



EBBY HALLIDAY COMPANIES

A Berkshire Hathaway Affiliate

Ebby Halliday Companies Re-Entry Plan - Branch Offices (Agents) Phase I - For the Period of May 11th to May 22nd

As the State of Texas and local Counties issue guidance and parameters on the reopening of businesses, EHC is implementing the following plan for the re-entry of agents to the Branch Offices.



Health and Wellness

- Any agent experiencing an illness or symptoms of being ill will remain at home (minimum 14 days) until such time as they are symptom-free and deemed recovered by a medical professional and approved to return to the branch office by their Sales Leader.



Remote Work

- Agents that are in at-risk categories for more severe impacts of COVID-19 or are direct care providers for at-risk individuals should continue to work remotely.



School Aged Children

- Due to the cancellation of the remaining 2020 academic school year, some staff at the branch offices and home office with school aged children will continue to work remotely. Some staff may continue to work remotely due to any ongoing closure of daycare facilities throughout the summer.



Daily Temperature Checks

- All agents returning to the branch offices will monitor their temperature each morning before coming into the office on their designated days. Those with temperatures at or exceeding 100.0 degrees will inform their Sales Leader and may not come into the office until they are fever free for a minimum of 72 hours - without fever reducing medication and exhibiting no other symptoms.



Safety Masks

- All agents will be required to wear a mask or face covering while inside the branch offices. Masks and face coverings may be removed when agents are within their office or individual work areas. Masks may be made from household materials as directed by the CDC.



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Hygienic Practices

- Agents will wash their hands regularly while in the office. Agents should minimize the use of common area surfaces and equipment as some areas will remain closed during Phase I of re-entry. Common area computers will not be accessible during Phase I.



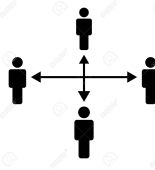
Break Rooms and Conference Areas

- To maximize social distancing and the health of staff and agents, the break rooms, lunch rooms and conference rooms will remain closed for breaks, eating and meetings. Lunch should be taken outside the office or within your individual work area. All cups, plates and utensils should be disposable or brought from home.
- Due to the difficulty of maintaining CDC social distancing, conference rooms may not be used during Phase I.



Visitors and Guests at the Office

- Clients, guests, vendors, visitors and other third parties will not be permitted into the branch offices during Phase I.



Social Distancing and Work Plan

- To maintain social distancing and defined contact tracing, during Phase I, agents will be assigned into one of 3 Groups and allowed into the office during their designated periods. Your Sales Leader or OA will inform you of your designated Group. Team and Group leaders should consider their own plans for ensuring social distancing among their team/group members in their work areas.



Group 1 - For the period of May 11th to May 22nd (Phase I)

- Agents in Group 1 may work in the Branch Office on Mondays between the hours of 10 AM to 4 PM.



Group 2 - For the period of May 11th to May 22nd (Phase I)

- Agents in Group 2 may work in the Branch Office on Wednesdays between the hours of 10 AM to 4 PM.



Group 3 - For the period of May 11th to May 22nd (Phase I)

- Agents in Group 3 may work in the Branch Office on Fridays between the hours of 10 AM to 4 PM.



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Office Cleaning

- The branch offices will receive enhanced cleaning and sanitization during each week.



Escrow and Title Closings

- To maintain social distancing requirements, agents should continue to avoid attending any closings with their clients and escrow closers.



Earnest Money and Option Fees

- No contact or other electronic means for the delivery of Earnest Money and Options Fees (such as Zoccam) should continue to be utilized while the branch offices remain closed to the public.



Sales Meetings

- During Phase I, sales meetings and other training will continue to be held virtually.



Real Estate Services

- All real estate services will continue to be performed in accordance with the Governor's Report to Open Texas and local health official guidance, including:
 - Maintain minimum 6 feet social distancing when possible
 - Continue to wear a mask/face covering in the presence of third parties
 - Check temperature prior to showing or meeting with clients and third parties (must be lower than 100.0)



Open Houses

- Open Houses of **Vacant Properties** may resume on May 1st and throughout Phase I under the following guidelines:
 - The seller consents to holding an open house
 - Only one party is permitted into the property at a time
 - Property is set up for "no contact" or "minimal contact" viewing - lights are on, necessary cabinets, doors and closets are pre-opened.
 - Appropriate signage is placed throughout the Property



Regular Updates

- All changes and updates to the Re-Entry Plan, including subsequent Phases that alter our practices related to in-office work days and required hygienic practices will be communicated to the agents promptly.