



**DENNIS LAROCQUE (613) 985-0660**

SALES REPRESENTATIVE

## **COVID-19 DIRECTIVES**

Coldwell Banker Settlement Realty has initiated the following directives to ensure, as best we can, the health of our families and community:

1. Guidelines to our Realtors for proactive protection of our Sellers during the showing process.
2. Guidelines to our Realtors for proactive protection of our Buyers during the home viewing process.
3. Our administrative staff continues to work but the office will be closed to access by the general public until further notice .

If you are currently a valued client, please communicate with us via phone and email. Our goal is to continue to work with our Sellers and Buyers but in the safest method possible during this period.

### **TO OUR VALUED HOME BUYERS AND SELLERS**

Thank you very much for entrusting Coldwell Banker Settlement Realty to assist you in your real estate ventures and for participating in our proactive policies.

#### **BUYERS:**

1. Whenever possible, all information and communication with your Realtor be done by phone or email. The office may be closed to public traffic.
2. Please let your Realtor know if you or anyone viewing homes is sick and/or exhibiting symptoms.
3. We will update you and eliminate “showings” based on:
  - a. Sellers exhibiting symptoms
  - b. Sellers recent travel locations

#### **When at a Showing:**

4. Realtor will open all the doors for the Client.
5. Realtor and Client must wear a mask at all times.
6. Avoid touching surfaces, if no alternative please wipe with disinfectant provided.
7. Please do not bring children or additional family members. Maximum of 2 Clients with Realtor.
8. Please follow the 2 meter distance rule as best as you can.
9. Upon exit, the Realtor must wipe any doorknobs, lockbox and key with disinfectant provided.

Thank you Buyers!

#### **SELLERS:**

1. We will cease all “Open Houses” until further update and notice.
2. We will pre-screen any potential Buyers viewing your home for:
  - a. Not currently showing symptoms
  - b. Not have had recent out of country travel in the past 14 days
  - c. Are not traveling from an area of local outbreak
3. We will counsel Buyers of the many precautions they must take while viewing your home (see “BUYERS”)
4. Please advise your Realtor immediately if you or anyone in your household are exhibiting symptoms.

Thank you Sellers!