

# COVID-19 General Checklist for Real Estate Transactions

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This checklist is intended to help people involved in real estate transactions implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Real Estate Transactions](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.



## Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers



## Individual Control Measures and Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend employee use of cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Remind clients that they should use face masks/coverings when viewing a property in person.



## Cleaning and Disinfecting Protocols for Shown Properties

- Perform thorough cleaning and disinfect commonly used surfaces before and after each showing.
- During a showing, introduce fresh outside air.
- Instruct employees to wipe down and disinfect items touched by customers after use.
- Provide time and compensation for workers to implement cleaning practices.
- Equip shown properties with sanitizing products for hands and surfaces.
- Provide and require clients, real estate licensees, and inspectors to use face covers and hand sanitizer.
- All people entering a property must wash hands with soap and water immediately upon entry and before touring or inspecting the property, or use hand sanitizer.
- Adjust or modify showings to provide adequate time for regular deep cleaning and disinfecting.



## Physical Distancing Worksite Guidelines

- Maintain physical distancing of at least six feet between employees and customers.
- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Limit the number of employees at the office at one time.
- Reconfigure office spaces and decrease the capacity for conference and meeting rooms to ensure workspaces allow for six feet between employees.

- ❑ Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- ❑ Close or restrict common areas where personnel are likely to congregate and interact,
- ❑ Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible.
- ❑ Display signage to remind people of physical distancing and face cover usage at every opportunity.
- ❑ Discontinue nonessential travel and encourage distance meetings via phone and internet.
- ❑ Discontinue shared vehicle trips and travel separately for in-person activities.
- ❑ Require employees to avoid handshakes and similar greetings that break physical distance.
- ❑ Avoid handling items such as pens, paperwork, and key touched by others.
- ❑ Conduct real estate transactions digitally when possible.
- ❑ Eliminate person-to-person contact for delivery of goods to physical offices.

## Physical Distancing Guidelines for Shown Properties

- ❑ Discontinue holding walk-in open houses; instead use appointment systems.
- ❑ Show houses with occupants not present when possible.
- ❑ Utilize virtual tours in lieu of property showings whenever possible.
- ❑ Keep doorways open to avoid unnecessary contact with doorknobs, handles, etc.
- ❑ Remind clients to maintain physical distancing and to refrain from touching handles, switches, pulls, etc.
- ❑ Clean prior to and concluding in-person showings.
- ❑ All information and marketing materials should be delivered electronically to avoid handling paper.

