

# REQUIREMENTS FOR OPEN HOUSES AND OTHER EVENTS

During the Safer At Home Order there are specific requirements that apply to Essential Businesses and Operations such as Real Estate Services. Essential Businesses and Operations under the Order shall, to the greatest extent possible, use technology to avoid meeting in person including virtual meetings, teleconference, and remote work (i.e., work from home). To the greatest extent feasible, Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in the Order; in doing so, Essential Businesses and Operations shall, to the greatest extent possible, ensure that both employees and members of the public are maintaining 6-foot social distancing, including but not limited to when any customers are standing in line.

When taking any action permitted under the Order, all individuals, organizations, government bodies, and any other permitted group of individuals shall, to the extent possible, follow DHS guidelines located here:

<https://www.dhs.wisconsin.gov/covid-19/index.htm>

All Essential Businesses and Operations shall comply with DHS guidelines for businesses located here:

<https://www.dhs.wisconsin.gov/covid-19/employers.htm>

These safety tips are designed to help identify steps that MBA and our members should take to reduce the risk of exposure to COVID-19 at meetings, open houses, Parade of Homes and other events open to the public. MBA and members are required follow Wisconsin's and the CDC's guidelines with respect to minimizing the number of people at gatherings or events.

## ALL MBA MEMBERS AGREE TO:

- Limit hours (*for example, 12pm-4pm on weekends for model homes or by private appointment at another scheduled time*). Limit hours for all other meetings, or consider video events (*Zoom, etc.*).
- Stay home if you are sick. **DO NOT ATTEND AN EVENT.**
- At Model Homes: Post signage, easily viewed by a parked automobile, on requirements for entry. (*Suggestion – Tent sign at driveway entrance*)
  - Open hours
  - Phone Number to call to confirm availability before entering
  - Notice that health questionnaire will be required prior to entry- this will be a posted sign, not a questionnaire to collect. (*much like all other public areas*)
- Post a Health Questionnaire at the entrance to your office or model home. Ask all entering to please read the questionnaire, and if they answer yes to any of the questions, they should please reschedule their appointment.

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- Establish waiting areas outside to maintain the 6-foot distance; or ask attendees to wait in their vehicles until called.
- Consider establishing one-way paths through the model home.
- Consider leaving all lights on in the house for the duration of the event to minimize contamination.
- Post social distancing guidelines on entry door
  - 6 Total people in a house at a time to allow for maintaining 6 feet between each person.
  - Set up cleaning areas – keep soap, paper towels and cleaning wipes on counters for use. Have alcohol-based hand sanitizer available throughout the house for all visitors and event participants. Offer booties at the entryway for visitors to cover their shoes.
  - Consider having masks on hand for visitors and staff.
  - Frequently clean and disinfect between appointments/showings
  - Hand sanitizer, mask available to visitors and sales staff
  - Respect 6-foot distance between attendees and staff

## HEALTH QUESTIONNAIRE:

Please review and respond to the following questions prior to entering this Model Home. Our staff will collect these forms upon entry, if you can answer “no” for all persons in your party.

- **Does anyone in your party have a fever today?**
- **Does anyone in your party have a cough or are experiencing difficulty breathing or shortness of breath today?**
- **Has anyone in your party had contact with a person who has a confirmed case of COVID-19?**
- **Has anyone in your party traveled outside the US within the past 14 days?**

If you answered yes to any of these questions, you will not be able to enter the model home today. We ask that you call \_\_\_\_\_ to arrange a visit in the future. Thank you for your cooperation.