



COVID-19 SHORT-TERM RENTAL TOOLKIT

SHORT-TERM RENTALS GUIDANCE FOR REOPENING

Check with local township office to ensure awareness of local restrictions.

Establish a Wait Time of at least 24 hours between guests.

- The CDC recommends that people wait 24 hours before entering a space occupied by a person who may have been exposed to the coronavirus. Some programs like Air Bnb's Frontline Stays program are required to wait 72 hours between reservation (this includes the CDC's recommend wait period).
- Studies have shown the virus can remain in the air anywhere from a half an hour up to three hours before falling to the ground.

Help guests protect themselves.

Guests will want to take extra steps to reduce their risk of infection.

- Help encourage social distancing by offering self check-in and checkout.
- Consider installing a key lockbox or smart lock with a keypad (remember to provide self check-in instructions).
- You can also minimize person-to-person contact by avoiding routine maintenance during your guest's stay.



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CLEANING GUIDELINES

- Wear protective gear while you clean. Personal protective items like disposable gloves, aprons or gowns, and facial coverings can provide additional protection.
- Make sure to wash your hands immediately after removing gloves.
- Ventilate rooms before you clean. The CDC recommends opening outside doors and windows and using ventilating fans to increase air circulation in the space before beginning to clean and disinfect.
- Wash your hands thoroughly before and after each cleaning. Use soap and water, and wash for at least 20 seconds. If that's not possible, use a hand sanitizer with at least 60% alcohol. Learn more about proper hand washing from the CDC.
- Clean, then disinfect. Use detergent or soap and water to remove dirt, grease, dust, and germs. Once the surface is clean, spray with a disinfectant. Let it stand for a few minutes, then wipe—use paper towels or disposable wipes.
- Avoid touching your face while cleaning. To prevent the spread of germs, the CDC recommends not touching your face, nose, and eyes with unwashed hands—so pay extra attention when cleaning.
- Use the right disinfectant. Most common household disinfectants registered by the Environmental Protection Agency, as well as cleaning solutions with diluted household bleach or at least 70% alcohol, are believed to be effective against the coronavirus. Pay special attention to frequently touched surfaces, like light switches, doorknobs, remote controls, and faucet handles (see checklist).
- Don't forget about sofas, rugs, drapes, and other soft, porous surfaces. Carefully remove any visible dirt or grime, then clean with the appropriate cleaners indicated for use on these surfaces. If possible, machine-wash items according to the manufacturer's instructions.



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CLEANING GUIDELINES continued

- Wash all linens at the highest heat setting recommended by the manufacturer. That includes bed sheets, mattress covers, hand and bath towels, kitchen towels, and blankets. Remember to wear gloves when handling dirty laundry, and take care to avoid shaking laundry, which could increase the spread of germs.
- Clean and disinfect laundry baskets and hampers. If possible, consider using a liner that is either disposable or that you can throw into the washing machine.
- Empty the vacuum cleaner after every cleaning. You should wipe down the vacuum cleaner with disinfectant, along with appliances like your dishwasher and washing machine.
- While restocking your supplies, take a moment to check expiration dates. And remember to never mix household bleach with ammonia or any other cleaning solution that can release toxic gases that are dangerous to inhale.
- Line trash cans. Placing bags into trash bins will make it easier to dispose of tissues and other waste.
- Dispose of or wash your cleaning supplies. If you're using paper towels, disinfectant wipes, and other disposable cleaning supplies, take the trash out after you're done. If you're using cleaning cloths and other reusable products, make sure to machine-wash them at the highest heat setting appropriate for the material.
- Safely remove any cleaning gear. When you're done cleaning, immediately remove any protective outerwear like gowns, gloves, or masks, and dispose of them or wash accordingly. Remember to wash your hands for at least 20 seconds afterwards.



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Checklist of Items to Clean and Disinfect

General:

- Doorknobs
- Surfaces
- Light switches
- Remote controls
- Tables
- Fan and lamp chains
- Window sills and window handles
- Thermostats
- Keys
- Hair dryers
- Railings
- Ironing boards and irons
- Garbage and recycling bins

Kitchen:

- Sinks
- Cabinet handles and pulls
- Appliances: oven, toaster, coffee maker, etc.
- Condiments: oil, salt and pepper shakers, spices, etc.
- Kitchenware that isn't dishwasher safe
- Hard-backed chairs

Bathroom:

- Sinks
- Toilets
- Faucet handles
- Showers and tubs
- Shower curtains and doors
- Shampoo, conditioner, body wash, and soap dispensers

Bedrooms:

- Hangers and luggage racks
- Night stands

Cleaning Appliances:

- Dishwashers
- Vacuum cleaners
- Washer/dryer units

Kids' Items:

- Toys
- Portable cribs and playpens
- High chairs

Other Amenities:

- Bikes
- Umbrellas
- Games
- Books



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HELPING GUESTS PROTECT THEMSELVES

Provide extra materials for cleanliness

Make sure your place has plenty of essential supplies and a few extra. For example:

- Hand soap
- Paper towels
- Tissues
- Extra toilet paper
- Hand sanitizer

Encourage guests to maintain cleanliness and health safety

- Share your cleaning guidelines and make information available for guests to review
- Encourage social distancing between guests, their friends, or any other individuals they may visit
- Encourage the use of masks in appropriate situations

Provide guests with health safety and local information

- Instruct guests to call 911 in an emergency and ensure they KNOW the physical address of where they are staying
- Provide information on symptoms of COVID-19 (sample flyer provided)
- Provide information on social distancing and mask wearing (see samples provided)