

Anchorage Board of REALTORS® Emergency COVID-19 Policy

These policies and procedures are in response to State and/or Municipality Emergency Orders put in place by the Municipality of Anchorage and the State of Alaska. These policies and procedures will be in effect until all Emergency Orders have expired or are rescinded.

Board of Directors

- In the event both President and President-Elect are unable to perform their duties Immediate Past President will be appointed Interim President.
- If the President, President-Elect or immediate Past President are unable to fulfil the office of President, an interim President will be elected by a majority vote of the Board of Directors.

Association Executive

- Association Executive (AE) is encouraged to work remotely and limit in office work to only critical tasks.
- AE will provide all passwords and account information for all bank accounts, credit cards, online servers, electronic database(s), social media sites, and any other accounts that require password login to the President and President-Elect by 5 PM on Tuesday, April 7, 2020.
- AE will establish a secure cloud-based file system and deposit all ABR related electronic files. Access information to the cloud-based server is to be provided to the President and President-Elect. This task is to be completed by 5 PM on Tuesday, April 7, 2020.

Office

- The ABR office is to be closed to the public and members.
- ABR employees and/or contractors will work remotely and should only be in the office for limited periods of time to perform business critical tasks.
- ABR employees, contractors, and directors are highly encouraged to avoid all common areas in the complex in which the ABR office is located.
- In the event an ABR employee, contractor, or director needs to be in the office for a critical task those persons are encouraged to limit the office occupancy to no more than one individual at a time.
- ABR employees, contractors and directors accessing the ABR office are encouraged to carry disinfecting wipes, disposable gloves and hand sanitizer for their use when entering or exiting the ABR offices.

- It is the responsibility of all individuals to protect themselves and their colleagues by following CDC guidelines and adhering to all local, state and federal mandates regarding control and containment of the COVID-19 virus.
- In the event an ABR employee, contractor, or director has traveled outside of the State of Alaska or come into close contact with any person that is known to have or suspected of having COVID-19 that person shall not enter the ABR offices for any reason.
- A sign in sheet is to be established for the ABR office specifying who was in the office and a noted time in / time out.
- Critical Tasks are banking and other related financial business that require signatures.

Emergency COVID-19 Office Sign-In Sheet | 4700 Business Park Blvd Ste E-14

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