



UPDATED Guidance on the Operation of Real Estate Offices

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Directive 033 continues to ratify the previous directives which encourage to the greatest extent possible conducting operations telephonically, virtually and working from home for real estate offices.

See Page 4, Section 4, of Directive 021:

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/05/Directive-021-Phase-Two-Reopening-Plan.pdf>,

and Page 4, Section 8, of Directive 026: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Declaration-of-Emergency-Directive-026-re-Phase-2-Extension.6-29-20-1.pdf>),

Page 3, Section 4, of Directive 29:

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/08/Emergency-Directive-029.pdf>,

and Directive 033: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/10/Declaration-of-Emergency-Directive-033.pdf>

In the meantime, communication between brokerages and agents should continue electronically (e.g. Zoom, Go-To Meeting, other platforms) which provide for proper social distancing and increased participation and interaction between brokers and agents.

At this point, brokerages should have developed safe office operation guidelines. Workspaces should provide for proper social distancing of six (6) feet of separation between themselves and others. Common gathering areas (workspaces, bullpens, lobby areas, break rooms) should be set-up in such a way to protect employees, agents and visitors to any brokerage in accordance with CDC guidelines. Proper sanitizing procedures should be enacted, implementation of touchless access systems when feasible should be established, and interaction with the general public and one another should be monitored in order that ***no more than 250 individuals or 50% of the fire code capacity, whichever is less, are congregating at any one time in a meeting room, space or area.***

Signage: Per Section 8 of Directive 033, if your real estate office is subject to capacity limitations, signs must be posted at public entrances identifying the COVID-19 adjusted capacity. Signs provided by Nevada Health Response can be accessed here:

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/10/Master-Signage-Docs.pdf>.

Screening Documents for “Employees”/Visitors: The appropriate COVID-10 screening questionnaire available from Nevada Health Response should be completed each time agents or visitors enter the real estate office. (Screening forms: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/10/Master-Screening-Docs.pdf>)



Cleaning of the workplace: Brokerages are encouraged to implement daily cleaning and sanitization of the workplace with disinfectants that are proven to kill/neutralize COVID-19. Brokerages that have high traffic areas should disinfect multiple times a day. Hand sanitizers and/or hand washing stations will be provided at the workplace for employees, agents, clients and potential clients.

Distribution of Personal Protective Equipment (PPE) in brokerages: Proper PPE for employees, agents and client's safety is essential. Brokerages open for business must secure PPE for employees, agents and clients. ***Per Section 6 of Directive 024, brokers must provide face coverings if a client doesn't have their own.*** An example of PPE is a face covering and gloves.

Face Coverings: Any employee, or agent of the brokerage who interacts with the general public is ***required*** to wear appropriate face coverings/masks. Clients, potential clients, vendors or the public, entering the brokerage must wear face coverings. ***Failure to comply may result in criminal and civil penalties, which could possibly lead to suspension and revocation of licenses.*** Certain individuals exempted under this provision should wear a nonrestrictive alternative, such as a face shield, if possible.

Directive 024 requiring all Nevadans to wear face coverings can be viewed here:

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Guidance-on-Directive-24-Face-Coverings-UPDATED.pdf>

OSHA Guidance on Face Coverings:

[http://dir.nv.gov/uploadedFiles/dir.nv.gov/content/OSHA/Features/07-29-20%20\(Phase%20II%20Face%20Coverings\).pdf](http://dir.nv.gov/uploadedFiles/dir.nv.gov/content/OSHA/Features/07-29-20%20(Phase%20II%20Face%20Coverings).pdf)

Updated October 5, 2020

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