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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 August 13, 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 August 13, 2020](https://www.mendocinocounty.org/home/showdocument?id=37145) 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.

Safe Business Reopening Plan

Business Name: Hilton House

Business Location: 39051 Ocean Dr. Gualala CA.

Business Description: Vacation Rental, Single Family Residence with fenced backyard

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

CDC signage “Stop the Spread of Germs” designed specifically for Covid 19 with instructions on social distancing, covering your cough, wearing a mask, not touching your face, cleaning surfaces, staying home when sick, and proper hand washing, will be placed:

* At the front door (at entrance to the home)
* In the kitchen on the side of the refrigerator where house information is posted
* In all bathrooms

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

Guests are asked to bring their own masks but disinfectant wipes, hand sanitizer, and disposable masks will be available as needed. Hand soap is available throughout the home.

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

There are no employees working in the home but the cleaning contractor is taking necessary steps advised by the CDC and Cal OSHA for the disinfection and spread of Covid 19 using EPA approved disinfectants, including wearing PPE (gloves and masks) anytime they are present in the home. A bleach solution is the primary disinfection agent used to clean the home. Disinfectant wipes are also used as appropriate and available for guests as well.

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

There are no employees working in the home. The cleaning contractor wears PPE as described above. Laundering of linens is done completely on site so no transport of linens is necessary.

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

Recommendations for cleaning the home to prevent the spread of Covid19 will be followed. This will include cleaning surfaces, including floors, with diluted bleach, according to CDC guidelines. Surfaces that are routinely touched by guests (light switches, doorknobs, handles, remote controls) will be given extra cleaning. Guests will also be given access to disinfectant wipes, disposable gloves, and disposable masks to use as necessary. No contact with guests will occur at any time except in case of an emergency that requires immediate attention (e.g. broken water pipe). In the case of an emergency and a contractor needs to come on-site they will be asked to follow safe distancing and mask wearing protocols. Access to the home will be by lockbox and the lockbox and key will be disinfected between visits. Visitors will also be emailed the Mendocino County Safe Visitor’s Guide so they are prepared to social distance, wear masks, etc. before they arrive. Gaps between guest stays will be maximized (to exceed 48 hours) whenever possible.

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

Only registered guests are allowed to be at the home.

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

This is a single-family residence with no neighbors on either side of the property or directly across the street. The only neighbor is a real-estate office in the rear of the fenced property and the parking lot of the office is adjacent to the rear fence. Only registered guests are allowed at the home so physical distancing with outside individuals while at the home is not an issue.

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

All payments are online (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.

Nobody lives onsite at the property and nobody will be present while guests are there. The contact is Jason Kindopp (530-720-6005). He will contact the appropriate person to respond quickly given the nature of the issue.

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?

Reservations are all made online (contactless). No in-person appointments are ever needed.

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

The rental is a single-family home so the entire home must be rented (i.e. rooms are not rented individually). Only the registered guests can be present at the home.

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

Occupancy is 2 people per queen or king bed, 1 person per twin bed. Renters will not be allowed to exceed normal bed occupancy by sleeping on a couch, fold out bed, air mattress, etc.

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

48 hours for all new reservations.

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

An agreement will be sent to guests electronically ahead of their stay. Each renting adult will sign an agreement demonstrating their acknowledgement and compliance with Mendocino County’s Public Health orders. The current agreement is below but is subject to change:

With respect to my reservation at Hilton House (39051 Ocean Dr. Gualala, CA), I agree to comply with the operative Mendocino County Shelter-in-Place orders.

In the event a guest during my stay at Hilton House is determined by a medical professional to require isolation or quarantine for COVID-19 at Hilton House, I agree to cooperate with public health authorities in the following manner:

I agree to comply with any and all isolation/quarantine orders and contract tracing required by County public health authorities.

Except for guests who maintain primary residence in Mendocino County, Hilton House will provide space for all impacted guest(s) at no cost to the guest(s), by isolating the guest(s) with COVID-19. Hilton House will arrange for delivery of food and basic essential needs for all impacted guests (at equally shared cost between Hilton House and guests), unless and until all impacted guests are released from any isolation and quarantine orders by the appropriate public health authorities.

I agree to fully comply with any such allocation of costs without recourse against the County of Mendocino.

For those guests who maintain primary residence in Mendocino County or at such other location as Public Health determines would be safe to travel, Public Health will authorize their return home for isolation and quarantine purposes.

The discontinuation of isolation for guests with COVID-19 or related guests under quarantine, must be determined in direct consultation with the Health Officer and public health authorities.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_

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

Each renting adult will sign the agreement above

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

There is a hot tub that will be sterilized by local professionals between guest stays. The hot tub will be kept continually chlorinated and all surfaces (above the water line) will be wiped down with either a standard disinfecting bleach solution or disinfectant wipes.