



Summary of Requirements for Offices Under EO 2020-114 (Updated 6/9/20)

Governor Whitmer has issued workplace standards that apply to all businesses across the State. Those standards are currently contained in Executive Order 2020-114 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 room
- 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:

- Immediately notify public health department. Within 24 hours notify any co-workers.
- 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 and they are released from any quarantine or isolation by the local health department.

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 2020-114 itself for more detailed explanations.