

**GUAM ASSOCIATION OF REALTORS®
RECOMMENDED PROCEDURES AND SAFE PRACTICES**

OFFICES:

- a. All agents and employees must wear masks
- b. Customers/clients entering the building/office must wear masks
- c. Masks are to be worn at all times. No mask no entry.
- d. Hand sanitizers to be provided at the entrance and if possible, at each desk
- e. Agents must work at least 6 feet apart. Customers in reception and other areas must also be at least 6ft. apart.
- f. Doorknobs, tables, furniture, frequently touched surfaces, pens and other instruments must be wiped and sanitized before and after each use.
- g. No in office sales meetings. Teleconference (e.g. zoom) methods are acceptable.
- h. Employees or agents must go home if they are sick (fever, coughing, sneezing, difficulty in breathing)
- i. Bathrooms to be cleaned periodically throughout the day.
- j. Customers, agents will not congregate outside and must stand at least 6ft. apart.
- k. CDC guidelines to supplement and be made a part of this protocol list

PHASES

Masks, and other precautionary measures (CDC suggested guidelines) to remain in place for all parties until otherwise directed by governmental authorities.

Phase 1)

- a. Lockboxes are to be opened by listing agent only.
- b. Listing agents can open doors for buyer's agent. Buyer is permitted to enter (no children) to view the property. Inspectors and Appraisers are permitted to enter the property. Listing agent must secure the door.
- c. Contractors are permitted to enter the property for repairs and renovation work.
- d. Note: NO KEYS ARE PERMITTED TO BE PASSED FROM THE LISTING AGENT TO OTHERS, except otherwise noted.
- e. Buyer may conduct physical inspections, final walk through. Buyer to obtain keys from Escrow Officer only.
- f. Tenant's may conduct physical inspection, final walk through.
- g. Tenant to obtain keys from Tenant Agent.
- h. GAP Closings Permitted. Recorded Closings Permitted if Recording Office Open.

Phase 2)

- a. Everything returned to normal process with safe business practices in place.

REALTORS® KEEP GUAM REAL SAFE PROCEDURES

STEP 1 – LISTING AGENT

- a. wipes off the doorknob/lock with disinfecting cleaning wipe
- b. opens the door
- c. spray lysol or some other disinfectant throughout - allow time to settle
- d. quick wipe down of counters and other typical areas that buyers typically touch.
- e. All toilets should be marked DO NOT USE.
- g. Waits outside until buyer's agent/buyer are done with showing.

STEP 2

Buyer and Buyer's agent enter while listing agent waits outside. No more than 3 in the house (buyers and buyer agent).

- a. They tour house – MINIMAL TOUCHING IS RECOMMENDED
- b. They leave.

NOTE: Buyer's agent MUST show the house to their buyer, NOT the listing agent.

STEP 3 – LISTING AGENT

- a. quick wipe down of counters and other typical areas that buyers typically touch.
- c. spray lysol or some other disinfectant throughout
- d. wipe doorknob with cleaning wipes
- e. Place note inside the door to remind Listing Agent that process was completed for next showing.
- f. Lock Door and Fly!