

Realtors Working at the Office 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 same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.
- The real estate industry is asked to conduct business online and communicate with the clients through electronic means as much as possible and to minimize in-person contact.

Item	Protocol	When
Entry Log	All visitors and realtors must register the time entering and leaving the office. The log is kept in the front area for contact tracing.	Before meeting
Entry	Use hand sanitizer and register yourself and your guests. Wear a face mask.	
Beginning of work	Sanitize your work area including desk, computer, file cabinets, doorknobs with disinfectant spray or wipes. The supply can be found in the reception area.	When you come in.
During the visit	Keep 6 feet apart from others and wear a face mask when interacting with others.	
Limit the number of visitors.	Observe the capacity limitation of the room.	
End of visit	Clean up and sanitize with disinfectant spray.	Before leaving
Showing symptoms	If you show any symptoms of sickness, please report to the managing broker and not return to	

	work.	
Sanitization	Use the disinfectant spray on any hard surface as needed and after meeting with others.	
Sanitization	Wash user hands frequently or use a hand sanitizer.	
Frequent Hand-washing	Use the outside washroom or the washbasin in the lunchroom. Follow all instructions.	
Computer/ Printer/copier	The machines are wiped down every morning and evening. If you find it dirty, it should be cleaned right the way. Please also wipe down after being used by you.	Before leaving
Reporting	Report any suspected or confirmed cases of COVID-19 of the visitors to the managing broker promptly.	Anytime.
Submitting documents and bank draft	Submit your document through email and scanning if possible. Observe physical distance and place the documents on the indicated areas. Do not cross ropes and barriers without invitation.	
Symptoms	If you or anyone is feeling sick and develops symptoms, you are to leave the office right-the-way and report back to the managing broker promptly.	
Exit	In a situation where someone in the office is developing a symptom, you should exit the premises. Exit the premises through the designated doors.	