

FLORIDA ATTRACTIONS ASSOCIATION COVID-19 CHECKLIST

While many Floridians have been trying to adjust their daily lives to practicing social distancing, teaching children at home, wearing or not wearing a mask or gloves and deciding whether or not to order food for delivery, we are very aware that FAA members have been significantly impacted by COVID-19 and resulting Executive Orders from Governor Ron DeSantis.

To assist our members, we have created a checklist of items for you to consider. This is not an exhaustive list, but we believe this information will help you navigate your way in a post-COVID-19 world. We know the tourism industry will be the hardest hit by the statewide stay at home orders but also know that our industry will be the backbone of the effort to get Florida's economy back on track.

You can find FLORIDA'S COVID-19 INFORMATION at: <https://www.flgov.com/COVID-19> and the GOVERNOR'S EXECUTIVE ORDERS at: <https://www.flgov.com/COVID-19>

_____ VISIT FLORIDA: Check out their website and resources at: <https://www.visitflorida.com/en-us/current-travel-safety-information.html> and be sure to sign up for email updates.

_____ LICENSE RENEWALS OR CERTIFICATIONS: Do you have a state agency license or certification that is set to renew during the time your facility is closed? Contact that agency (in writing) and request for an extension of time - and get confirmation.

_____ INSPECTIONS: Do you have pending inspections for your attraction? The Florida Department of Agriculture and Consumer Services has indicated that inspections during the stay at home executive order ending April 30 are "on hold" until there is a date for re-opening.

_____ ANNUAL CORPORATE REPORTS: Florida corporations must file reports annually no later than May of each year. Corporate reports have now been extended to June 30, 2020: <https://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/>

_____ CHECK YOUR INSURANCE POLICIES: Be sure to check your property, casualty and health insurance policies for renewals, coverage for business interruption, making a claim, etc.

_____ REVIEW YOUR EMPLOYEE MANUALS: Do you have a policy for a pandemic? Does your leave policy include caring for children during school closings?

_____ APPLY FOR FEDERAL FINANCIAL ASSISTANCE: Be sure to consult with your CPA about what financial information is needed to apply for any applicable Federal funds under the CARES Act.

- _____ AUTO-DELIVERY: Review any items that are being automatically ordered or delivered on an automatic basis and cancel or delay those items not needed during closure.

- _____ AUTO-PAYMENTS: Review any automatic payments or automatic debits and determine whether or not the payments can be delayed during closure.

- _____ BANKING: Do you have online banking or hard copy statements? Be sure to check your bank balances, payments and ask for your bank to reverse any maintenance or overdraft fees.

- _____ COMMERCIAL RENT: If you rent your building or facility, have you contacted your landlord to ask for a deferment or reduction of rent?

- _____ PARKING: Do you pay for parking or transportation for employees? Cancel or delay these payments while not open and not in use.

- _____ CABLE/INTERNET: Do you have services like cable or internet that are not being used due to closure? Contact your provider and ask for – in writing – a delay of your services while they are not being used.

- _____ DRIVER’S LICENSES/TAG RENEWALS: Do any of your employees drive for your facility or do you have commercial vehicles? If their driver’s licenses or tags are set to renew during the stay at home period and they cannot renew online, go to the Florida Department of Highway Safety and Motor Vehicles to see the emergency orders:
<https://www.flhsmv.gov/COVID-19/>

In the event there is additional information you may need, please don’t hesitate to contact the FAA at (850) 222-2885 or info@floridaattractions.org. We are here to help!