



COVID19 Business Specific Health & Safety Form

TRANSIENT LODGING

NOTE: In order to self-certify compliance at 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 July 1, 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](#), the [County of Mendocino Public Health Order dated July 1, 2020](#) and the [County of Mendocino Facial Coverings Order dated July 3, 2020](#). A health and safety plan is required to operate.

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

A sign is posted on fridge indicating that by inhabiting the premises guests agree to read and abide by Mendocino Public Health Orders, including wearing a mask and practicing social distancing when visiting Mendocino County. This information, and more, is also included in a welcome packet by the front door.

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

Guests bring their own facial coverings. Sanitizers are provided on site. We have no employees. Owners usually clean, but all cleaning persons, owners or otherwise, will be provided with safety and cleaning protocols including to wear mask and gloves. Gloves are available on site.

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

We have no employees. As stated above, the owners usually clean but all cleaning persons will be provided with specific written instructions, including COVID-19 cleaning guidelines stating that cleaning first and then sanitizing reduces risk of spreading infection.

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

No employees. To protect everyone's health, we ask guests, before departure, to put towels in washer and open windows to allow for airing. No one enters building for at least 24 hours post departure. Cleaners wear mask and gloves.

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

Guests are required to bring their own masks. We provide sanitizer on the premises for their use. We adhere to strict cleaning standards, including multi-day vacancy between guests (minimum 52 hours), thorough airing out, and guest instructions and information.

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

No parties are allowed. The cottage can sleep three from the same household. Owner lives on the property and would be aware if larger groups were gathering.

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

Generally not applicable. We have only one rental cottage and it is for members of the same household. When we interact with guests (rarely), we wear masks and maintain at least 6 feet of distance.

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

Online (contactless) payments only.

9. 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.

Guests have 24/7 access to owners Christina (510) 621-8455 & Theo (510) 230-7062, email wrenscrest@gmail.com (on site or will arrange availability within one hour of call).

10. To the extent feasible, reservations shall be made by phone or online prior to arrival. What are your methods for taking reservations and appointments?

Online reservations only.

11. Describe the limit on the number of guests permitted in each room, unit, or vacation rental.

Three max, no events or parties are allowed.

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

Three max, no events or parties are allowed.

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

Minimum 52 hours between guests (minimum 24 hours after check out before entering to clean; minimum 24 hours after cleaning is complete before next guests arrive).

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

Guests are booked through Evolve Vacation Rentals, a professional online booking service. Guests agree to no more than three people from the same household, no parties, and to abide by Mendocino Public Health Orders.

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

Our plans follow all county protocols and recommendations. If guests must quarantine in place, contactless deliveries of food and necessary supplies will be coordinated by owners.

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

We currently have an operational hot tub which is for cottage guests only. It is thoroughly cleaned and changed between guests. (Note: Since this is a lot of water, we are considering shutting down use of hot tub during this period.)

Self-certify

Go to www.mendocinocountybusiness.org, click **Self-Certification** in numbered item 5, select Transient Lodging from the dropdown menu, upload your plan and complete the self-certification process online.

Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482. *Your Business Specific Health & Safety Plan will become public record.*