COVID-19
Mandatory Office Training
Preventing the Spread of COVID-19

- The best way to prevent illness is to avoid being exposed
- COVID-19 spreads mainly from person-to-person
- Close contact (within about 6 feet)
- Respiratory droplets (coughs, sneezes or talks)
- Many with COVID-19 may be unaware and not feel or show symptoms
Extra Care for those Susceptible to COVID-19

- Some are at higher risk to develop more serious complications from COVID-19 illness and should take extra care to avoid exposure:
  - Older adults (65 and older)
  - People who are Immunocompromised
  - People with Asthma, HIV, Liver, Heart or Lung Disease
  - People with diabetes and those with severe obesity
Wash Hands! Wash Hands! Wash Hands!

- Frequently wash hands with soap and water for at least 20 seconds
- Alternatively, use hand sanitizer with at least 60% ethanol or 70% isopropanol
- Wash hands especially after you’ve been in public or after blowing your nose, coughing or sneezing
- Avoid touching your eyes, nose and mouth with unwashed hands
Physical Distancing (6 feet or more)

- Keep at least 6 feet apart from others (even when wearing a mask)
- Do not gather in groups
- Avoid shared personal and work items when possible
- Cover your mouth and nose when you cough or sneeze and following:
  - wash hands
  - dispose of used tissues
Business Meetings & Travel

- Avoid non-essential travel if possible
- Telework from home when possible
- Use video or telephonic meetings when possible
- Maintain physical distance of at least 6 feet when at work
Proper Use of Face Coverings

- Wear a face cover when in public
- Wash your hands before putting on your face covering
- Don’t touch the face covering (or wash hands after touching)
- Cover both your nose and mouth
- Face covering protect others, they are not personal protective equipment reserved for medical professionals
- Face coverings do not replace physical distancing or hand washing
- Carefully remove face coverings and dispose in sealed container or wash after each shift if washable
Proper Use of Face Coverings (cont’d)

- Face coverings must not be shared
- More information on face coverings, including when persons need exemptions, can be found in the company COVID-19 prevention plan, available from your manager or HR.
- See also the CDPH’s Guidance for Use of Face Coverings.
Screening for COVID-19 Symptoms

- Prior to leaving home to begin work take your temperature to determine if your temperature is elevated
- Your employer also may take a temperature screening at work prior to you beginning your shift (daily or on a periodic basis)
- Self screen for symptoms prior to and during work
When Sick, Stay at Home

Stay home or go home if you have or experience any of these common COVID-19 symptoms:

- Fever/Chills
- Cough
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Stay home if you are diagnosed with COVID-19 or if you’ve been in contact with someone diagnosed with COVID-19 in the past 14 days and are potentially infectious.
Seek Medical Attention for Severe Symptoms

Emergency warning signs:
- Trouble breathing
- Persistent pain/pressure in chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Any other symptoms that are severe or concerning to you
Leave Benefits

- Families First Coronavirus Response Act
  - Provides for paid sick leave for COVID-19 related reasons for leave
- Workers’ Compensation ([presumption of work-relatedness](#) due to COVID-19)
- Other paid leave options may be available directly from your employer
- If you believe you have a COVID-19 related reason for leave, contact your manager or human resources for more information
Additional Rules for Showing Property

- Review C.A.R. Document BPPP:
  - No open houses
  - Showings virtual or by appointment with only one “buying party”
  - Visitors to sign form PEAD-V
  - Post Rules for Showings
  - Provide hand sanitizer, sanitizing wipes and face masks

- Clean and disinfect property; commonly used surfaces to be cleaned and disinfected before and after each showing
- Open doors and windows when permitted
- Visitors to use hand sanitizer or wash hands prior to touring the property
Returning to Work After A COVID-19 Diagnosis

- Return to work if 10 days have passed since symptoms first appeared, symptoms have improved, and no fever for the last 72 hours

- If diagnosed with COVID-19 with no symptoms, return to work after 10 days have passed since the first positive COVID-19 test
Additional Resources

- CDC Guidelines
- California’s COVID-19 Industry Guidance: Real Estate
- California Labor & Workforce COVID-19 Resources for Employers and Workers
- C.A.R. Industry Guidance: Re-opening the Real Estate Broker Office FAQ
- CDPH’s Guidance for the Use of Face Coverings

Additionally, all real estate licensees must review:

- C.A.R. Document BPPP, available within zipForm
- COVID-19 General Checklist for Real Estate Transactions