For the short term, Barkett Realty will facilitate the agents with the most immediate pipeline needs, so if you do not need to be working in the office, please continue to work remotely...

**Conference Room**: All in-office meetings are to be scheduled in the Conference Room via Linda and guests should enter through the Conference Room door only...no more than 4 people max. The agent will wipe down everything before and after meetings...chairs, table, door handles, phone, whiteboard, etc. If you use it, please wipe it down. If you’d like to put together a ZOOM meeting, reach out to Linda and she’ll set it up for you.

**Breakroom & Kitchen**: Any use of the big island or kitchen is the same...if you sit down to work or prepare anything in the kitchen...wipe it down before and after. Chairs, surfaces, the fridge, cabinet handles, coffee pot, microwave, toaster oven, etc. The back patio is now ready for use, so feel free to work/eat outside and enjoy the weather:)

**Restrooms**: As above...wipe down door handles going in and out, sink fixtures, vanity surface, light switch and please keep the toilet lid down.
For now, all doors will remain locked unless we have pre-scheduled guests. We have paper masks for visitors and ask that you bring your own mask for daily use. Linda will police the Front Desk and Lobby for cleanliness and we ask that we use social distancing at all times.

**Workstations**: While we have cleaning supplies in-house, please bring your own hand sanitizer to keep in your workspace for daily use. We have plenty of hand soap for washing, hand sanitizer, paper towels and will continue to keep these items well-stocked.

While we are a member of the Mayor’s Pet Friendly initiative, no puppies are allowed in the office yet, but we will re-evaluate at a later date. All of the above is purely for the safety of all of the staff, our tenants and guests...we ask that you abide by these guidelines at all times. Thank you!