



New Mexico Regulation and Licensing Department

MANUFACTURED HOUSING DIVISION

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CRITICAL CORONAVIRUS PROCEDURES FOR MHD DEALERSHIPS, SALE PERSONS AND INSPECTIONS

Date: April 14, 2020
To: Manufactured Housing Dealers, Sales persons and Installers
From: Amanda Roybal, Director – Manufactured Housing Division
Re: Procedures, Prioritizing MHD Industry during COVID-19

Recognizing the essential nature of the manufactured housing industry to New Mexico while at the same time, ensuring the safety of inspectors, industry and the public, the division continues to assess our responsibilities to both the citizens of our state, as well as our staff.

CONTINUING RETAIL/SALES OF MANUFACTURED HOMES DURING COVID-19

The following procedures are **required** for the sale of Manufactured Home:

1. Sales Offices and Models of manufactured homes must be **sanitized** between each viewing and at the close of business. Please refer to the CDC guidelines for cleaning and disinfecting facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>
2. All Sales must be conducted in accordance with the Governor’s Health Orders and social distancing protocols. No more the **5** person(s), including dealer staff, shall be gathered together and masks shall be use when possible.
3. Dealers/Sales-persons are encourage to use electronic tools (i.e. FaceTime, email, etc.,) as appropriate.

NECESSARY INSPECTIONS:

The following **necessary** inspections **shall continue** to be conducted upon issuance of a MHD permit:

1. Inspections for the setup of manufactured homes, which have **not been inhabited** for at least **five days**. It is vital until the inspection occurs to keep the home vacated to minimize the possibility of spreading the corona virus to others.
2. All electrical and gas inspections **necessary** for utilities to be **rendered** to consumers.
3. Any **emergency** inspections related to utility services.

Additional requirements:

- All other inspections shall be made at the discretion of the inspector based upon a determination as to **safety** and time availability.
- Some inspections may be done with the use of electronic tools such as Facetime and other electronic tool, as appropriate.
- Inspectors shall continue to conduct inspections competently in accordance with work responsibilities, personal protective masks and gloves and social distancing protocols.

Please know I am keeping abreast of current conditions and shall continue to keep you informed as I become aware of issues.

Please remember, we must remain vigilant in maintaining the social distancing protocols put in place by the [Department of Health’s Order of April 6, 2020](#), and the Memo from Directors of March 27, 2020, on [Mandatory Social Distancing Requirements](#), including specific requirements for residential and commercial inspections during this time, as well as frequent washing of hands in limiting the potential spread of the virus.

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