

# REOPENING REAL ESTATE OFFICES IN BROWARD COUNTY



Real estate services were deemed essential under Governor DeSantis' Executive Order 20-91 on April 1, 2020. Brokers who have already opened their offices should be following CDC Coronavirus guidelines. That said, Broward County Administrator added more guidance for essential businesses to follow starting on May 18, 2020 in [Emergency Order 20-10](#). Please read Attachment 1 below and add these guidelines to your business plan:

## General Business Requirements

1. Establish and continue communication with local and State authorities to determine current mitigation measures in your community.
2. Whenever feasible, allow employees to telework or establish a rotation or staggered schedule to reduce the number of employees working on site.
3. Where telework is not possible, consider how your current workspace can be reconfigured by installing physical barriers or implementing other measures that allow for social distancing.
4. To the extent possible, implement flexible sick leave policies and reiterate existing sick time and paid time off policies to discourage employees from coming to work if they feel ill.
5. Develop a plan for monitoring your employees' health, with a particular focus on COVID19 symptoms, with the goal of preventing ill employees from working.
6. Establish contingency plans for the handling of a positive case of COVID-19 in your workplace. OSHA's guidelines give specific steps on how to manage and isolate employees displaying COVID-19 symptoms <https://www.osha.gov/Publications/OSHA3990.pdf>
7. Develop or update your employee contact system (e.g. phone tree, social media, texting) so you have a way to quickly reach all staff if there is a workplace COVID-19 exposure.
8. Ensure that employees wear facial coverings in the workplace when within six feet of someone else and when required by Broward EO 20-07, as amended. Social distancing of six feet should be practiced to the maximum extent possible, even when facial coverings are worn.
9. Require customers, clients, and other visitors to the business to wear facial coverings in accordance with Broward County EO 20-07, as amended.
10. Limit the number of employees simultaneously using employee common areas.
11. Implement regular, more intensive cleaning, particularly in heavily trafficked areas such as bathrooms, kitchens, escalators, elevators, and other common areas.
12. Provide hand-sanitizing stations or supplies throughout the workplace.
13. Establishments that utilize shopping carts or baskets must establish and implement sanitation protocols to disinfect these items prior to each new customer use.
14. Enforce the CDC's health and safety guidelines when employees return to work. Provide employee training on safety measures, including proper use of personal protective equipment and social distancing.
15. Communicate clearly all plans and policies you develop regarding PPE, social distancing, and employee health monitoring to your staff, customers, vendors, partners, and other interested parties. Take the time to answer any questions and concerns.
16. Establishments must display signs setting forth the rules and the establishment's expectation that all persons shall comply with those rules.
17. Social distancing requirements do not apply to members of the same household.

There is nothing that requires you to open under EO 20-10. This order applies to Broward County and all its municipalities. Please be aware that cities may enact more restrictive guidelines. Please check the city where your office(s) is located for more guidance.