



COVID19 Business Specific Health & Safety Form

TRANSIENT LODGING

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 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, the County of Mendocino Public Health Order dated July 13, 2020 and the County of Mendocino Facial Coverings Order dated July 2, 2020. A health and safety plan is required to operate.

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

Maximum 2 Adults

Describe the occupancy limitations for your hotel or vacation rental.

Maximum 2 Adults, one household

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

Owner operated business. No additional employees or temporary workers.

Owner's training includes completed Certification via Airbnb's Enhanced Cleaning Protocols training based on CDC guidance and in consultation with industry leaders (Ecolab and Dr. Vivek Murthy, Former US Surgeon General, etc.) in the fields of sanitization and medicine.

Owners have read and reviewed:

- CDC publications on COVID-19 with information on how to prevent the disease spread and conditions that may make individuals more susceptible to contracting the virus,
- CDC Reopening Guidance for Cleaning and Disinfecting
- CDPH Guidance for the Use of Face Coverings
- CDPH CAL/OSHA COVID-19 Industry Guidance for Hotels, Lodging and Short Term Rentals
- Mendocino County Public Health Orders
- Mendocino County Facial Covering Orders

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

Guest reservations are required in advance with method via the online Airbnb reservation platform.

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

Contactless payment transactions for reservations; completed online via Airbnb reservation platform.

Describe the type of signage you will have and locations.

"Maintain a Physical Distance & Facial Covering Required" and Do Not Enter If Sick signage prominently displayed at the Guest parking space; guest(s) can view signs before exiting the vehicle. Wash hands reminder.

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

No employees. Owner operated business.

- Owner/Proprietor PPE includes masks, goggles/glasses or face shields, and nitrile gloves for cleaning, sanitization, and disinfecting protocols.
- Guests are reminded to bring their own masks. Receive PPE Antibacterial Hand Sanitizer, Soap, Nitrile Gloves and Masks, if needed.

Describe your plans for protecting your employees' health.

No employees. Owner operated business.

- Wait 48 hours after a guest leaves before entering the private space
- Frequent hand washing with soap and water for at least 20 seconds or use of antibacterial hand sanitizer including before placing PPE
- Mayo Clinic COVID-19 Self-Assessment screening for clearance of any symptoms per CDC Guidelines and temperature reading before entering,
- Wear clean protective gear (masks, safety glasses, nitrile gloves, etc.) to enter and while implementing the cleaning/sanitization/disinfection process and protocols.
- Ventilate room; open windows/doors before beginning to clean and disinfect
- All towels, linens, duvet, etc. are placed in a single use bag to remove for laundering
- Multi-step Cleaning/Sanitizing/Disinfecting Process with Checklist
- Use disinfectant solutions that are registered/approved with the EPA; according to directions for use against COVID 19.

Describe your plans for protecting the health of guests.

- Limited to 2 Guests
- Guests are notified in advance of requirements (including facial coverings and social distancing requirements, etc.) and must agree to the House Rules, County and State Health Orders, and adherence to laws prior to completing their reservation.
- Health screening of Guest(s) required for clearance of symptoms per CDC Guidelines prior to entering, plus potential temperature.
- Signage to further inform guests as listed
- PPE available to guests as listed
- Sanitized Room Key
- Guest "Welcome Book" and collateral has been digitized.
- Items in the space have been minimized
- Strict cleaning, sanitization, and disinfection protocols are adhered to in preparation for guests including:
 - Use Disinfectant solutions registered with/approved by EPA; used according to directions for use against COVID-19.
 - PPE is worn for cleaning the guest unit
 - Comprehensive Cleaning Checklist
- After accomodation is cleaned, sanitized, disinfected, and prepared, only Guest(s) enter
- Social distancing practiced of at least 6 feet
- Masks required
- WiFi is complimentary for guests allowing contactless communications

Describe how you will prevent crowds gathering at your facility.

Ingress and egress of the property is private, restricted, and monitored.

Guests agree to no guests or visitors allowed on property other than those identified in booking.

Describe how you will enforce physical distancing at your facility.

Guests are notified and agree in advance to requirements of social distancing of at least 6' and required facial coverings. Signage is posted.

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.

Designated COVID 19 contacts for the property are the property owners; specifics as provided and stated in Step 1 of this "Business Self Certification".

Contact information is provided directly to guests in advance of arrival, included in the digital informational "Welcome Book", and posted on site.

Per Mendocino County Health Orders, designated COVID 19 contact is "available on-call 24 hours per day (and to be on site within one hour) to monitor and adhere to COVID-19 Industry Guidance, and for COVID-19 related issues."

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

In compliance with the July 1, 2020 Mendocino County Health Order, 48 hour vacancy between occupancies for all Vacation Rentals.

