



THE DREW COLEMAN TEAM



COVID-19 - The Drew Coleman Team Policy

The Drew Coleman Team has implemented the following procedures to help keep our brokers, employees, and clients healthy and safe. Brokers and employees are required to follow the below procedures. Failing to follow the procedures will result in temporary suspension and may possibly result in termination.

General Rules and Office Protocol

- Avoid in-person meetings when possible.
- Avoid ALL groups or crowds in all venues (private and public).
- Work from home
- Do NOT enter the office if you or your client feel sick.
- Comply with social distancing (minimum of 6 feet apart from others – inside and outside of the office).
- Cover your sneezes and coughs with a flexed elbow or tissue.
- Avoid touching your eyes, nose, and mouth.
- Sanitize objects and surfaces that you and/or your clients touch
- Stay home if you feel sick.

Listing Appointments and Showing Procedures

- All listing agents will provide sanitation supplies. This would include wipes, sanitizer, masks, gloves, or anything else that would help prevent the spread of the virus.
- Avoid in-person meetings when possible.
- Do NOT hold open houses; do showings by appointment only.
- Do NOT enter the home if you or your client feel ill in any way.
- Remove shoes outside the home.
- Wear protective gloves and/or masks if possible.
- Sanitize hands before entering and after.
- Comply with social distancing (minimum of 6 feet apart from others - inside and outside of the home).
- Refrain from touching countertops, refrigerator doors, cabinets, and handles.
- Clean all hard surfaces before and after the home visit.
- Request the sellers to leave all lights on and doors open to the bedrooms and clothes to limit touch and spreading germs.
- Limit showings to 20 minutes.
- Do NOT travel with clients.
- Do NOT permit others, e.g. assistants, to have access to the home without the listing broker's consent and consent of the owner.

Hasson Company, Realtors®

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Service Provider Reminders

- Check with home inspectors to make sure they are still operating and under what conditions.
- Check with title companies about their policies re: COVID-19. Ask about the option to use a mobile notary.
- Check with lenders and appraisers about how COVID-19 and government restrictions will impact their ability to provide services in a timely manner.

Team Lead and Director of Operations are responsible to ensure compliance with all items listed in this policy.

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