



## Rarebird Real Estate LLC and More Portland LLC's Social Distancing Policy

Effective immediately, Rarebird Real Estate LLC and More Portland LLC's policy for social distancing protocol follows:

### Definition of Terms:

- The Rarebird Real Estate office located at 800 NE Broadway Street, Portland, OR 97232 (hereinafter referred to as the "Office").
- Business-critical visitors include prospective buyers, prospective sellers, existing Clients, lenders, escrow officers, notary publics, vendors specific to ongoing projects (hereinafter "Client" or "Clients").
- All employees, brokers and independent contractors (hereinafter referred to as "Workers").

Workers and Clients must abide by this Social Distancing Policy (the "Policy").

### The Policy:

- The Office is closed to the public, and open to Clients by appointment only.
- All non-business-critical individuals, all those not included in the definition of Clients outlined above, are prohibited from visiting the office, attending property showings or meetings with Clients and Workers.
- All Workers are required to work from home unless deemed necessary.
- All Workers are required to remain at least 6 feet away from each other and all Clients at all times.
- Shaking hands is prohibited. Greet or solidify an agreement with words and gestures only.
- Rarebird Real Estate LLC and More Portland's Policy must be provided to every Client prior to any in-person meetings with a Worker.

### Office-specific protocols:

- Masks are required at all times when not sitting in a personal work space; this includes shared work spaces such as the conference room or restaurant booth.
- If two Workers seek to use the same space in the office and the same time, they must decide in what order they will use the space so that they do not inhabit the space at the same time. A quick email, chat, or text to others in the office can facilitate the necessary scheduling.
- Higher risk areas:
  - The Kitchen
    - The kitchen space is easily visible from elsewhere in the office. Workers must take a visual scan of the space to see if the kitchen is already in use. If it is, wait until the user has vacated the space.
    - Do not try to have one person using the refrigerator while another person is making tea, for example. Use the kitchen one at a time.
  - The Workroom
    - If you hear the printer running, assume someone is in the workroom and do not go back there.
    - When you do enter the workroom, take a visual scan of the space as soon as it is visible. If



## Rarebird Real Estate LLC and More Portland LLC's Social Distancing Policy

someone is working, leave them room and come back when they are done.

### ➤ Men's restroom

- Do your best to listen for work room activity before deciding to use the restroom. If possible, wait for the activity in the workroom to conclude, and then pass through the space once the other Worker has vacated the space.
- If you are in the workroom, be aware if the restroom is in use and that someone may be exiting. Try to finish your business quickly, or come back once the person has exited.
- Show understanding and compassion and offer the other person the right of way when possible.

### ➤ The Conference Room

- Do your best to avoid sharing work spaces. This includes the conference room, restaurant booth, offices, and the small conference room.
- **The conference room table is not 6 feet wide.** Sitting across from another Worker on the short end of the conference table is not in compliance with the rules of social distancing.
- If you must share the conference room table, arrange the seating in a way to ensure a 6 foot distance between all in the meeting.
- When assisting another Worker with a project, tech set-up, or anything else, maintain a 6 foot distance. If someone needs help with a computer issue, wait until they have moved out of the immediate area before helping. Do not look over their shoulder, or lean over them.
- When collaborating on a conference call or a project, utilize Chromecast to keep the visuals on the large televisions, thus negating the urge to crowd around a screen. If a laptop screen must be used, set it far enough away so that everyone can see the screen while maintaining a 6 foot berth.
- If an object is heavy enough to require two people to lift, it likely doesn't need to be lifted right now. Heavy boxes that are staying in the office should be dealt with gloved hands, and be slid across the floor to an acceptable storage place, or opened at the door and the contents carried piece-by-piece to their destination.
- The office is still open by appointment-only. If a Client must enter the office, set up the meeting ahead of time to provide more than enough room to comply with the 6 foot rule. **Note: Sitting across from each other on the short end of either conference room table does not equal 6 feet.**
- Clients should be informed of the social distancing precautions being taken by the Rarebird Real Estate office and notified that they are required to adhere to government-mandated social distancing rules.

