

**From:** ibr@ithacarealtors.com <ibr@ithacarealtors.com>  
**Sent:** Thursday, May 28, 2020 4:58 PM  
**Subject:** Phase 2 Reopening

Good afternoon brokers,

Several of you have contacted the board to ask if our region is moving into Phase 2 of reopening tomorrow. We have not yet heard this, nor can we find any official word from New York State or NYSAR that we should be moving ahead and opening offices. Of course, as soon as we hear anything official about moving into Phase 2, we inform all members.

We additionally wanted to let you know that before reopening, all offices are required to complete, and have on file, a business safety plan, with a copy of the completed plan prominently displayed. New York State has not provided a template for businesses to use specifically for Phase 2, but NYSAR has communicated to us that it anticipates that the Phase 2 template will be very similar the Phase 1 template. Please follow the links below for NY Forward Safety Plan Template and more information.

The board office has completed its safety plan, which we will be happy to provide to you for the asking.

[NY Forward safety plan template](#)

[More information on phased reopening](#)

Thank you,  
IBR Staff

**Ithaca Board of Realtors**

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