

## Guide to Safe Practices for Real Estate Agents in Kansas During Coronavirus (COVID-19) Emergency Declarations

1. The State of Kansas has identified that “providing housing” is an essential function in the Governor’s Executive Order 20-16. As real estate agents you are an important part of this and can continue your practice. However, with privilege comes responsibility. It is **your** responsibility to follow the guidelines set forth by the Governor as part of your practice.
2. For sellers/landlords who need to list their homes, you can take new listings and negotiate sales and rental contracts.
3. For buyers/tenants who need to buy or rent, you can take them on as new clients and negotiate purchase and rental contracts.
4. Open houses are high risk. It is recommended any open houses be cancelled or postponed.
5. To the extent possible, you should work from home, though it is understood there may be a need to be in the office occasionally. Follow your broker’s rules about office access.
6. Do everything you can to keep yourself healthy and teach others how to stay healthy. Follow all recommended guidance by the CDC, KDHE and the local health department regarding social distancing and sanitation
7. Offer sellers the opportunity to continue with showings or to change the status to Temporarily Off Market. See sample KAR COVID-19 HOLD HARMLESS AGREEMENT.
8. Consider suggesting Sellers and Buyers sign an amendment or addendum allowing for deadline extension where COVID-19 has contributed to delays in the transaction. See sample KAR form or your local board form if applicable.
9. Complete paperwork electronically except when necessary to have a “wet” signature.
10. Keep physical contact with other people to a minimum. When physical contact with other people is necessary, maintain a six foot separation between you.
11. As part of arranging to meet with someone, ask them to complete a form about their COVID-19 risks. See KAR COVID-19 Certification for Property Showings/Visits.
12. When possible, don’t meet in confined spaces unless they have been disinfected. Meet outside if possible.
13. Wash your hands before you leave home and when you return.
14. Keep hand sanitizer in your vehicle to use when returning to your car. Disinfect your steering wheel, seat belt latches, handles, and controls. Do not drive customers or clients in your vehicle. They should drive alone in another vehicle or with people they already have been in recent contact with such as family members or roommates.
15. Disinfect your phone and keyboard regularly. Do not loan your phone to someone else.
16. Disinfect any locations where you meet with someone before and after the meeting.
17. Encourage the use of virtual tools such as high-quality photographs of listings, virtual tours, and interactive floor plans so that virtual showings can narrow the field of homes that must be viewed in person.

18. While showing a property, wear gloves and only spend enough time to view what is need in the property. Go outside or in an open garage and stand apart to have conversations about the property.
19. Respect owner's/occupants' requests while showing properties, such as washing your hands if invited to do so, wearing gloves if available, and do not use the bathroom facilities of an occupied home.
20. Don't socialize face to face with your clients and others in the transaction. Keep your time together to a minimum. Be social by phone and other electronic means.
21. If possible, try to avoid attending home inspections or appraisals in person. Send necessary information to those service providers electronically when possible.
22. Where possible, avoid attending closings in person unless your presence is required. Join closings by electronic means if you want to be part of the process.
23. Use social media responsibly. There are several rumors floating around. You should avoid promulgating unfounded rumors. Social media is not generally a reliable news source. All guidance with respect to how to practice safe real estate services during this stressful time should come from your broker, the Sunflower Association or Kansas Association of Realtors®. Guidance on how to do things safely is certainly available from all three sources.
24. Display a positive attitude to help people through this. Do not panic, stay informed, and use your best judgment and common sense.