



CHECKLIST FOR REAL ESTATE BUSINESSES

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In accordance with Governor Abbott's executive order GA-18, the following are the minimum recommended health protocols for all businesses choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Employers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Employers should also be mindful of federal and state employment laws and workplace safety standards.

Health protocols for your employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the business:
 - Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed



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since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared; or

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the business.
- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- If an employer provides a meal for employees, employers are recommended to have the meal individually packed for each employee.
- Consistent with the actions taken by many employers across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the business to remind everyone of best hygiene practices.



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Additional Recommendations and Best Practices for Real Estate Businesses

The following are best practices and recommendations identified by local business representatives. While these are not mandatory, they are encouraged to protect employees, customers, and instill confidence as the local economy is safely restarted

- Each business should consider designating a responsible individual to ensure compliance for all policies and best practices for the business related to COVID-19. This individual would be prepared to answer questions and deal with customer concerns related to their business response of COVID-19.
- Businesses should consider using an employee health monitoring log to document employee health screening prior to work each day (example Operation Restart resources)
- Promote hand washing and hand sanitizing throughout the day.
- When possible, establish practices that promote flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts) to support social distancing guidelines.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Provide one-time use supplies, such as pens for signing documents that a signer may keep or discard.
- Immediately clean and disinfect seating, and any handled surfaces following office guest meetings, consultations, or internal business meetings.
- Recommended additional signage throughout establishment to re-enforce social distancing.
- Utilize outside meeting areas, promote social distancing in all break rooms and bathrooms.
- Issue travel advisory warning to employees, and limit business travel when applicable.
- Avoid shared vehicle trips whenever possible. If not possible, face coverings are recommended.
- Limit the number of individuals at a showing to 4. Control Open houses in the same manner. Practice social distancing.
- Use virtual tours and other virtual means to limit face-to-face gatherings.