



## **COVID-19 BUSINESS UPDATE**

### **For**

## **REAL ESTATE**

Here is a helpful update of the BASICS as you gear up for getting back into the game. Please ALWAYS check with your broker and review the PAR FAQ's as they continue to be updated.

1. Every person must wear a face mask AND maintain social distancing. Booties & Gloves are no longer required.
2. A maximum of 1 Realtor® and 2 people at any given time in a home.
3. Health Screening before every in-person activity (can use COVID-19 HSA Form). Best practice would be to have something in writing saying this was done.
4. Must provide sellers with current safety info and protocols and discuss risks of in-person activity.
5. All in-person activity must be by appointment and showings at a property should be scheduled at least 30 minutes apart. Time on property must be minimized to activities that can only be done on-site, other activities must be done remotely or outdoors.
6. Documents and notarizations must be digital or by mail whenever possible. Must use e-marketing as much as possible.
7. NO OPEN HOUSES, or BROKER OPENS
8. Keep a record of ALL appointments and Contact information of all participants of in-person activities.
9. Listing agent should put instructions in AGENT REMARKS regarding WHO is responsible for wiping down areas that were touched during showing.
10. NO FOOD at in-person activities
11. Property staging done in advance to avoid touching surfaces where possible AND any surfaces touched must be cleaned between showings.
12. Establish protocols if business has been exposed to probable or confirmed case of COVID-19.

**Failure to adhere to these guidelines in the strictest form may result in disciplinary action including suspension of licensure.**

**Employees or customers can report possible health & safety violations in the workplace related to COVID-19 by filing a complaint with a local health department, law enforcement agency or at**

**[www.health.pa.gov](http://www.health.pa.gov).**

### **More resources:**

PAR FAQ's: <https://www.parealtors.org/coronavirus/>

PAR Best Practices: <https://www.parealtors.org/coronavirus/best-practices/>

HSA Form: <https://www.parealtors.org/standard-forms/covid-19-health-and-safety-acknowledgment/>

PAN Form: <https://www.parealtors.org/standard-forms/covid-19-property-access-notice/>