Short Term Rentals Guidance for Reopening

- **Check with local township office to ensure awareness of local restrictions.**
- **Establish a Wait Time of at least 2 hours between guests.**
  - The CDC recommends that people wait 2 hours before entering a space occupied by a person who may have been exposed to the Coronavirus. Some programs like AirBnb’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 for half an hour, up to three hours.
- **Cleaning and disinfecting are more important than ever.**
  - Cleaning is the act of removing germs, dirt, and impurities (like when you use a sponge to wipe of a visibly dirty counter). Disinfecting is when you use chemicals to kill germs (like spraying bleach). By cleaning first, then disinfecting, you can lower the risk of infection.
  - 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.
- **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 lock-box 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.
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.
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.
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

**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

Cleaning checklist adapted from Airbnb

For questions please contact the Benzie Leelanau District Health Department
Call: 231-882-4409 or Email: bldhd@bldhd.org
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 the information available for guests to review.
• Encourage social distancing between guests, their friends, family, or any other individuals that 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 flier provided).
• Provide information on social distancing and mask wearing (see samples provided).

For questions please contact the Benzie Leelanau District Health Department
Call: 231-882-4409 or Email: bldhd@bldhd.org
Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus]
Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
PUBLIC HEALTH ADVISORY

Issued June 10, 2020

The Benzie-Leelanau District Health Department, in collaboration with the Northern Michigan Public Health Alliance (NMPHA), issues the following advisory to protect the health of the public in the 31-county NMPHA region:

On June 5th, 2020, the Governor signed Executive Order 2020-114 and 2020-115 which includes temporary restrictions on certain events, gatherings, and businesses, and safeguards to protect Michigan workers. These actions allow for Michigan Economic Recovery Council Regions 6 & 8 to move to phase 5 of the Mi Safe Start Plan on June 10th, allowing additional businesses to open across the state, no longer requires Michigan residents to stay home, and allows for indoor social gatherings of up to 50 people and outdoor social gatherings of up to 250 people.

During summer, many individuals make plans with family and friends to travel to the beautiful coastlines of Michigan or to northern Michigan. While we understand that many travelers, seasonal, and full-time residents enjoy the beautiful scenery and activities that northern Michigan has to offer, we encourage everyone to keep in mind that we are moving carefully through the phases of re-opening our state. It is important that everyone continues to follow best practices and safety precaution as additional businesses and travel are phased back in.

The increased population to the northern Michigan area places a substantial strain on the local communities, including local healthcare systems. Increased movement in and about local business establishments presents additional risk to employees and community members. In order to protect our residents, visitors, and employees, the Benzie-Leelanau District Health Department, in addition to the Northern Michigan Public Health Alliance, is advising that you abide by the following guidelines:

1. If you are sick, stay at home. Do not leave your residence and do not go to work.
2. If you have symptoms suggestive of COVID-19, contact your healthcare provider or local health department for assistance and to seek testing as soon as possible.
3. If you have been in close contact with someone who has a confirmed COVID-19 infection, self-quarantine for 14 days from your last contact with them.
4. All individuals traveling to northern Michigan for vacation, to stay in seasonal homes or are returning from travel out of the area should carefully consider their risk of exposure during travel (ie: attended a large gathering or event, traveled via public transportation such as plane, train, or bus, traveled to an area with a rising rate of cases of COVID-19). If travel is considered higher risk then they are advised to stay at home for 14 days upon arrival to your destination. If they must leave their home, they are advised to wear a face covering, practice social distancing, and frequently wash their hands.
5. All residents, whether full-time or seasonal, and visitors should adhere to the required safety precautions while in business establishments such as stores, bars, and restaurants including face coverings, social distancing, and capacity limits posted at business entrances.
6. Maintain 6-feet of social distance with those outside your household, and avoid crowding on outdoor trails and in recreational areas such as beaches.
7. Comply with limits on gatherings of no more than 50 in an indoor space and no more than 250 in an outdoor space.

By following these simple guidelines, the risk for spreading COVID-19 lowers significantly, protecting everyone who lives, works, and plays in beautiful northern Michigan.

This Advisory replaces the previous Public Health Advisory issued on March 31, 2020 and will remain in place until lifted.

*Benzie and Leelanau County residents who need resources can call 211 or utilize the Health Department’s free Community Connections program by calling 1-833-674-2159.*

[Signature]

6/10/2020

Health Officer

Date