

## **Real Estate COVID-19 Protocols**

### **SECTION 1: General Real Estate**

1. Resort-designated COVID-19 signage will be hung in office and in each model unit.
2. Sanitizer stations will be positioned at gallery/office front door and in each model unit.
3. Sanitizer wipes will be available in gallery/office and in each model unit for wipe downs of high-touch areas.
4. All team members will be required to wear masks when engaging with guests at the resort.
5. All team members will have their temperatures checked each morning by the sales coordinator and logged on the temperature sheet (Monique or Sarah).
6. Six feet of physical distance will be maintained whenever possible.

*NOTE: Each team member will be required to sign Resort COVID-19 protocol form provided by HR.*

### **SECTION 2: Real Estate Gallery/Office**

1. All team members and guests will be required to wash hands or use hand sanitizer upon entry.
2. All guests will be required to sign in with front office and greeter and asked the following:
  - Have you been sick?
  - Have you been around others who have been sick?
  - Have you been in Idaho for at least 14 days? (NOTE: Idaho requires a 14-day quarantine for visitors until May 30.
3. The back patio and gallery area will be used for qualification checks.
4. The gallery/office occupancy will be limited to nine individuals (five staff members and four guests) until further notice.

### **SECTION 3: Village Condo Tours**

1. Visitors will be required to use hand sanitizer upon entry into all commercial spaces, residential lobbies and model units.
2. Showing agent will be responsible for opening all doors.
3. Showing agent/coordinators will disinfect all door handles and light switches upon departure.

### **SECTION 4: Resale Property Tours**

1. Confirm lodging occupancy status of properties.
2. Confirm completion of housecleaning/sanitation.
3. Showing agent or Brynn to prep property prior to showings (turn on lights, open blinds, etc.).
4. Visitors to apply hand sanitizer prior to entering home.
5. Showing agent to open all doors.
6. Showing agent to disinfect all door handles and light switches upon departure.

### **SECTION 5: Open Houses**

1. Limited to four guests at one time.
2. Visitors to apply hand sanitizer prior to entering home.
3. Set out sign-in sheet for prospects and sanitize pens.

### **SECTION 6: Resort Tours**

1. Showing agent and prospects are required to drive separately.

### **SECTION 7: Real Estate Events**

1. Events held after May 30 will be limited to nine total participants.
2. Events held after June 12 will be limited to 50 total participants.