

# Checklist: Show Properties Safely

This checklist provides recommendations intended to reduce the spread of COVID-19 and give you the confidence to stay safe while moving forward.

We encourage you to consider [virtual tours](#) with your prospects, but as you start to resume in-person activities check your state's reopening guidelines to determine what is authorized in your market.

## NIGHT BEFORE THE TOUR CHECKLIST

- ☐ Reach out to your prospects to provide details on how to prepare for tomorrow's tour.
- ☐ Ask that they confirm:
  - ☐ They have NOT been in close contact with any person who has been confirmed positive for COVID-19 within the last 14 days.
  - ☐ They have NOT had any of the symptoms listed below within the last 14 days.
    - Fever
    - Cough
    - Shortness of breath
    - Sore throat
    - Muscle pain
    - Chills or repeated shaking with chills
- ☐ Remind them to come prepared with hand sanitizer and a face covering that covers their nose and mouth.
- ☐ Set a meeting spot where everyone is able to practice physical distancing by remaining six feet apart at all times.
- ☐ Reassure your prospects that their health and safety is your top priority.

## DAY OF THE TOUR CHECKLIST

### Preparing for the tour:

- ☐ Ensure you have the safety items necessary for the tour:
  - Face covering (should cover nose and mouth completely)
  - Disposable gloves
  - Disposable shoe covers with traction/grip
  - Trash bag to dispose of used safety items
  - Hand sanitizer with at least 60% alcohol
- ☐ Sanitize your hands with hand sanitizer.
- ☐ Put on your personal protective equipment (PPE) prior to interacting with the prospects, this includes your disposable gloves, shoe-covers, and face-covering.
- ☐ Wipe down all high-touch surface areas inside the property with EPA-registered disinfectant wipes.

**NOTE:** Carry extra pairs of disposable gloves, shoe covers, and face covering in case your PPE becomes damaged or you require a replacement.

### During the tour:

- ☐ Greet your prospects when they arrive, but maintain a six foot distance.
- ☐ Maintain a six foot distance during the entire tour, touch minimal surfaces and remind your prospects to do the same.

### After the tour:

- ☐ Carefully remove your PPE after your prospects leave to avoid potential contamination.
  - Remove disposable face covering and refrain from touching eyes, nose, and mouth. Remember the disposable face covering is intended to protect others from your respiratory droplets as you may be asymptomatic.
  - Remove disposable shoe-covers (booties) and place in a trash bag.
  - Remove your gloves using CDC guidelines here: [How to Remove Gloves](#). Avoid touching the exterior of the gloves with your hands as the outside of the gloves may be contaminated.
- ☐ Place used gloves and other used safety items in the trash. Used disposable safety items should not be re-used.
- ☐ Wash your hands with soap and water for at least 20 seconds (where possible) and/or sanitize your hands using a hand sanitizer that contains at least 60% alcohol.