COVID-19 REAL ESTATE INDUSTRY GUIDELINES

In accordance with Executive Order 2020-97 Real Estate Industry Operations are REQUIRED to:

• Develop a COVID-19 preparedness and response plan
  Establish a response plan for dealing with a confirmed infection in the workplace. Designate one or more worksite supervisors to implement, monitor, and report on COVID-19 control strategies. See Guidance on Preparing Workplaces for COVID-19 developed by OSHA. See COVID-19 Preparedness and Response template.

• Train employees
  At a minimum, cover workplace infection-control practices, proper use of PPE, steps for symptomatic employees, reporting unsafe working conditions.

• Conduct daily entry self-screening protocol for employees
  Sample workplace health screening available in Re-Engagement Resources for Businesses.

• Provide non-medical grade face coverings
  Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways, when employees cannot maintain 6-ft of distance. Signs for workplaces are available in Re-Engagement Resources for Businesses.

• Maintain 6-ft distancing
  Keep workers and patrons on premises at least six feet from one another to the maximum extent possible.

• Increase facility cleaning
  o Clean and disinfect high-touch surfaces, and minimize shared items.
  o Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.
  o Institute cleaning and communication protocols when employees are sent home with symptoms.
  o Provide disinfecting supplies and require employees wipe down work stations at least twice daily. Provide time for employees to wash hands frequently or use hand sanitizer.

For the purpose of this order, the real estate industry includes agents, appraisers, brokers, inspectors, surveyors, and registers of deeds.
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- **Confirmed COVID-19 cases**
  - If an employee, within 24 hours the employer must contact the local public health department, and any co-workers, contractors or suppliers that came into contact with that person.
  - Employer will allow employees with confirmed or suspected COVID-19 to return to work only after they are no longer infectious according to latest CDC guidelines.

In accordance with Executive Order 2020-96 Real Estate Industry Operations can resume the following activities:

- **Showings by appointment only**
  - Any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and limited to no more than four people on the premises at any one time.
  - No in-person open houses permitted.

- **Private showings**
  
  Only allowable for owner-occupied homes, vacant homes or land, commercial property, and industrial property.

Questions?
Contact the Health Department of Northwest Michigan at 1-800-386-5959
Real Estate Industry Practices to Provide a Safe and Healthy Work Environment and Prevent COVID-19:

- Use video/photo for showings as much as possible
- Sanitize door handles and high touch surfaces before and after any in-person showings
- Refrain from handshakes
- Establish a limit of only 4 people at a time
- Have hand sanitizer available during in-person showings

Questions?
Contact the Health Department of Northwest Michigan at 1-800-386-5959