



## **Guidance on the Operation of Real Estate Offices**

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- (1) Guidance to Directive 044: [Directive-044-guidance-1.pdf \(nv.gov\)](#)
- (2) Directive 044: [Emergency-Directive-044.4-19-21.pdf \(nv.gov\)](#)

Directive 044 gives us a “soft opening”. We are moving closer to reopening business 100% by June 1st. In the meantime, the State of Nevada has deferred to the local counties to implement mitigation and enforcement plans beginning May 1st. ***Timing of proper reopening should follow all local government timeframes and guidelines.*** Each jurisdiction may create their own set of guidelines so be sure you stay up to date with the regulations in your own region.

This also means that any guidance on open houses and in person showings will come from your local jurisdiction.

But as we all expected, business will hardly be as usual and a new normal has emerged. Section 5 of Directive 044 ***“encourages” all businesses to continue to take proactive measures and implement social distancing and sanitation guidelines.*** With that said, we reiterate our guidelines on the continued safe operation of real estate offices.

By now, we are probably experts at communicating between brokerages and agents via electronic means (e.g. Zoom, Go-To Meeting, other platforms). These modes of communication promote social distancing while safely achieving participation and interaction between brokers and agents. As brokerages bring back in-person communications, it’s important to consider the necessity of doing so along with viable social distancing options.

During the pandemic, brokerages had plenty of time to develop safe office guidelines.

- Workspaces should provide for proper social distancing of six (6) feet of separation between themselves and others.
- Common gathering areas (lobby areas, break rooms, etc.) should be closed or limited to protect employees, agents and visitors to any brokerage. When in common areas, face coverings are required for employees,
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and mobile devices. Implementation of touchless access systems when feasible should be established. Have disinfecting and cleaning supplies readily available in common areas.



- Interaction with the general public and one another should be monitored in order that no more than 250 individuals are congregating at any one time in a meeting room, space or area. Any large gathering event occurring before June 1st requires approval from B&I, thereafter mitigation measures defer to counties and their respective Local Plans.
- Conduct daily surveys of changes to staff health conditions.
- Customary greetings need to be adjusted, such as elbow bumping instead shaking hands.
- See Nevada OSHA Guidance: [NV OSHA COVID-19 Updated Guidance 04-26-2021.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: See: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Brokerages that have high traffic areas should disinfect multiple times a day. Hand sanitizers and/or hand washing stations should be provided at the workplace for employees, agents, clients and potential clients.

Face Coverings\*: ***The statewide mask requirement continues to be mandated indefinitely!*** 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. All employers must require employees to wear a face covering in any space visited by the general public, even if no one else is present.

*\*Section 4 of Nevada Declaration of Emergency Directive #024 states “For the purposes of this Directive, “face covering” is defined as a covering that fully covers a person’s nose and mouth, including without limitation, cloth face masks, surgical masks, towels, scarves, and bandanas.” For employees, Nevada OSHA does not recognize face shields as an alternative to or as an effective “face covering.” The face covering must effectively control the breathing zone and restrain any expelled or exhaled water droplets within the covering.*

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