



## COVID-19 SHOWINGS AND MEETINGS POLICY 2020

Malone Commercial Brokers is working hard to ensure the safety of its brokers, employees, clients, and members of the general public while still hosting in-person meetings and showings. To that end, we have established the following protocols for conducting meetings and showings.

### SHOWINGS:

- ❖ Showings will be conducted with strict adherence to the CDC's recommended 6' social distancing guidelines and not in residential homes or multi-family properties, unless vacant.
- ❖ Efforts will be made to conduct showings remotely via video if possible. Prospects will be qualified prior to meetings.
- ❖ Brokers and Associates will obtain permission to tour buildings/spaces occupied by tenants or owners prior to showing.
- ❖ Brokers and Associates will provide adequate hand sanitizer, plastic gloves and extra masks for people on the tour.
- ❖ Maintain 6' distance and practice CDC protocols for social distancing.
- ❖ Take separate vehicles to showings.
- ❖ Provide brochures and a tour agenda by email prior to showing.
- ❖ Communicate with listing landlords and sellers regarding our protocols and find out if they require anything different/special for their particular property.
- ❖ If possible, take the stairs, or use the elevator with 1-2 people at a time, depending on elevator capacity.

### IN-PERSON MEETINGS

- ❖ May conduct provided 6' social distancing and provided not in residential homes or multi-family properties, unless vacant.
- ❖ Pre-qualify clients for showings.
- ❖ Use Zoom meetings and conference calls and other alternatives if possible.
- ❖ Maintain 6' distance and practice CDC protocols for social distancing.

