



DUTY OF CARE

ERA Real Estate considers the health and safety of all attending Owners' Retreat a top priority. We are committed to taking measures to mitigate risk and expect attendees to be accountable for safe conduct while attending this event. These commitments are outlined below.

Our Duty of Care is based on the needs of this specific event. This document will continue to evolve as relevant and may include measures such as face coverings, social distancing, sanitizing stations and visual safety reminders, among others. ERA Real Estate will continue to monitor and adjust as necessary.

Personal Accountability Commitment

By attending Ignite in Phoenix, AZ you will be asked to participate in and agree to abide by certain health-and-safety protocols implemented onsite while attending the event. This includes, but is not limited to, wearing a face covering when required by the US Centers for Disease Control (CDC) or venue, providing vaccine status or proof of a negative PCR test (if required by venue), adhering to social distance protocols, and following relevant guidance provided by the CDC and state and local orders.

Face Coverings

Face coverings are required for all unvaccinated individuals. Those who are fully vaccinated may also choose to use face coverings. Please bring your own face covering(s). If you cannot wear a face mask, a face shield is required.

Hand Sanitizer Stations

The event venue will provide ample hand sanitization stations throughout the event spaces in addition to having sanitizer available in the event registration area and individual meeting spaces.

Socially Distanced Event Planning

We will partner with the Arizona Biltmore to provide responsible seating. Well-being protocols will be in place for catered events.



Meeting and Event Code of Conduct

ERA Real Estate top priority is ensuring the health, safety, and well-being of our attendees. As such, we will adhere to the Events Industry Council guidelines for conducting safe in-person meetings and events, outlined below. If you are attending an in-person gathering, you are indicating that you agree to comply with these guidelines.

We expect all attendees to comply with the following guidelines:

Before Leaving Home

- Follow relevant guidance provided by the Center for Disease Control (CDC) and state and local orders. To review: [click here](#).
- Adhere to government issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns or believe you may have been exposed to Covid-19.
- **Stay home** if you feel sick or are experiencing any symptoms of illness. Refer to the CDC website for the current list of symptoms: [click here](#).

On-site During the Event

- Follow relevant guidance provided by the Center for Disease Control (CDC) and state and local orders for everyday preventive actions to help prevent the spread of respiratory viruses including:
 - **Unvaccinated attendees must wear a mask or facial covering.** Those individuals who are fully vaccinated may also choose to wear a mask or face covering.
 - **Adhere to social distance protocols** put in place by the event organizers and respect others' personal space.
 - Notify the event First Aid office (or equivalent) at any time if you feel unwell or are experiencing any covid symptoms. Refer to the CDC website for the current list of symptoms: [click here](#).
 - Wash your hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Cover your nose and mouth when coughing or sneezing. Throw used tissues in the trash immediately.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or disinfecting wipe.

Post-event

- Upon returning home, please monitor your health for up to 14 days for any symptoms of COVID-19. Refer to the CDC website for the current list of symptoms: [click here](#).
- **If you test positive for COVID-19 up to 14 days after returning home**, please contact the meeting/event organizers to advise them. If applicable, you should also contact Realogy via the emergency action emails below. **Timely reporting of your positive or presumed positive case is essential.**
 - For Realogy employees: emergencyaction@realogy.com
 - For Cartus employees: emergencyaction@cartus.com
 - For Owned Brokerage Affiliated Agents: agenthotline@realogy.com