



Vacation Rentals Cleaner Checklist

1. Put on your face mask before entering the unit.
2. Do not touch your eyes, nose, or mouth while cleaning.
3. Wash your hands thoroughly before and after each clean. Also clean your cell phone.
4. Wear disposable gloves while cleaning. Gloves should be thrown out after each clean and please be sure to wash hands immediately after.
5. Focus on frequently touched surfaces (doorknobs, light switches, remote controls, faucet handles, furniture handles, laundry baskets).
6. Empty and disinfect vacuum cleaner after each use.

Focus Areas

Hard Surfaces

- All Appliance Handles & Buttons
- Beach Toys
- Cabinet Handles and Edge
- Chair Handles & Back
- Countertops
- Desktops
- Doorknobs
- Garbage Cans
- Light Switches
- Stair Rails Inside Condos
- Tabletops
- Telephones
- Vacuum Cleaner
- Windowsills

Electronics

- Fans
- Remote Controls
- Thermostats

Soft Surfaces

- Couches and upholstered furniture high touch areas will be sprayed with disinfectant spray.
- Linens will be laundered with our professional in-house laundry equipment, including all bed linens and towels. Bed linens to be washed for every guest check-in include bedsheets, pillow cases, and blankets.

Kitchen

- All Appliance Handles & Buttons
- Coffee Machine & Pot
- Paper Towel Dispenser
- Sinks & Faucets

Bathroom

- All Faucets
- Hair Dryers
- Sinks, Showers & Tubs
- Toilets

Laundry Room

- Washer/Dryer Handles & Buttons
- Irons & Ironing Boards

Balcony

- Door Glass
- Furniture
- Slider Door Handle and Edge



Front of House Standards

Front of House Signage

Health and hygiene reminders are placed at high-traffic areas on property, including rental office and reception areas.

Vacation Rentals and Sales Office

Reservationists shall practice social distancing including utilizing every other workstation to ensure separation between employees whenever possible. Contactless Check-Ins and Check-Outs are encouraged using our Walk-Up Window. The use of technology to reduce direct contact with guests is encouraged where feasible. Similar practices are to be followed by our real estate sales office.

Hand Washing & Sanitizer

All employees must follow CDC guidelines to engage in frequent hand washing and/or use of hand sanitizer. Washing hands with soap and water is the preferable method. In situations where soap and water is not available, alcohol-based sanitizer is recommended. As available, dispensers shall be placed at key guest and employee entrances and contact areas. This will include office reception areas and employee entrances.

Physical Distancing & Queuing

As recommended by the CDC's social distancing guidelines, guests are 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 are 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.

Public Swimming Pools

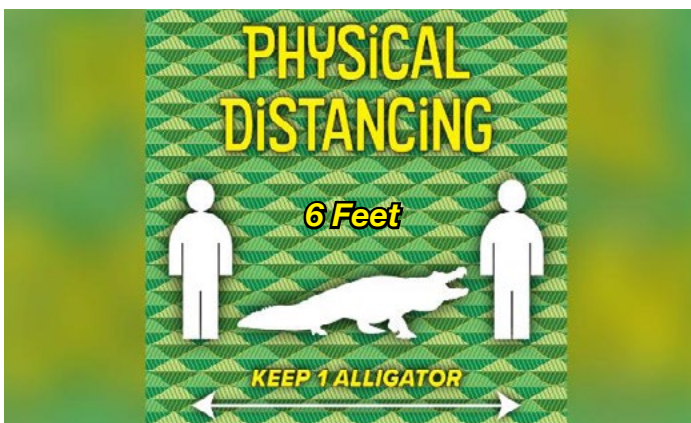
Seating is to be placed to allow at least six feet of separation between groups of guests. No groups are to have more than 10 people. Pool capacity must be kept at 50%. A condo building HOA pool is considered a public pool.

Beaches

You will notice more Sheriff Deputies at our beaches. Both public and private beaches may be closed by the Pinellas County Sheriff Office if they are at capacity. You can check beach capacity at the following webpage: <https://www.pcsoweb.com/beachcapacity>

Beach Rules

- If you don't live together, stay 6 feet apart.
- Do not congregate in groups.
- No groups of more than 10 people.





Back of House Standards

Back of House Signage

Signage is posted at employee and vendor entrances, break rooms, and restrooms. They are reminders of proper hand washing, how to handle sneezing or coughing, and to avoid touching their faces.

Personal Protective Equipment

Personal Protective Equipment (PPE) such as disposable face masks and gloves are provided to employees as needed.

Professional Laundry

All bed linens and towels are cleaned at our professional in-house laundry facility. Linens are cleaned to the highest professional standards. No laundry is done by our housekeepers in the rental units. Dirty linen is bagged in the guest unit to eliminate excess contact while being transported. Fresh linens are delivered in bags.

Cleaning Work Areas

Cleaning and disinfecting of all High Touch areas takes place at regular intervals in accordance with CDC guidelines. Shared tools and equipment are disinfected after each shift or transfer to a new employee.

Physical Distancing

Physical distancing among all employees shall be practiced in employee dining areas, shared office spaces, and other high-density areas.

Rental Unit Recovery Protocol

In the event of a presumptive case of COVID-19 the affected rental unit shall be removed from service and quarantined. The affected rental unit shall not be returned to service until undergoing an enhanced cleaning and disinfecting using EPA approved products within CDC guidelines.

GENERAL ADVICE

20 SEC

WASH HANDS WITH SOAP AND WATER OR SANITIZER AT LEAST 20 SEC

DRY HANDS WITH A DISPOSABLE TOWEL, DON'T SHARE TOWELS

COVER COUGHS AND SNEEZES WITH A TISSUE OR FLEXED ELBOW, DISPOSE TISSUES

DO NOT TOUCH EYES, NOSE, MOUTH WITH UNWASHED HANDS

DO NOT SHARE PERSONAL OBJECTS AND HOUSEHOLD ITEMS

KEEP A SAFE DISTANCE FROM OTHERS