

# **Safety and Sanitation Site Plan**

## **Weller House Inn**

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### **Signage & Communications**

Mendocino county health signage has been posted throughout property to inform employees, vendors, and customers that they:

- Must practice physical distancing and stay at least six feet apart;
- Must wear a proper face covering;
- and that they should not enter/stay home if you are feeling sick.

We have placed these signs:

- at the main entrance of the Weller House
- at the base of the Water Tower
- at the entrance door of the house keeping room
- at the back door of the Weller House

We've also provided messaging on our website and reservation systems that summarizes proper face covering usage and current physical distancing practices that should be used throughout the property and in Mendocino County generally. Guests must confirm during check-in that they promise to follow the safety protocols.

### **PPE**

- We are provide employees with masks, gloves, hand sanitizer and disinfectant wipes
- We provide guests with hand sanitizer and disinfectant wipes in their rooms
- We have installed touchless hand sanitizer stations throughout the property for both employees and guests

### **Employee Training**

We will provide information and training regarding COVID-19 protocols prior to the return or start of any new employee(s).

Training will include:

- Instructions to Self-screen at home, including temperature and/or symptom checks using CDC guidelines.
- Information will be provided on the 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 or disposed of after each shift.
- Housekeeping staff will be trained on the Housekeeping Checklist Below:

## **HOUSEKEEPING CHECKLIST**

- Leave rooms vacant 24-72 hours prior to or after cleaning
  
- Housekeepers and others who must enter guest rooms are to be provided with and required to wear face coverings and disposable gloves. They must wash their hands thoroughly before and put on gloves before each cleaning and dispose of their gloves and wash hands after each cleaning. Protective eyewear is highly recommended
  
- Clean accommodations are not to be entered between guests or during the occupancy of guests.
  
- Open windows to increase circulation.
  
- CLEAN then DISINFECT. Cleaning is with the use of soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach (5TBS per gallon of water), alcohol solution (with at least 70% alcohol) or an approved Environmental Protection Agency (EPA)

disinfectant to kill germs. (Bleach mixture must be left on surface at least 1 minute and is not effective after 24 hours.)

❑ Focus on cleaning and disinfecting frequently touched surfaces such as doors, door handles, counters, stair railings, light switches, remote controls, phones, hairdryers, refrigerator doors, curtain and shade pulls, toilets, faucets, shower handles and sinks.

❑ Don't forget about sofas, rugs, drapes and other soft, porous surfaces. Sanitize the soft porous surfaces by vacuuming and steam cleaning or use soap and water to clean the surfaces. Some approved disinfectants will say 'Safe for Porous surfaces'. Remove decorative pillows, throws, extra blankets, reusable collateral such as magazines, brochures, etc.

❑ Kitchen items, including pots, pans and utensils, and all dishes must be washed between each guest stay. New unused sponge provided for each guest.

❑ Bag dirty laundry for transport. Removal and cleaning of all towels and linens, even if they appear not to have been used. Wash all linens at the highest heat setting recommended by the manufacturer.

❑ Clean and disinfect laundry baskets, hampers or use a liner that is disposable or washable.

❑ Empty the vacuum cleaner after every cleaning. They must be equipped with HEPA filters

❑ Sanitize shared tools and equipment after each cleaning.

❑ Clean and disinfect outdoor furniture.

## **Protecting Employee Health and Guests**

- All employees have been told not to come to work if sick.

- Symptom checks are being conducted before employees may enter the work space.
- Housekeeping does not enter guest areas/rooms during a stay.
- Unnecessary items and amenities are removed from rooms.
- Guests are informed via the property website, reservation confirmations, on site signage and in-room signage about proper face covering usage and current physical distancing practices in use throughout the property and in Mendocino County.
- Hand sanitizer is now included in rooms as part of the guest amenities.
- (Touchless) Hand sanitizer stations have been placed at strategic locations and entrance and exit points.
- Staff are required to wear face coverings
- We put a 48 hour window between guests

### **Preventing Crowds From Gathering**

- Digital concierge services allow for guests and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Separate lock boxes are provided for each room/accomodation.
- Payment is taken prior to arrival (No cash handling at this time)
- Reservations must be made at least 24hrs in advance, no same day reservations or walk-ins.

### **Measures To Keep People At Least Six Feet Apart**

- Employees are instructed to maintain a minimum of 6 feet distance from the guest.
- NO in person staff meetings.
  - Staff will work alone at least 75% of the work time
- All employees have been instructed to maintain at least six feet distance from guests.

### **Measures To Prevent Unnecessary Contact**

- Digital texting concierge service allows for autonomous check-in and purchases
- We put a 48 hour window between guests

### **Measures To Increase Sanitization**

- Furnishings cleaned first, then disinfected sprayed for proper dwell time, then wiped clean
- Housekeeping operations comply with the CDC Reopening Guidance for Cleaning and Disinfecting
- Hand sanitizer, soap and water, or effective disinfectant is available to guests in rooms

and anywhere else on the property where people have direct interactions

- All public spaces and high-contact surfaces are disinfected frequently.
- Rooms are “sealed” w/clean and sanitized tag
  - Clean rooms not to be entered between guests.
- All bed linens and laundry are washed at a high temperature in accordance to CDC guidelines, and dirty laundry is bagged/contained in the guest room to eliminate contact while being transported
- Shared tools and equipment are sanitized during and after each shift or anytime the equipment is transferred to a new employee.
- In the case of a presumptive COVID-19 positive guest, the guest’s room is removed from service and quarantined and the guest room is not returned to service until the case is confirmed or cleared
  - In the event of a positive case, the room is only returned to service after undergoing an enhanced sanitization protocol (per Mendocino County regulations, if applicable), which is encouraged to be performed by a licensed third-party service

### **Occupancy Limits**

- Each open room has an occupancy limit of 2 people and we are limiting total occupancy to a max of 70% at any given time
- We are putting a 48 hour window between guests

### **Plans for Quarantine and Isolation**

- We will comply with any and all isolation/quarantine orders and contact tracing required by County public health authorities