### Cleaning/Sanitizing

- Use hand sanitizer/wash your hands and wipe down any equipment and surfaces with disinfecting wipes before and after use. Note: Disinfecting wipes cannot be used on conference room tables. Consider using other surfaces in the office to work, ie: restaurant booth, desks in PM, or desks in the back office by the mens restroom.
  - Cleaning products for use in the office can be found in the utility closet next to the women's restroom. Additional cleaning supplies and gloves are located under the kitchen sink. Disinfecting wipes can be found at the reception desk. Hand sanitizer can be found in various locations around the office.
- Clean/sanitize the kitchen after each use. Rinse and place dirty dishes in the dishwasher. Rinse out sink.



## Rarebird Real Estate LLC and More Portland LLC's Social Distancing Policy

- Run the dishwasher every couple of days, even if it is not full. The dishwasher must be run on Friday if there are any dishes.
- After using the coffee pot, espresso machine, microwave, electric tea kettle, or faucet, take a moment to wipe them down.

### Enforcement:

- The first step is to self-enforce these requirements. Be vigilant about your actions and your space.
- Speak up if you feel your space is not being respected by others. Let them know, and give them a chance to self-correct.
- If they are unwilling to self-correct and/or continue to not maintain a 6 foot distance, let Eric Guess, Office Enforcer, know immediately (eric@myrarebird.com or 503.451.0545).
- If Eric notices a violation of the 6 foot rule, he, too, will offer the offender a chance to self-correct. Once the opportunity for self-correction has been offered and violated, a verbal warning will be issued.
- If a verbal warning goes unheeded, the situation will be escalated to Human Resources in writing.
- If, after verbal and written warnings have been given, and the warnings go unheeded, the Worker will be sent home for the day, without pay; Independent Contractors will no longer be granted access to use the office space until Executive Order 20-12 is terminated.
- If a Client violates this Policy, they will receive a chance to self-correct, and/or a reminder from Eric. If they continue to disregard these policies, they will be asked to leave and they may conclude their business remotely.

### Broker-Specific Protocols:

- Brokers and Clients are required to remain at least 6 feet away from each other at all times, including before, during, and after property showings.
- Marketing of listed homes:
  - Brokers may choose to hold an open house. Virtual home tours are preferred.
    - All in attendance are required to adhere strictly to social distancing guidelines.
  - Appointments are required to view a listed property and should be done so by strictly adhering to the social distancing guidelines established in Governor Brown's Executive Order 20-12.
  - Brokers should avoid personally meeting with Clients if possible, using email, texting, phone calls, or virtual meetings instead.
  - Preparing a property for sale:
    - All open houses and visits to the listed property require the Client and the property owner's (hereinafter referred to as the "Owner") prior consent (written ideal);
    - All hard surfaces must be washed down after an open house or visit;
    - Brokers must confirm with the Client and Owner that they are satisfied with the process for visiting the property, and make any necessary legal changes to satisfy the Client.
  - Preparing to show a property or hold an open house:
    - Brokers must have the Owner's express (written) consent in advance of the showing;
    - Brokers must provide a copy of the Policy to Owner and confirm owner approval;
    - A time limit must be established for visits inside the home and prospective buyers are to



## Rarebird Real Estate LLC and More Portland LLC's Social Distancing Policy

be advised of such;

- Traveling with Clients is prohibited;
- All parties must engage in social distancing at all times inside and outside of the home;
- When possible, provide hand sanitizer at the home;
- Brokers must make sure the home's hard surfaces (counters, etc.) are cleaned before and after a visit or open house;
- Brokers must confirm with the Client and Owner that they are satisfied with the process for visiting the property, and make any necessary legal changes to satisfy the Client and Owner.
- Brokers must not permit others, including assistants, to have access to the home without the listing broker's consent and the consent of the Owner (written consent ideal).
- A copy of the Policy must be provided to Clients and all parties involved in a transaction prior to further business being conducted, and before any property or office visits.
- The Policy must be included in all listings, marketing materials, and the brokerage website.

The Social Distancing Policy will remain in effect until Executive Order 20-12 terminates, or additional state or federal regulations prevail.

**Enforcement - Brokers violating the Social Distancing Policy will receive a written warning requiring all real estate business be handled remotely; a second written warning may lead up to suspension of conducting business through Rarebird Real Estate.**

For questions, concerns, or to report a violation, please contact [designatedbroker@rarebirdrealestate.com](mailto:designatedbroker@rarebirdrealestate.com).