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

Before a reservation is confirmed, both guests must sign or digitally agree to adhere to compliance with the County of Mendocino Public Health Orders, State of California Health Orders, and laws.

- Guest(s) information to include Full Name, Home Address, Cell Phone Number.
- Guests declare both parties reside permanently in the same household or living unit
- Guests agree to comply with operative Mendocino County Shelter-in-Place orders
- Guests are required to cancel their reservation if either one has any illness or symptoms;
- Guests are required to cancel their reservation if they have been in contact with anyone with symptoms or testing positive for COVID 19 within the 14 days prior;
- Guests agree to a symptom screening and temperature check as a requirement before access can be granted to the short term vacation rental unit;
- Guests are prohibited from entering if they have a cough, fever, or any symptoms of illness;
- Guest(s) agree to inform the property owners immediately if they feel ill at any time.
- Guest(s) agree to comply with any and all isolation/quarantine orders and contract tracing required by County Public Health authorities, in the event a Guest is determined by a medical physician, in coordination with Mendocino County Public Health Authority, to require isolation or quarantine for COVID-19
- If Guest(s), are not Mendocino County residents, and it is determined by a medical physician, in coordination with Mendocino County Public Health Authority, to require isolation or quarantine for COVID-19, Guest(s) may be mandated to stay in place, for isolation and/or quarantine purposes.
- If Guest(s) are not Mendocino County residents, and it is determined by a medical physician, in coordination with Mendocino Public Health Authority, to require isolation or quarantine for COVID-19 during their stay, Guests agree to pay for obligation of any and all additional costs (for housing, food, services, labor, and basic essential needs).
- Guest(s) agree the situation of required isolation or quarantine may be lengthy and may require two separate accommodations (with individual delivery of food, services, labor, and essential needs for each) and Guests agree to pay for all such costs.
- Guest(s) agrees to the obligation to fully comply with any such allocation of costs without recourse against the County of Mendocino.

- Guest(s) agree to the obligation to fully comply with Mendocino County Health Authorities and Health orders, and any additional incurred costs, allocations of costs, without recourse against the property or business owner(s).
- Guest(s) agree to wear face coverings at all times on the property except when inside the short term vacation unit; social distancing protocols of a distance of at least 6' feet are required even while masked and outside.
- Guests understand that by Mendocino County COVID-19 Ordinance facial coverings are required; enforceable with citations and fines for violations.
- Only registered guests are allowed access to the property; without exception, no visitors or additional guests allowed on property.
- For Questions on COVID-19:
 Contact Mendocino County Health COVID-19 Call Center (707) 234-6052
 Open Monday-Friday, 8:00 am - 5:00 pm. Email: callcenter@mendocinocounty.org
 Mendocino County Public Health Department, in Fort Bragg
 120 West Fir Street, Ft. Bragg, CA 95437 (707) 964-4713

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

In the event, a currently registered guest is mandated by a medical physician, and in coordination with the Mendocino County Health Authority, is required to isolate or quarantine for COVID-19; after being informed, we will cooperate with Public Health Authorities.

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

N/A None available for guests

**APPENDIX A-1 to Health Officer's Order
SOCIAL DISTANCING AND HYGIENE PROTOCOL
COVID-19 PREVENTION**

SHORT TERM VACATION RENTAL

Maximum 2 Guests. Owner Managed. No Employees.

- Signage:**
- Guests*
- Signage at each public entrance of the facility to inform ~~all employees and customers~~ that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.
- Measures To Protect Employee Health (check all that apply to the facility):**
- No Employees, Owner:*
- N/A* Everyone who can carry out their work duties from home has been directed to do so.
- ~~All employees have been~~ told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work space.
- N/A* All desks or individual work stations are separated by at least six feet.
- N/A* Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
- Break rooms:
- Bathrooms:
- Other (): *Owner*
- Disinfectant and related supplies are available to ~~all employees~~ at the following location(s): *Multiple Locations*
- Hand sanitizer effective against COVID-19 is available to ~~all employees~~ at the following location(s): *Multiple Locations* *Owner*
- Soap and water are available to ~~all employees~~ at the following location(s): *Multiple Locations*
- N/A* Copies of this Protocol have been distributed to all employees.
- Describe other measures: *PPE: Masks, Goggles/Glasses/and Shields, Nitrile Gloves, etc.*
- Measures To Prevent Crowds From Gathering (check all that apply to the facility):**
- Limit the number of ~~customers in the store~~ at any one time to [*Maximum of 2 Guests*], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- N/A* Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- N/A* Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
- Explain:
- Optional—Describe other measures:**
- Ingress and egress of the property is private, restricted, and monitored.*
- Guests agree to no guests or visitors allowed on property other than those identified in booking.*

SHORT TERM VACATION RENTAL Maximum 2 Guests. Owner Managed. No Employees.

