

## Duty of Care

Better Homes and Gardens® Real Estate considers the health and safety of all attending APEX as our top priority. Our Duty of Care is a living document that will continue to evolve, incorporating features that will further enhance the onsite experience and safety for everyone in attendance.

### Personal Accountability Commitment

- By attending APEX in Phoenix, Arizona you agree to abide by and engage in certain health-and-safety conduct while attending the event. This includes, but is not limited to, always wearing a face covering in public areas, adhering to social distance protocols, and following relevant guidance provided by the CDC and state and local orders.

### Face Coverings

- Please bring your own face covering(s). If you cannot wear a face mask, a face shield is required.

### Hand Sanitizer

- Hand sanitizer stations will be positioned throughout the hotel/meeting space.
- Personal-sized hand sanitizer will be provided by Better Homes and Gardens® Real Estate.

### In partnership with the Arizona Biltmore, we will be providing:

- Responsible F&B/Seating/Barriers for meeting spaces.
- Appropriate signage and/or floor decals to reinforce spatial distancing and other safety reminders.

## Meeting and Event Code of Conduct

The Events Industry Council has offered guidelines outlining steps that can be implemented to provide as safe an environment as possible when meeting in-person. 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.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you feel sick or are experiencing symptoms. 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:
- Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- **Wear a mask or facial 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](#).

### Post-event

- Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact the meeting/event organizers to advise them in addition to contacting Realogy via the emergency action emails, if applicable:
  - For Realogy employees: [emergencyaction@realogy.com](mailto:emergencyaction@realogy.com)
  - For Cartus employees: [emergencyaction@cartus.com](mailto:emergencyaction@cartus.com)
  - For Owned Brokerage Affiliated Agents: [agenthotline@realogy.com](mailto:agenthotline@realogy.com)