

Pacific Landscape Management COVID-19 safety policy (effective 3/13/20)

This is a fluid situation being evaluated on and on-going bases and is subject to change at any point.

1. Promote hand hygiene by all employees:

- a. We have trained all and placed posters that encourage physical separation, hand hygiene, sneeze/cough etiquette to follow the following:
 - Employees to maintain physical separation and refrains from any touching
 - Wash stations have been set up and employees will wash hands when arriving and departing
 - Employees instructed to bring water jugs and we provide hand soap in trucks for use in field.
 - Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

2. Keep business units separate

- a. We are keeping office staff separate from field staff:
 - i. Working to allow Field employees to be able to operate without going in the shop or office
 - ii. Officer staff will be encouraged to work from home where possible
 - iii. We have cancelled all group meetings, training, and huddles

3. Employees who appear sick will be sent home:

- a. Employees encouraged to stay home if sick.
- b. Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath, or temperature of 100.4°) will be evaluated to potentially sent home immediately.
 - i. Temperature scanners have been purchased to measure employee temperatures.
- c. Employees sent home are encouraged to seek medical guidance.
- d. Employees will be allowed to borrow up to 40 hours of personal time off if home sick
- e. Employees will be allowed to return to work 24 hours after fever or symptoms subside

4. Any employees with a family member at home with COVID-19 will be sent home

- a. We will maintain flexible policies that permit employees to stay home to care for a sick family member.

5. Perform enhanced environmental cleaning:

- a. We have purchased sterilizing cleaners agents disposable wipes for cleaning commonly used surfaces.
- b. Crews are required to wipe down steering wheels, dashboards, door handles, and other truck surfaces.
- c. Office personnel to clean daily personal desks, office door knobs, and other commonly touched surfaces.
- d. Janitorial service will be instructed to clean all frequently touched surfaces in the workplace:

6. Clients meeting restrictions

- a. No touching, 3' separation.
- b. Providing complementary hand sanitizer
- c. Cancelled networking attendance.

7. Quarantine any employee diagnosed with COVID-19

- a. A procedure is being put in place to quarantine any employ diagnosed to have COVID-19
 - i. Employee and crew who they have worked with will be evaluated for quarantine based on the CDC recommendation at that point.

Monitoring and Following Interim Guidance for Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>