

# CLASSROOM & BUILDING GUIDANCE

**GHAR and GHRI are implementing the following procedures to not only promote the safety of our members and students but also GHAR staff.**

## Building & General Office

- Due to updated orders given by health secretary Dr. Rachel Levine on July 1, 2020, members are **required** to wear masks when entering the GHAR building and must remain on throughout all areas of the building.
- A hand sanitizing station, installed at the entrance of the building, will be available and encouraged to use when someone enters the building. Additional hand sanitizing stations will be placed at appropriate locations throughout the building.
- The inside door to the GHAR office will remain propped open for members and staff to avoid touching handles. Other appropriate interior office doors will be propped open as often as possible.
- Restroom doors will be kept slightly ajar to avoid touching the door handles.
- All office door handles will be wiped down with disinfecting wipes daily.
- The front desk area will be kept clear of papers and other items and will be wiped down with disinfecting wipes after every ekey appointment.
- Areas of the building that are at high risk for transmission will be cleaned and sanitized daily with disinfecting wipes. This includes: the vending area surfaces and coffee pots; and sink faucets and toilet handles in the restrooms.

## Classroom

- GHRI encourages members to bring their own pens to use as GHRI will not provide a community pen for class sign-in and out. Any resources that must be shared will be sanitized with disinfecting wipes.
- The cloth tablecloth on the classroom sign-in table will be removed.
- Classroom tables will be rearranged to allow for social distancing.
- For broker classes, GHRI will only provide box lunches.
- Classroom surfaces including tables and chairs and the instructor podiums, laptops and clickers will be wiped down with disinfecting wipes before and after each class.
- GHRI instructors are encouraged to bring their own laptops to use for class.
- Members are encouraged to pay for classes online to limit cash and credit card handling by GHAR staff.

## Board of Directors and Committee Meetings

- Committee table and chairs will be wiped down with disinfectant wipes before and after committee meetings.
- Social distancing will be practiced at meetings between committee members and virtual meetings will be held when appropriate.

## Member Services

- Members are asked to please handle their own phones when they come in for assistance with their Supra eKey as to avoid GHAR staff from handling others' phones.
- Members are encouraged to bring their own coffee for classes and meetings.
- Sodas, bottled water and snacks will be available for purchase in the vending area on a limited basis.
- The GHAR REALTOR® Store surfaces will be wiped down with disinfecting wipes after each time a member visits the store.

## GHAR Staff Procedures & Work Stations

- GHAR staff will wipe down the employee kitchen area and desks with disinfecting wipes every night before the office closes.
- All incoming office mail will be wiped down with disinfecting wipes before distributing.
- GHAR staff will wear gloves when processing money.
- GHAR staff will wear masks when appropriate.

**In addition to taking these measures, GHAR will be following the guidance and recommendations provided by the Centers for Disease Control (CDC) and the Pennsylvania Department of Health. Each individual must use their own discretion in following the guidelines and practicing social distancing.**

**Thank you for your cooperation!**