**Westport Inn, Westport CA**

**Mendocino County COVID-19 Health and Safety Form and Safe Reopening Plan**

**February 18, 2021**

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

We downloaded and posted the three HHSA of Mendocino County Public Health notices: 1) Social Distancing; 2) Face Covering Requirement; and 3) Do Not Enter if Sick near our main entrance. Additionally, a laminated copy will be placed in each guest room of our six guest rooms.

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

The Westport Inn’s only employees are owners Jeanne and Rick Marsh. We perform all housekeeping and maintenance functions for the property. We use and will supply as needed masks, gloves, hand sanitizer, and CDC-approved cleaning products. We ordered individual hand sanitizer and face masks through the Mendocino County Lodging Association (MCLA) group and provide individually prepared Lysol wipes for guest use. We will check our temperature prior to guest arrival.

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

As noted we manage the Westport Inn without employees. We’ve read and will follow the COVID-19 INDUSTRY GUIDELINES of the California Department of Public Health and Cal OSHA for Hotels, Lodging and Short-Term Rentals.

1. Describe your plans for protecting your employee’s health.

 This is not applicable but we have reviewed and will follow published guidelines.

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

We will clean and sanitize each guest room according to the recommended protocols laid out in COVID-19 INDUSTRY GUIDANCE: Hotels, Lodging, and Short-Term Rentals distributed by the State and County Agencies. The Westport Inn guest rooms are detached from the main structure and do not have shared hallways or gathering places. Each room opens to assigned parking therefore guests can safely maintain a six foot distance entering/exiting rooms. We serve breakfast trays to guest rooms so there is no shared eating space. We will provide hand sanitizer, gloves and masks as needed, Each guest will be required to sing a SafeMendocino Guest Agreement as shared by Mendocino County Lodging Association (MCLA) and provided for review.

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

 We are reopening by reservation only and as required do not accept walk-in or last-minute reservations. Potential guests are required to reserve rooms through Airbnb or through our website email process allowing us sufficient time to message guest requirements. We will communicate all COVID-19 requirements and restrictions to guests prior to arrival. Our business model is to serve guests continental breakfast to guest room so there is no group gathering at meals. We will not allow guest congregation in the main house and provide our cell phone numbers if guests need amenities or services so can eliminate access to the main house or potential congregation.

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

We are on property and if we notice guests not maintaining social distancing we will politely bring masks; and if necessary, remind guests of the Agreement they signed.

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

We accept electronic methods including Airbnb and PayPal and also use a credit/debit card machine that we sanitize after each guest use. We will accept check in lieu of cash.

1. Provide the name, phone number and email address of the person you have designated as the COVID-19 contact for your property. In your response, state whether they are on-site or available within one hour of a call.

 Owners Rick and Jeanne Marsh are onsite and the designated COVID-19 point of contact. Rick Marsh cell phone, 775-722-4554; Jeanne Marsh cell phone, 775-300-0047. The Westport Inn contact number (main line) is 707-967-5135.

1. Reservations are required. What are your methods of taking reservations and appointments?

We take reservations electronically (Airbnb) or by contact through our website ([www.westportinnca.com](http://www.westportinnca.com)). We respond to email requests and communicate all reservation requirements and expectations electronically.

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

We allow two guests per room (double occupancy) only from the same household or Household Support Group.

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

Our six room motel can accommodate two guests per room.

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

We will ensure at least 24 hours between guest visits.

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

Guests will be required to sign the SafeMendocino Guest Agreement. All guests will be informed of the requirements prior to arrival.

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

Should a guest contract COVID-19, we would be able to provide sufficient safe place to quarantine and isolae.

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

We have none of these. N/A.