

BE SAFE ★
CHICAGO ★



Be Safe.
Short Term Rentals



Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Testing / tracking



Facilitation of testing and tracking



Practice social distancing

- Practice 6 ft social distancing in common areas (including elevators, lobbies, hallways, stairwells, mailroom) and when entering or exiting the rental property building
- If practical, limit person-to-person contact by avoiding routine maintenance during a guest stay



Limit gathering to no more than 10 people; Prohibit parties and events

- Limit gatherings of guests to no more than 10 individuals in a single rental property or associated building common area / room, following building and individual property owner guidance
- Prohibit guests from throwing events and parties
- Prohibit single night bookings until further notice



PPE required by all in common areas

- In any outdoor and indoor common spaces (not including private households and other rented spaces), face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Ensure all individuals wear face coverings during check-in, check-out, or any other in-person interactions (no matter the setting)



Ensure hygienic interactions

- Ensure both property owners and guests wash their hands thoroughly after entering the property
- Provide training and / or information to all owners on enhanced personal hygiene protocols
- Provide guests with information on proper handwashing techniques and hygiene best-practices prior to arrival
- Provide guests with amenities to enable safe interactions (e.g., hand sanitizer, hand soap)

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Safe spaces and working conditions



Gradually Resume
(Phase IV)



Entry
Access

Establish owner and guest screening policy and protocol

- Prior to entering the rental property, owners and guests self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)
- Follow guidance provided by the residential building related to amenities, fitness centers, conferences room, outdoor spaces, etc.
- If practical, provide guests with pre-arrival notification of arrival experience, social distancing protocols, and PPE requirement
- If practical, promote self check-in and check-out of guests (e.g., key lockbox, keypad)



Cleaning
standards

Maintain rigorous cleaning and disinfectant protocols between guest stays

- Ensure rental property is stocked with proper cleaning supplies (e.g., paper towels, disinfectant wipes, or other disposable cleaning supplies)
- Focus cleaning on frequently touched items (e.g., light switches, doorknobs, remotes)
- Machine wash linens at the highest heat recommended by the manufacturer after each guest stay
- Ensure guest room cleaning follows the rental company, [EPA](#), and [CDC](#) approved cleaning procedures, including (but not limited to) providing extra time after guest departs before cleaning the property
- Remove room from service to undergo deep cleaning protocol following [CDC guidance](#) if previous guests test positive for COVID-19

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Safe spaces and working conditions



Gradually Resume
(Phase IV)



**Visual
guidance**

Post visual guidance for guests

- Post visual guidance to promote social distancing, [CDC guidelines](#), and health hygiene throughout the rental property, as appropriate
- If applicable, provide guidance for the guest regarding guidelines for the residential building



**Work-
place**

Optimize airflow, remove unnecessary high-touch items

- Ensure proper cleaning of HVAC system, including air filter replacements to be done on product prescribed intervals to achieve maximum air cleanliness and flow
- If practical, ventilate rooms after guests depart (prior to cleaning property)
- If practical, encourage guests to increase airflow (e.g., windows, ventilations) of indoor spaces while in the rental property according to [CDC guidelines](#)
- If practical, remove any high-touch items from the property that are difficult to clean between guests (magazines, books, games)

- Recommended guidance -



Follow CDPH and CDC guidance for testing and tracing protocols

- If an owner does contract COVID-19, they must follow all CDC guidelines before returning to the property
- If an owner or guest is identified as being COVID-19 positive by testing, cleaning and disinfecting of the rental units must be performed according to CDC guidelines
- Any owner or guests who has had close contact with any person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines before returning to the rental property
- If a single rental property becomes aware of 2 or more cases possibly associated with the rental property over a 14 day period, owner is required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a an outbreak



Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



General workplace guidance

Short Term Rental guidance

Disclaimer

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC - *Public Health Guidance for International and Cruise Travelers*
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

IDPH – *Hotel Guidance:* <https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z/list/coronavirus/preventing-spread-communities/hotels>

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