



CITY OF MANZANITA

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GUIDELINES FOR SHORT-TERM RENTAL CLEANING DURING THE CORONAVIRUS PANDEMIC

Introduction

The following material is intended to provide basic guidance for the cleaning of short-term rental housing prior to the first occupancy, and between the stays of future renters. The following practices have been gathered from the Center for Disease Control and Prevention (CDC) and other sources by the City of Manzanita. However, owners and managers are strongly encouraged to research and follow all current and future guidelines of the CDC. Questions regarding City policies and guidelines can be addressed to jwilson@ci.manzanita.or.us, or by calling the City of Manzanita, (503) 368-5343 during business hours.

VIDEO PRESENTATION

The City of Manzanita has also developed a video presentation titled "Best Practices for COVID-19 Cleaning". It can be accessed at <https://ci.manzanita.or.us/short-term-rental-oversight-work-group/>

This video should be viewed by all housecleaners of short-term rentals prior to re-opening the unit for rentals.

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Cleaning is essential!

The cleanliness of homes utilized by short term renters is always one of the key issues for both guests and owners of rental homes. However, during the current outbreak of the Covid-19 coronavirus, ensuring that homes are maintained and sanitized is most critical as we strive to both reduce, and to contain, the spread of the virus. The CDC has indicated that it is possible to contract the coronavirus simply by touching a contaminated surface and then touching your face or eyes without first washing your hands. Contaminated surfaces can be doorknobs, light switches or even countertop surfaces. Current research suggests that the virus may live on surfaces for hours or even days. It is essential that surfaces be cleaned thoroughly in accordance with CDC guidelines, especially between reservations.

Disinfecting and cleaning are not the same thing!

When it comes to preventing the spread of germs, it helps to understand the difference between cleaning and disinfecting. Cleaning is the act of removing germs, dirt, and impurities (like when you use a soapy sponge to wipe off a visibly dirty counter or stovetop). Disinfecting is when you use appropriate chemicals to kill germs (like spraying with a bleach solution). By cleaning first, then disinfecting, you can lower the risk of infection.

Special Recommendation:

Based on CDC recommendations, we advise limiting access to your rental home, including for cleaning, during the 24 hours immediately after each guest's stay. This will provide an appropriate safe atmosphere and time for cleaning personnel to properly clean and disinfect surfaces and other items such as bedding, towels, and other owner amenities.

FOLLOW THESE CLEANING GUIDELINES:

Here are some guidelines to follow when cleaning your home between guests. If you work with a cleaning professional, instruct them to use this list, too.

- 1. Wear disposable gear while you clean.** Personal protective items like gloves, gowns, and face masks or cloth facial coverings provide additional protection. Make sure to throw gloves out after each cleaning and then immediately wash your hands. Here is the proper technique for removing dirty gloves:



- 2. Ventilate rooms before you clean.** Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
- 3. 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.
- 4. Clean, then disinfect.** Use detergent or soap and water to remove dirt, grease and dust. Once the surface is clean, spray with a disinfectant to remove germs and follow all manufacturers recommendations. If you're not using paper towels or disposable wipes, it's best to use a new cleaning cloth for each home.
- 5. 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.
- 6. 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 our full list of surfaces to disinfect at the bottom of these instructions.)
- 7. 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.
- 8. 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.

9. 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.

10. 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.

11. 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.

12. Line trash cans. Placing bags into trash bins will make it easier to dispose of tissues and other waste.

13. 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.

14. 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.

You may choose to call your guests prior to their stay and ask if they are fever and symptom-free. Your rental home should not be a place to recover from Covid-19.

You can help your guests protect themselves!

Many guests will want to take extra steps to reduce their risk of infection. You can help encourage social distancing by offering self-check-in and checkout. Consider installing a key lockbox or smart lock with a keypad, and remember to update your listing to add self-check-in instructions. You can also minimize person-to-person contact by avoiding routine maintenance during your guest's stay.

To help guests maintain a higher standard of cleanliness and hygiene, make sure your space is well-stocked with the essential amenities, and consider adding a few extras.

Things like:

Antibacterial hand sanitizer	Disposable gloves and wipes	Hand Soap	Paper Towels	Tissues	Toilet Paper
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Think about temporarily storing away extra bed and sofa pillows as well as throws or other fabric decorative items. This will speed the cleaning process.

You can encourage guests to clean up after themselves by leaving disinfectants and other cleaning supplies for them. You may even want to print and share the above cleaning guidelines so that if they decide to clean or wash linens, they can do so according to the CDC's guidelines.

**This content is based on publicly available information from the CDC and publications from Airbnb and other STR management companies. The City of Manzanita OR urges all short-term rental owners and managers to conduct due diligence, review and follow all current CDC recommendations before developing a cleaning regime.*

ITEMS TO CLEAN AND DISINFECT



General

- Doorknobs
- Air vents
- Surfaces
- Light switches
- Remote controls
- Tables
- Fan and lamp chains
- Windowsills 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 cooker, 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

- Dishwashers
- Vacuum cleaners
- Washer/dryer units



Kids' items

- Toys
- Portable cribs and playpens
- Highchairs



Other Amenities

- Bikes
- Surfboards
- Games
- Books