

The following are our protocols with respect to Real Estate Brokers and apartment showings. In person apartment showings must meet the minimum requirements as set forth in Section D. of the “Interim Guidance for Real Estate Services During the Covid-19 Public Health Emergency” that is attached to this document.

1. No more than one broker may show an apartment at any one time.
2. Showings will only be allowed in unoccupied (e.g. current owner or lessee is not inside the property) or vacant properties.
3. **At least 24 hours prior to the visit**, Broker must notify Management and/or the Superintendent/Resident Manager of the time and date when Broker will be in the building and the apartment to be viewed. Broker must also provide Management or the Resident Manager the names of those person (s) who will be in the building with the Broker. Any showing of an apt on the weekend or Monday, Broker must notify resident manager by Friday noon. Superintendent Contact Information: Radoncic 646-733-6464 or email at eradoncic@masterapts.com; Management Contact Information: Matina Monioudis 631-706-3500 or email at mmonioudis@orsidny.com
4. Prior to entering the building, the Broker and all persons accompanying the broker must:
 - a. Complete and sign the Covid-19 Attestation (attached)
 - b. Wash or sanitize their hands and put on face masks or coverings.
 - c. Superintendent/Resident Manager may request that they take a temperature reading
5. At all times while in the building, the Broker and all persons accompanying the Broker must wear a face mask or other face covering over their nose and mouth. Owners or Brokers are responsible for providing face covers and gloves to prospective tenants and/or buyers, if necessary.
6. While in the building, the Broker and all persons accompanying the Broker shall only use the elevator designated by the building staff for going to the apartment. They shall not go to any other portion of the building, including any amenity space, unless approved in writing by Management or the Resident Manager.
7. If the Broker is meeting his/her clients at the building, they must meet outside of the building. No one will be permitted to wait inside of the building. Showings must be staggered to avoid the congregation of people outside the building.
8. Owners and Brokers are encouraged not to bring young children or extraneous guests to showings, when possible, or leave attended children outside.
9. At the discretion of the Board and Management, a staff member may accompany the Broker and his/her clients.

10. **No Open Houses will be permitted.** In the event there is a violation of this rule, the building will arrange for a deep cleaning by an outside contractor and the apartment's owner will be responsible for all costs and expenses for such cleaning.
11. Owners and brokers should advise prospective tenants/buyers to only touch essential surfaces (e.g. handrails going/up down stairs if necessary) during their time in the property. Other areas or surfaces such as cabinets, countertops, appliances, etc. should not be touched by tenants/buyers.
12. Owners and/or Brokers must clean and disinfect high-touch surfaces (e.g. handrails, doorknobs etc.) before and after every showing.

June 24, 2020

ATTESTATION

I, _____ (Print Name of Unit Owner/Shareholder), request that the Broker named below be permitted to show my apartment to potential purchasers. I understand that if there is a breach of the Covid-19 policy for showing apartments by the Broker or those who accompany him/her, I will be responsible for any cleaning expenses.

Signed and Acknowledged:	Print Name:
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The undersigned Real Estate Agent or Broker has read the document, understands and agrees that the work will be subject to the procedures outlined therein without exception. Furthermore, the undersigned acknowledges the Cooperative's/Condominium's right to halt the showings should there be, at the sole discretion of the Managing Agent, any deviation from the published requirements which have been established to protect the employees and residents of the building. By signing this Covid-19 Attestation, I agree that I will be responsible for those persons accompanying me into the building, and I represent and I certify that the statements set forth in the Attestation are true:

1. He/she complies with the building's Covid-19 policy for showing apartments.
 2. He/she has not, to their knowledge, been exposed to another individual who was infected with the Coronavirus in the past 14 days; **AND**
 3. He/she has not exhibited any symptoms of the COVID-19 illness in the past 14 days.
- OR**
4. He/she has exhibited symptoms related to the COVID-19 illness but has recovered and is qualified to return to work pursuant to the following CDC guideline:
 - a. At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - b. At least 7 days have passed since symptoms first appeared; or
 - c. He/she has been cleared by a medical professional to return to work and is not currently under order to self-quarantine.

Signed and Acknowledged:	Print Name:
Company:	Date:

PERSONS ACCOMPANYING THE BROKER:

By signing below, the person(s) accompanying the Broker represents and certifies that the statements set forth in the above Attestation are true.

NAME _____ SIGNATURE: _____

NAME _____ SIGNATURE: _____

NAME _____ SIGNATURE: _____

Section D from the NY State Interim Guidance for Real Estate Services During the Covid-19 Public Health Emergency.

D. Residential In-Person Property Showings and Related Activities

- Responsible Parties may conduct in-person property showings while adhering to social distancing and required PPE safety guidelines. The following measures must be followed:
 - Showings and open houses will only be allowed in unoccupied (e.g., current owner or lessee is not inside the property) or vacant properties;
 - For all showings and open houses, Responsible Parties should limit the number of individuals viewing a property at any one time. If multiple parties (from different households) arrive for a showing at the same time, Responsible Parties should encourage those in line to wait outside until their turn.
 - As a best practice, appointments for showings should be scheduled in advance, when possible.
 - Responsible Parties as well as all individuals (e.g. building inspectors / appraiser or potential buyer/lessee) visiting the property will be required to wear a face covering at all times, and Responsible Parties may choose to require gloves and shoe-covers to be worn;
 - Responsible Parties should provide face coverings and gloves to prospective tenants and/or buyers, if necessary;
 - Responsible Parties should advise prospective tenants/buyers to only touch essential surfaces (e.g. handrails going up/down stairs if necessary) during their time in the property. Other areas or surfaces such as cabinets, countertops, appliances etc. should not be touched by tenants/buyers.
 - Responsible Parties must ensure employees, salespeople, agents and brokers clean and disinfect high-touch surfaces (e.g. handrails, doorknobs etc.) before and after every showing; and
 - Responsible Parties must stagger showings in order to avoid the congregation of people outside and inside properties.
- Responsible Parties are encouraged not to show common building amenities in-person (e.g. gym, roof deck, pool).
 - If the common areas mentioned above are shown, Responsible Parties must ensure that those areas are frequently cleaned and disinfected and appropriate social distancing of 6 feet is maintained for all parties at all times.
- Responsible Parties should encourage only one party (e.g. building inspector, home appraiser, prospective tenant/buyer, photographer, stager) to be allowed inside the property at a time. If more than one party is inside the property at the same time, 6 feet of distance must be maintained at all times between individuals, and face coverings must be worn.
 - Responsible Parties and prospective tenants/buyers are encouraged not to bring young children or extraneous guests to property showings, when possible, or leave attended children outside.
 - Responsible Parties should limit salespeople / brokers from driving in the same car with prospective tenants / buyers. If this cannot be avoided, face coverings must be worn by everyone in the vehicle and frequently touched areas of the vehicle should be cleaned and disinfected.
 - Open houses must also only allow one party inside the property at a time.
- Responsible Parties are encouraged, but not required, to conduct remote walkthroughs rather than in-person walkthroughs (e.g. recorded/live video), where possible.