



DATE: June 17, 2020  
TO: Minnesota Realtor® Members  
FROM: Susan Dioury, Sr. Vice President and Legal Counsel  
RE: EXECUTIVE ORDER 20-74: MANDATORY PREPAREDNESS PLAN

On Friday, June 5th, Governor Walz issued his latest Executive Order (EO 20-74) which allows businesses whose workers qualified for a Critical Sector exemption to continue operating in the same manner provided in EO 20-48.

**EO 20-74 requires all Critical Businesses to develop and implement a COVID-19 Preparedness Plan (PP) by June 29, 2020.** The PP must comply with the requirements in EO-74 as well as with industry guidance posted to the [Stay Safe Minnesota](https://staysafe.mn.gov) website (<https://staysafe.mn.gov>) and any additional applicable industry guidance. Your PP should be developed to fit the business and the risks of transmission that are present in your workplace(s).

We encourage you to begin preparing your PP as soon as possible. The following information and links are provided to assist you in drafting and implementing your Preparedness Plan.

No specific guidance has been provided for the facilitation of real estate transactions. Therefore, you should utilize the general business guidelines and adapt them accordingly to your business.

Following is a link to a template preparedness plan from the DEED web site updated on June 15, 2020 to assist you in developing your PP. We have created a [Mandatory Preparedness Plan section](#) on our website with information and links to assist you in drafting and implementing your Preparedness Plan.

**DEED: GENERAL BUSINESS PREPAREDNESS PLAN TEMPLATE:**

[https://www.dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_business\\_plan\\_template.pdf](https://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf)

**PREPAREDNESS PLAN CONTENT EO-74:**

Each PP must, at a minimum, adequately address the following areas:

1. Require work from home whenever possible. The PP must ensure that all workers who can work from home continue to do so.
2. Ensure that sick workers stay home. The PP must establish policies and procedures, including health screenings, that prevent sick workers from entering the workplace.
3. Social distancing. The PP must establish social distancing policies and procedures.
4. Worker hygiene and source control. The PP must establish hygiene and source control policies for workers.
5. Cleaning, disinfection, and ventilation protocols. The PP must establish cleaning, disinfection, and ventilation protocols for areas within the workplace.

**ADDITIONAL GUIDELINES:** See DEED's [General business guidelines](#) for additional guidance on developing and implementing your preparedness plan.

- See also DEED's [General Business Guidance Library](#)

As a Critical Sector Businesses, you will also be obligated to continue following the MDH, CDC and OSHA

Guidelines. Following are links to the respective Guidelines to assist you in developing your preparedness and operation plans.

**[MDH Guidance and Information for Businesses and Employers:](#)**

- Social Distancing
- Sick Leave Policies
- Additional Steps
- [VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST](#)
- [COVID-19 Employee Test Screening and Testing Recommendations for Industry](#)

Facilitating real estate transactions is unique because you will also be a “customer-facing business” (i.e. businesses that have in-person customer interactions) often operating in a residential home setting. Thus, you may want to consider these other Guidelines offered by MDH and CDC.

- [MDH Guidelines for visiting at home](#)
- MDH [Guidance for Providing Food and Beverages for On-site Consumption at Indoor and Outdoor Gatherings](#)
- CDC: [Cleaning and Disinfecting Your Home](#)
- MDH: [Posters and Signage](#)

**[CDC General Business Guidelines:](#)** Includes the following information:

- Role of Businesses and Employers in Responding to COVID-19
- Prevent and Reduce Transmission Among Employees
- Maintain Healthy Business Operations
- Maintain a healthy work environment
- Implement the most appropriate controls for your workplace
- See also: [CDC General Business Frequently Asked Questions](#)

**[CDC Reducing Stigma Guidance:](#)** Help prevent stigma by:

- Maintaining the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements, including those on social media.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.
- Using media channels, including news media and social media, to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Thanking healthcare workers, responders, and others working on the front lines.
- Suggesting virtual resources for mental health or other social support services for people who have experienced stigma or discrimination.
- See also: [CDC: A Guide to Preventing Stigma and addressing social stigma associated with COVID-19](#)

**[OSHA:](#)**

- [MN Safety and health guidelines for the employers and employees of essential work operations](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)

A compliant PP must be adopted and implemented no later than June 29, 2020. Although you do not have to submit your PP to any government entity for approval, you need to make it available upon request.