

Leon County's Short-Term Vacation Rental Safety Plan



**LEON COUNTY
GOVERNMENT**

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Revised June 5, 2020



Guidelines for Property Owners and Managers

LEON COUNTY'S SHORT-TERM RENTAL SAFETY PLAN OVERVIEW

As approved by the Florida Department of Business and Professional Business Regulation on May 27, 2020, and subsequently revised, Leon County's Short-Term Rental Safety Plan allows for short-term vacation rentals and guests in Leon County. The plan outlines safety guidelines for property owners and managers to ensure short-term vacation rentals are opened in a responsible and safe manner. These guidelines will be reviewed throughout each phase of Leon County's COVID-19 Response & Reopening Plan by the Leon County Division of Tourism, in consultation with Leon County Emergency Management, and updated as needed upon the approval of the County Administrator.

RESERVATIONS

- Consistent with Florida's Safe. Smart. Step-by-Step Plan for Florida's Recovery, reservations from international travelers are prohibited.
- Reservations and guests are restricted from states identified by [Executive Orders of the Governor](#) to have substantial community spread until such orders expire or are lifted at the Governor's discretion. At the time of this writing, this restriction applies to guests from New York, Connecticut, and New Jersey (EO #20-82) with exceptions for persons involved in commercial activities and students traveling for activities or programs approved by educational institutions (EO #20-139).

ENFORCEMENT AND CASE NOTIFICATIONS

- At minimum, confirmed cases of COVID-19 shall be immediately reported to local health authorities in accordance with appropriate actions recommended by the CDC.
- Short-term vacation rental owners shall retain, or ensure that their property managers and booking platforms do so on their behalf, their guest names, contact information, home address, and check-in/check-out dates to be provided, upon request, to a public health official, law enforcement agency, or the Florida Department of Business Regulation. This information shall be retained until further notice in response to COVID-19.
- Any complaint received by the County that a property owner, property manager or occupant has failed to comply with any provision of this plan shall be reported to DBPR.
- This plan may be rescinded or modified by Leon County based on any health or compliance trend information that affects, or is related to, short-term vacation rental operations.

HEALTH AND SAFETY OF GUESTS

- Remote check-ins should be made available when possible to cut down on face-to-face interactions.
- [CDC Print Resources](#) are available in multiple languages at the CDC website. Property owners and managers are encouraged to provide these to guests while staying on property.
- [CDC Guidance on COVID-19 and Animals](#) should be made available to guests traveling with pets and service/assistance animals if the property is pet friendly.
- All properties should provide local COVID-19 guidance for guests. Leon County has a dedicated webpage for local information that can be found at [LeonCountyFL.gov/COVID-19](https://leoncountyfl.gov/covid-19)
- Employers and contractors working in short-term rentals should be provided [CDC Interim Guidance for Businesses and Employers Responding to COVID-19](#) to alleviate the transmission of the virus and provide further protection for employees and guests.

CLEANLINESS OF THE PROPERTY

- All Department of Business and Professional Regulation (DBPR) sanitation guidelines must be followed: [Administrative Rule 61C-3.001 Sanitation and Safety Requirements of the transient lodging statutes](#).
- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) must be followed which expand upon the State of Florida and DBPR requirements for safety and sanitation for all lodging.
- Adequate time should be maintained for enhanced cleaning and sanitation between stays.
- To inform guests, signage should be placed at each property highlighting the cleaning protocols between stays.
- Upon exit, guests should be asked to turn on all ceiling fans and/or HVAC fans to facilitate air circulation.
- If multiple members of the cleaning and/or rental staff are present at a property, they should practice social distancing and wear masks and gloves.
- Public and communal elevators, pool decks, and other common areas should be monitored for cleanliness and sanitized regularly.



Short-Term Vacation Rental Reopening

SAFETY MEASURES AND BEST PRACTICES



HAND WASHING AND HAND SANITIZER

[CDC Handwashing 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 common areas. At a minimum, this will include lobbies, pool decks, and elevators or any area where guests or employees queue.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

[CDC recommendations](#) along with federal and local government regulations shall dictate appropriate PPE to be worn.



PUBLIC POOLS AND COMMON AREAS

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 Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Home](#), including instructing employees to self-isolate for the required amount of time, as defined by the CDC, from the onset of symptoms and be symptom-free for at least three days without medication.



PHYSICAL DISTANCING AND 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.

Leon County Tourism - Visit Tallahassee

VisitTallahassee.com

(850) 606-2305

Leon County COVID-19 Information Portal

LeonCountyFL.gov/COVID-19

(850) 606-3700

Florida Department of Health - Leon County

Leon.FloridaHealth.gov

(866) 779-6121



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