- Measures To Keep People At Least Six Feet Apart (check all that apply to the facility):**
- Placing signs outside ~~the store reminding people to be at least six feet apart, including when in line.~~
 - N/A Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
 - N/A Separate order areas from delivery areas to prevent customers from gathering.
 - All ^{Owners} employees have been instructed to maintain at least six feet distance from ^{Guests} customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
 - Optional—Describe other measures: *Maximum of 2 Guests.*
- Measures To Prevent Unnecessary Contact (check all that apply to the facility):**
- N/A Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
 - N/A Not permitting customers to bring their own bags, mugs, or other reusable items from home that must be handled by employees. Customers bringing their own reusable items that do not require handling by employees is permissible.
 - Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: *Reservations required in advance; completed with online payment.*
 - Optional—Describe other measures (e.g. providing senior-only hours):
Digitized collateral. Complimentary WiFi for contactless communications.
- Measures To Increase Sanitization (check all that apply to the facility):**
- Businesses and facilities re-opening should comply with the CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)
 - N/A Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
 - N/A Employee(s) assigned to disinfect carts and baskets regularly.
 - Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
 - Disinfecting all payment portals, pens, and styluses after each use.
 - Disinfecting all high-contact surfaces frequently.
 - Optional—Describe other measures: *Multi-step Cleaning/Sanitizing/Disinfecting Process with Checklist Use EPA approved and/or registered disinfectants. Sanitized Key*
- * Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

This document is submitted as an attachment to:
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TRANSIENT LODGING

SHORT TERM VACATION RENTAL

Maximum 2 Guests. Owner Managed. No Employees.

- 1. **Signage:**
 - Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
 - Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.
 - "Maintain a Physical Distance & Facial Covering Required" & Do Not Enter If Sick
- 2. **Measures for Employee Training:** *No Employees: Owner Operated - Owner Training:*
 - Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
 - Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
 - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
 - The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, [per CDC guidelines](#)).
 - The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
 - 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.

- o Face coverings should be washed after each shift.

***NOTE: See Appendix A for a summary of the County of Mendocino's Facial Coverings Order effective May 1, 2020 Order Updated July 1, 2020**

N/A Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers. *N/A No Temp or Contract Workers*

N/A Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home.

3. Measures To Protect Employee Health (check all that apply to the facility):

No Employees. Owner:

N/A Everyone who can carry out their work duties from home has been directed to do so.

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

Symptom checks are being conducted before ^{Owners} employees may enter the work space.

N/A All desks or individual work stations are separated by at least six feet.

N/A Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other (): ^{Owners}

Disinfectant and related supplies are available to all-employees at the following location(s): ^{Owners}

Multiple Locations

Hand sanitizer effective against COVID-19 is available to all-employees at the following location(s): ^{Owners}

Multiple Locations

Soap and water are available to all-employees at the following location(s): ^{Owners}
Multiple Locations

N/A Copies of this Protocol have been distributed to all employees.

Describe other measures:

PPE: Masks, Goggles/Glasses/&or Shields, Nitrile Gloves, etc.

4. **Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

N/A Limit the number of customers in the store at any one time to [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

N/A Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

N/A Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
Explain:

Optional—Describe other measures:

Short Term Vacation Rental. Maximum 2 Guests. Ingress and egress monitored.

5. **Measures To Keep People At Least Six Feet Apart (check all that apply to the facility):**

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

N/A Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

N/A Separate order areas from delivery areas to prevent customers from gathering.

All ~~employees~~^{Owners} have been instructed to maintain at least six feet distance from ~~customers and~~^{Guests} ~~from each other~~^{Owners}, except ~~employees~~^{Owners} may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Describe other measures:

6. **Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

N/A Preventing people from self-serving any items that are food-related.

Lids for cups and food-bar type items are provided by staff; not to customers to grab.

Bulk-item food bins are not available for customer self-service use.

- N/A Not permitting customers to bring their own bags, mugs, or other reusable items from home that must be handled by employees. Customers bringing their own reusable items that do not require handling by employees is permissible.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: *Contactless payment transactions for reservations; completed online*
- Optional—Describe other measures (e.g. providing senior-only hours):

*Digitized collateral.
WiFi for contactless communications*

7. Measures To Increase Sanitization (check all that apply to the facility):

- Businesses and facilities re-opening should comply with the CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)
- N/A Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- N/A Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, ~~at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.~~
- Disinfecting all payment portals, pens, and styluses after each use.
- N/A Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures:

*Sanitized key. Multi-step Cleaning/Sanitizing/Disinfecting Process with Checklist
Use EPA approved and/or registered disinfectants.*

Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

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