

May 21, 2020

Re: COVID-19 and Short-term Rentals

Dear Short-term Rental Owner,

On May 18, 2020, Governor Whitmer issued an amended [“Stay Home, Stay Safe” Executive Order 2020-92](#), which is commonly known as the beginning of the reopening of certain areas of Northern Michigan, including Grand Traverse County. This order is to take effect at 12:01am on Friday, May 22, 2020.

Despite certain areas of the economy set to reopen, this order states in Section 8(c) that short-term rental/vacation rental activities are not allowed to resume on May 22, 2020 and are still restricted from operating. These activities will be allowed to resume once our region of Michigan enters Stage 6 of Governor Whitmer’s [reopening plan](#). There has yet to be an announcement about when Stage 6 will take effect.

In the meanwhile, we have gathered a list of recommended policies for when you do reopen, to best protect your guests, your staff, and yourself. These recommendations have been compiled from best practices offered by Air B’n’B and the Center for Disease Control (CDC).

Space out your stays

- Air B’n’b recommends that after following the subsequent cleaning guidelines, you provide a 24-hour buffer between your stays.
- For the best protection of guests, Air B’n’b and CDC both recommend you allow 72 hours between stays.

Follow these cleaning guidelines:

- **Wear protective gear:** Recommended personal protection gear include disposable gloves, aprons or gowns, and facial covering. 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 before cleaning and disinfecting.
- **Wash your hands:** Using soap and water, wash for at least 20 seconds. If that’s not possible, use a hand sanitizer with at least 60% alcohol.
- **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. It's best to use paper towels or disposables wipes or use a new cleaning cloth after each stay.
- **Avoid touching your face while cleaning:** 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, as well as cleaning solutions with diluted household bleach or at least 70% alcohol, are believed to be effective against the coronavirus. Pay attention to frequently touched surfaces, like light switches, doorknobs, remote controls, and faucet handles.
- **Clean sofas, rugs, drapes, and other soft, porous surfaces:** If possible, machine-wash any items after removing any visible dirt or grime.
- **Wash all linens:** This includes bedsheets, 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. Use the highest temperature setting possible.
- **Empty the vacuum cleaner:** After every cleaning, you should also clean the vacuum cleaner with a disinfectant.
- **Line any trash cans:** Lined trash bins will be easier to dispose of and minimize risk.
- **Dispose of or wash cleaning supplies:** Paper towels, disinfectant wipes, and other disposable cleaning supplies, carry the least risk. If you’re using cleaning cloths and other reusable products, be sure to machine-wash at the highest heat setting possible.

- **Safely remove any cleaning gear:** After 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.

Helping guests protect themselves

- Encourage social distancing by offering self check-in and checkout.
- Avoid routine maintenance during your guest's stay. Make sure your space is well-stocked with essential amenities, as well as hand soap, paper towels, tissues, and toilet paper.
- Encourage guests to clean up after themselves by leaving disinfectants and other cleaning supplies, and consider leaving a copy of cleaning guidelines or reminders for your guests.

Cleaning Checklist

- **General**
 - Doorknobs
 - Surfaces
 - Light switches
 - Remote controls
 - Tables
 - Fan and lamp chains
 - Window sills and window handles
 - Thermostats
 - Keys
 - Hairdryers
 - Railings
 - Ironing boards and irons
 - Garbage and recycling bins
- **Kitchen**
 - Sinks
 - Cabinet handles and pulls
 - Appliances: oven, toaster, pressure cooks, coffee maker, etc.
 - Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.
 - Kitchenware that isn't dishwasher safe: ceramic bowls, kids' plasticware, etc.
 - Hard-backed chairs
- **Bathroom**
 - Sinks
 - Toilets
 - Faucet handles
 - Showers and tubs
 - Shower curtains and doors
 - Shampoo, conditioner, body wash, and soap dispensers
- **Bedroom**
 - Hangers and luggage racks
 - Nightstands
- **Cleaning appliances**

- Dishwasher
- Refrigerator, particularly handles
- Stove/oven, including controls
- Vacuum cleaners
- Washer/dryer units

- **Kids' items**
 - Toys
 - Portable cribs and playpens
 - High chairs

- **Other amenities**
 - Bikes
 - Umbrellas
 - Games
 - Books
 - Pool table cues, ping pong paddles

For additional information and updates about the Covid-19 pandemic, please refer to:

- National: <https://www.cdc.gov/coronavirus/2019ncov/>
- State: <https://www.michigan.gov/coronavirus>
- Local: gtchd.org/2231/COVID-19-Novel-Coronavirus and <https://gtcountycovid19.com/>

For questions or concerns, the Planning & Zoning Department can be reached at (231) 947-8681 or email Jake Myers at jmyers@eastbaytwp.org.

Stay well,
East Bay Charter Township Planning & Zoning Department