager has an office located at Mendocino Coast Reservations, 45084 Little Lake Street, Mendocino CA 95460. Her name is Teri and she is available to ensure your stay is trouble free. You must check in with her on the day of your arrival to get access to the home. Her office is on the way to the house so you can use the opportunity to check in with her, do some grocery shopping and arrive with provisions.

In this current Pandemic, the safety of you, your family, our staff and the Mendocino/Fort Bragg community take highest priority. When you check in, you will be asked to sign a document that lists every adult’s name and phone number, and to sign a document that attests that you are all in the same family, living in the same house. Check in is after 3 pm and Check out is by 11am. Early check in may be possible. Please contact Teri at 707-937-5033 with any questions regarding the check in process.

You will receive another email around a week before your stay with more details, including directions etc.

Welcome to Mendocino and we hope you have a terrific time!

Olaf & Carol Krop

Owners, Caspar Dream

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