

Office Protocols During COVID-19

Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Item	Protocol	Who	When
Beginning of work	Sanitize your work area including desk, computer, file cabinets, doorknobs with disinfectant spray or wipes.	All	Morning
During the day	Keep 2 meters away from others and wear a face mask when interacting with others.	All	
End of day	Clean up and sanitize with disinfectant spray.	All	Before leaving
Showing symptoms	If you show any symptoms of sickness, please report to the managing broker and not return to work.	All	
Sanitization	Use the disinfectant spray on any hard surface as needed and after meeting with others.	All	
Sanitization	Wash user hands frequently or use a hand sanitizer.	All	
Entry Log	Ask any visitors and realtors to register the time entering and leaving the office. The log is kept in the front area for contact tracing.	Receptionist	
Equipment	Use your own computer keyboard and mouse.	All	

Staff Procedures During COVID-19

	Wipe down the mouse, keyboard and the adjacent area after another person has used them.		
Printer/copier	The machines are wiped down every morning and evening. If you find it dirty, it should be cleaned right the way.	Receptionist	Morning/ Before leaving
Reporting	Report any symptoms of visitors to the managing broker.	All	
Exit	In a situation where someone in the office is developing a symptom, you should exit the premises.		