



## **Infectious Disease/Pandemic Preparedness Plan**

**Responsibility – Supervisors**

**Divisions – ALL Team Members**

### **Policy:**

**Gachina Landscape Management** will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers. Employees are also encouraged to participate in Kaiser which provides annual influenza shots for employees.

Human Resources will be designated to monitor and coordinate events around an infectious disease outbreak, as well as create work rules that could be implemented to promote safety through infection control. Employees will be trained on health issues of pertinent diseases to include prevention of illness, initial disease systems, preventing the spread of disease, and when it is appropriate to return to work after illness. Gachina Landscape Management is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, posters, as well as required steps to be taken in the event of an illness or outbreak. Information will be provided in English and Spanish; and other languages/methods to ensure disclosure to employees. HR will honor a chain of command communication strategy for all pertinent information.

Time Off is provided in an effort to make all reasonable attempts to ensure that employees not attend the workplace while displaying symptoms of illness or if subject to quarantine directives. Flexible work schedules may be available based on the role and responsibility of position and designation. Contact HR for more information.

Additional leave will be awarded in the event that the California Department of Community Health (in conjunction with the CDC) declares a pandemic in our counties of business San Mateo, Santa Clara, San Francisco, Sanata Cruz and/or Alameda. Pandemic status will be monitored and confirmed by the Human Resource Department.

It is the goal of Gachina Landscape Management, during any time period of quarantine or infectious disease outbreak, to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. The company will administer the Business Continuity plan if significant absenteeism or change in business practices are required to ensure business operations can be effectively maintained. This plan includes communication with clients and vendors in the event an outbreak impacts the performance of our services and will include notification when operations resume. The plan will be reviewed and tested annually to ensure its effectiveness. Plan revisions will be shared and recommendations considered by the Safety Committee and Senior Management.

A flu pandemic may have an impact on any or all of the following:

- Cancellation of scheduled vacations;
- Approval of overtime
- Re-assignment of staff to a different department or branch
- Additional use of part-time staff
- Limit large or close contact gatherings and increasing the space between work areas

### **United States Department of Labor, Occupational Safety & Health administration Guidance on Preparing Workplaces for an Influenza Pandemic (OSHA 3327-02N 2007)**

#### **Steps Every Employer Can Take to Reduce the Risk of Exposure to Pandemic Influenza in Their Workplace**

The best strategy to reduce the risk of becoming infected with influenza during a pandemic is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible. Some basic hygiene (see [www.cdc.gov/flu/protect/stopgerms.htm](http://www.cdc.gov/flu/protect/stopgerms.htm)) and social distancing precautions that can be implemented in every workplace include the following:

1. Encourage sick employees to stay at home.
2. Encourage your employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available. Also, encourage your employees to avoid touching their noses, mouths, and eyes.
3. Encourage your employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.

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**Effective Date: July 2012**

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### **Steps Every Employer Can Take to Reduce the Risk of Exposure to Pandemic Influenza in Their Workplace**

4. Employees should avoid close contact with their coworkers and customers (maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Even if employees wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.
5. Provide customers and the public with tissues and trash receptacles, and with a place to wash or disinfect their hands.
6. Keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean. Be sure that any cleaner used is safe and will not harm your employees or your office equipment. Use only disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.
7. Discourage your employees from using other employees' phones, desks, offices or other work tools and equipment.
8. Minimize situations where groups of people are crowded together, such as in a meeting. Use e-mail, phones and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.
9. Reducing or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace. Workplaces which permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic. Work sites with on-site day care should consider in advance whether these facilities will remain open or will be closed, and the impact of such decisions on employees and the business.
10. Promote healthy lifestyles, including good nutrition, exercise, and smoking cessation. A person's overall health impacts their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.

### **Workplaces Classified at Medium Exposure Risk for Pandemic Influenza: What to do to protect employees**

Medium risk workplaces require frequent close contact between employees or with the general public (such as high-volume retail stores). If this contact cannot be avoided, there are practices to reduce the risk of infection. In addition to the basic work practices that every workplace should adopt (see page 26), medium risk occupations require employers to address enhanced safety and health precautions. Below are some of the issues that employers should address when developing plans for workplace safety and health during a pandemic.

#### **Work Practice and Engineering Controls**

- Instruct employees to avoid close contact (within 6 feet) with other employees and the general public. This can be accomplished by simply increasing the distance between the employee and the general public in order to avoid contact with large droplets from people talking, coughing or sneezing.
- Some organizations can expand internet, phone-based, drive-through window, or home delivery customer service strategies to minimize face-to-face contact. Work with your employees to identify new ways to do business that can also help to keep employees and customers safe and healthy.
- Communicate the availability of medical screening or other employee health resources (e.g., on-site nurse or employee wellness program to check for flu-like symptoms before employees enter the workplace).
- Employers also should consider installing physical barriers, such as clear plastic sneeze guards, to protect employees where possible (such as cashier stations).

Following a pandemic event, Human Resources in collaboration with Sr. Management will identify program learning opportunities, recommend corrective action for plan improvements. Human Resources is responsible for implementing corrective action plans in cooperation with operations and corporate departments.

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