

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**

- *Clean and disinfect high-touch surfaces, and minimize shared items.*
- *Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.*
- *Institute cleaning and communication protocols when employees are sent home with symptoms.*
- *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

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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