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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.  
   **We have signage at each public entrance of the facility to inform employees and guests that they should avoid entering the facility if they have a cough or flu like symptoms, maintain 6 ft distance from one another, facial mask policy and one person at a time when for entering reception area.**
2. Describe the PPE you will provide to your employees and guests.   
   **Appropriate PPE will be provided to employees, masks, hand sanitizers and gloves to protect our employees and guess. We also have face masks for our guests if needed.**
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

**We have provided our employees with information about COVid-19, what the symptoms are and how important it is to stay at home if they have a cough, fever, muscle pain etc. It has always been our policy for them to frequently wash their hands. They will wear a face mask and gloves when entering rooms after guests. When guests are in rooms they will not enter. After guests have checked -out, we place an ozone generator then let the room rest for 1 hour, and then open windows and have air circulating in the room (when possible, we will be allowing 24 hours between stays). Before removing bed sheets and towels from rooms we place them in a plastic container before taking them out of rooms to our laundry room.**

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

**We have implemented employee-screening measures to assess signs and symptoms of infection. All employees have been told to check their temperature daily before work and not to work if they are sick. If an employee has been exposed to the virus, they are to follow CDC guidelines and self-quarantine. Appropriate PPE will be provided, and masks where and when needed are required during working hours. Gloves will be worn by employees who require them to do their jobs. Hand washing is available wherever employees work, and hand sanitizer is readily available. High touch surfaces such as counters, door handles are being disinfected regularly and frequently. Only one employee works in the office per shift. Water and soap are available to wash hands in the private office bathroom. Copies of protocols have been handed out to employees. Disinfecting and related supplies are available to all employees and employees in the office. In the office we use alcohol wipes to sanitize credit card terminals, pens, and counters between guests.**

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

**All guests entering the office must wear a face mask. Only one guest is allowed in the office at a time and employees must wear face masks. Signs have been posted at every entrance about social distancing and wearing a face mask in all public areas. Social distancing and use of face mask procedures are explained at check-in to registered guests. They acknowledge this by signing the (#14 below) guest registration form.**

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

**Only registered guests are allowed on the property and as stated only one person at a time in the office. Social distancing of 6ft apart when waiting to come into the office. Signs are posted at the entrance to the office.**

1. Describe how you will enforce physical distancing at your facility.   
   **Signage is installed throughout the property regarding safe social distancing practice. A 6-feet social distancing policy will be in place. Staff patrolling and warnings if guests are non-compliant. Plexiglass sneeze barrier is at the reception desk.**
2. Describe the payment methods you will use (contactless is preferred).

**Vichy Springs receive payment online, credit card and cash.**

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.  
   **Gilbert and Marjorie Ashoff Phone number is 707-462-9515 ext. 0 or 707-621-5171. Available 8am-11pm on site and available within one hour of a call 24 hours**.
2. Reservations are required. What are your methods for taking reservations and appointments?  
   **Our reservations are taken online see our website** [**www.vichyspringsresort.com**](http://www.vichyspringsresort.com) **or over the telephone 707-462-9515 ext. 0. s**
3. Describe the limit on the number of guests permitted in each room, unit, or vacation rental (regardless of size).  
   **We have 17 rooms with a limit of 3 guests. Our suite has a limit of 6 guests. Five one-bedroom cottages with a limit of 4 guests per cottage and three two-bedroom cottages with a limit of 6 guests.**
4. Describe the occupancy limitations for your hotel or vacation rental.  
   **We will be renting at 75% capacity.**
5. How many hours are necessary between separate room or unit occupancies on your property?  
    **6 hours (using the ozone generator), if possible, we will be allowing 24 hours between.**
6. Describe the signed agreement you have with guests regarding compliance with County of Mendocino Public Health Orders.

**We will be verbally notifying each guest at check-in as and having them sign “custom registration card”.**

1. In the event your facility has a guest who contracts Covid-19, what are your plans for quarantine and isolation?  
   **Guest will be quarantined in a cottage located away from other guests. If family is with them, they will be quarantined in a separate cottage or room. Cottages have a full kitchen; housekeeping will be extremely limited to garbage pick-up and towel exchange only and placed in plastic bags by guest with clean towels left outside.**
2. If your property has a sauna, hot tub or steam room, is it operational?

**Yes, hot tub, marked for 6 feet social distancing and masks are to be worn.**

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