ATTACHMENT 18
SHORT-TERM VACATION
RENTAL REOPENING PLAN

Short-Term Vacation Rental Reopening Plan for Broward County

Broward County Emergency Order 20-21

Guidelines for Property Owners and Managers

To allow short-term vacation rental reservations and the acceptance of arriving guests in Broward County, beginning the week of June 8, 2020, the following plan will be implemented. This plan will be reviewed periodically and updated as appropriate.

A. Operations Requirements

1. Rentals will comply with all State and local emergency orders.
2. Review and implement a record keeping process to maintain records of guests and staff movement. These records should be kept for a minimum of 90 days. Maintain records that will help you trace who has been in contact with any identified infected individuals that have stayed at your property. This includes, as applicable, maintaining guest registration records, employee work assignments, documentation of key control procedures and security camera files.
3. Reservations will be terminated before the designated date if the property is used for parties and other large gatherings that violate local COVID-19 guidelines.
4. Create a page on your website or social media that outlines what you are doing to clean, sanitize, disinfect, and keep guests safe. Consider adding a sentence to each online platform property listing description stating that your properties are clean, safe and ready for guests' arrival.

B. Check-in/Check-out Requirements.

1. Reservations from COVID-19 hot spots identified by the Governor are to be avoided for the next 30 - 45 days.
2. All properties must provide local COVID-19 guidance for guests. Broward County has a dedicated webpage that includes local information at broward.org/coronavirus.

C. General Business Requirements

1. All rentals will be subject to Broward County's General Business Requirements.
2. Remote check-ins should be made available when possible to cut down on face-to-face interactions.
3. CDC resources must be provided to any guest while staying on property. These resources are available in multiple languages at the CDC website.
4. CDC guidance must be provided to guests traveling with pets and service/assistance animals if the property is pet friendly.
5. Employees or contractors working in short-term rentals will be provided CDC related safety guidance to minimize the transmission of the virus and provide further protection for employees and guests.

D. Sanitation and Safety Requirements

1. All Department of Business and Professional Regulation (DBPR) sanitation guidelines must be followed: 61C-3.001 Sanitation and Safety Requirements of the transient lodging statutes.
2. CDC related guidelines that are for public spaces, businesses, schools and homes must be followed which expand upon the State of Florida and DBPR requirements for safety and sanitation for all lodging.
3. Extra time must be allowed for enhanced cleaning procedures to take place between stays based upon the use of CDC cleaning and sanitization procedures.
4. To inform guests, signage will be placed at each property highlighting the cleaning protocols between stays.
5. Upon exit, guests should be asked to turn on all ceiling fans and/or HVAC fans to facilitate air circulation.
6. If multiple members of the cleaning and/or rental staff are present at a property, they should maintain at least 6 feet apart at all times, and wear masks and gloves.
7. Elevators will be subject to frequent cleaning and sanitizing.
8. Pool decks and other common areas will be monitored for cleanliness and disinfected regularly and will be subject to Broward County Emergency Order requirements for operations.

E. Occupancy and Use Limitations

1. Occupancy and use of vacation rentals shall be limited at all times to the number of guests listed on the vacation rental reservation. The property owner or property manager must require listing of the number and the names of the guests that will be staying at the property. Only those persons so listed, and any guests approved by the property owner or property manager, may utilize the property. The person responsible for the vacation rental reservation and the person named on the vacation rental reservation must ensure compliance by all guests with all requirements of applicable Broward County Emergency Orders.
2. In addition to any applicable limitations in E.1 above, total persons at any vacation rental at any time, inclusive of guests, shall be limited to no more than six (6) persons (unless all persons are of the same household, in which event no more than ten (10) persons from the same household may occupy or utilize the property).
3. Property owners and managers shall ensure compliance with these limitations, including through periodic monitoring.

Last updated: July 8, 2020.

background imageHand Washing & Hand Sanitizer

CDC guidelines shall govern the duty of all employees to engage in frequent hand washing for the duration of at least 20 seconds and use of hand sanitizer. Washing hands with soap and water is the preferable method. In situations where soap/water is not available, alcohol-based sanitizer is recommended. This should occur after any of the following activities: using the restroom, sneezing, touching the face, cleaning, smoking, eating, drinking, accepting items from a guest (ID, cash, credit card, key card), taking a break, and before a shift and as needed throughout the shift. When possible, employees shall wear gloves for added protection and sanitation efforts. Proper hand hygiene, in accordance with CDC guidelines, should be followed prior to and after removing the gloves.

Hand sanitizer dispensers shall include no less than 60% alcohol content, where available, and touchless where possible. As available, dispensers shall be placed at key guest and employee entrances and contact areas. At a minimum, this will include lobby reception areas and employee entrances, but could also include any other reception areas, entire lobby areas, restaurant entrances, meeting spaces, elevator landings, pools, exercise areas and other public areas as applicable to the property.

Personal Protective Equipment (PPE)

CDC recommendations along with federal and local government regulations shall dictate appropriate PPE to be worn.

Pools and Beaches

Seating shall allow at least six feet of separation between groups of guests.

Guest Health Concerns

Responding swiftly and reporting to local health officials any presumed cases of COVID-19 at the property shall be a staff-wide requirement. Employees exhibiting symptoms of COVID-19 shall remain or return home. While at work, employees who notice a coworker or guest exhibiting symptoms of COVID-19 shall immediately contact a manager.

At a minimum, vacation rentals shall follow CDC guidelines for employers and businesses on when it is appropriate to return to work.

Case Notification

At minimum, confirmed cases of COVID-19 shall be immediately reported to local authorities in accordance with appropriate actions recommended by the CDC.

Physical Distancing & Queuing

As recommended by the CDC's social distancing guidelines, guests shall be advised to practice physical distancing by standing at least six feet away from other groups of people not traveling with them, including any area where guests or employees queue.

Such areas shall be clearly marked for appropriate physical distancing, and where possible, encourage one-way guest flow with marked entrances and exits. When applicable, lobby furniture and other public seating areas will be reconfigured to promote social distancing.