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MICHIGAN REALTORS®

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1. Summary of Requirements for Offices Under EO 2020-97

Governor Whitmer has issued workplace standards that apply to all businesses across the State. Those standards are currently contained in Executive Order 2020-97 available [here](#).

Realtors® who have opened or will be opening their offices soon will need to become familiar with both the general standards applicable to all businesses (Section 1) and the specific standards applicable to offices. (Section 7)

The Executive Order's lists are quite lengthy and the contents organized somewhat randomly. In an effort to help Realtors® begin what may appear to be a very daunting task, we have summarized the requirements and organized them into categories.

Written materials:

- COVID-19 preparedness and response plan consistent with the recommendations of OSHA available [here](#).
- Questionnaire required of employees/contractors entering the workplace (covering exposure and symptoms) available [here](#).
- Posted signs about the importance of personal hygiene.

Physical premises/supplies:

- Restrict/close off nonessential common spaces such as cafeterias, conference rooms.
- Turn off water fountains.
- Provide non-medical grade face coverings to employees.
- Provide disinfectant/cleaning supplies to employees for use at desk/worksite.
- Use ground markings/signs/physical barriers to keep employees/visitors at least 6 feet away (for example in elevators, at reception desk).

Operations matters:

- Train employees on infection control procedures, office operations matters, self-reporting requirements.
- Designate a COVID-19 supervisor.
- Require face coverings to be worn in places where people cannot be 6 feet apart (for example restrooms and hallways).
- Consider face shields if employees cannot maintain 3 feet of separation from others.
- Adopt policies, assign different entrances and/or stagger start times so as to reduce entry congestion.
- Arrange for frequent cleaning and disinfecting of high-touch surfaces (for example door handles, supply cabinets, shared equipment such as copiers).

Policies:

- Promote remote work.
- Consider rotational work schedule in order to limit number of employees in office at any one time.
- Restrict business travel.
- Suspend nonessential visitors.
- Prohibit social gatherings.
- Minimize movement throughout office.

Exposure Procedures:

- Within 24 hours, notify public health department, as well as any co-workers, contractors or suppliers who may have come into contact with positive COVID-19 case.
- Follow Company's "preparedness and response plan" – including temporary closure to allow for deep cleaning.
- Employees with a confirmed or suspected case of COVID-19 may be permitted to return to the office only after they are no longer infectious according to the latest CDC guidelines.

Again, it is our hope that we have been able to streamline the process somewhat. Realtors® should keep mind that this is only a summary and that as you implement your own policies and procedures, you should refer to Executive Order 2020-97 itself for more detailed explanations.

2. College Scholarships Available For 2020-2021 Cycle

Michigan Realtors® is proud to offer scholarship opportunities for those interested in pursuing a career in real estate. The application deadline for the 2020/2021 academic year is July 31st.

[Learn more](#)

3. NAR Committee Application Process Open Through June 1st

Shape the future of your National Association of Realtors® by serving on a 2021 Committee.

This year, add your voice to the conversation by engaging in robust debate and discussion about the issues impacting our association and industry.

2021 Committee Applications are open through June 1st and can be found [here](#).

4. Michigan Realtors® launches “Michigan is Home” and “Michigan is Ready” Digital Media Campaigns

Last week, Michigan Realtors® launched its “Michigan is Home” campaign. This online media campaign focuses on the reality that, during this pandemic, the safety and security of homeownership has never been more important. This week, the “Michigan is Ready” campaign launches with a focus on the important role that commercial real estate will play in our state’s future as we reopen sectors of the economy safely and thoughtfully. The three video campaigns can be viewed and shared below.

[Michigan is Home](#)

[Commercial real estate is ready to help Michigan get back to work. \(West Michigan\)](#)

[Commercial real estate is ready to help Michigan get back to work. \(East Michigan\)](#)



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