COVID-19 Preparedness and Response Plan

for Landscape Contractors

In Compliance with Executive Order No. 2020-175 (or an Executive Order or Department Epidemic Order that may follow and replace it)

Based on Guidance by OSHA and the CDC

**[Name of Company]** (hereinafter “Company”) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. The Company is a proud part of the landscaping operations industry, which has been deemed resumed activities in Executive Order No. 2020-59 (and in all Executive Orders or Department Epidemic Orders that have followed), during Michigan’s declared State of Emergency.

In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

The Company will monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available, as directed under Executive Order No. 2020-175 (or an Executive Order or Department Epidemic Order that may follow and replace it).

Company bears no responsibility for any circumstances arising out of or related to the

adoption, or decision not to adopt, any of the practices or procedures contained in the

COVID-19 Preparedness and Response Plan.

Company is implementing the following items to be compliant with MI Executive Order No. 2020-175 (or an Executive Order or Department Epidemic Order that may follow and replace it):

* Employers must maintain a record of the requirements set forth in the three items below indicated with a \*.
* Designating one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this preparedness and response plan. The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
* \*Provide COVID-19 training to employees that covers, at a minimum:
  + Workplace infection-control practices.
  + The proper use of personal protective equipment.
  + Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  + How to report unsafe working conditions.
* Provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
* Place posters in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices.
* \*Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
* Keep everyone on the worksite premises at least six feet from one another to the

maximum extent possible, including through the use of ground markings, signs,

and physical barriers, as appropriate to the worksite.

* Provide non-medical grade face coverings to their employees, with supplies of

N95 masks and surgical masks reserved, for now, for health care professionals,

first responders (e.g., police officers, fire fighters, paramedics), and other critical

workers.

* Require face coverings to be worn when employees cannot consistently maintain

six feet of separation from other individuals in the workplace, and consider face

shields when employees cannot consistently maintain three feet of separation

from other individuals in the workplace.

* Require face coverings in shared spaces, including during in-person meetings and in restroom and hallways.
* Increase facility cleaning and disinfection to limit exposure to COVID-19,

especially on high-touch surfaces (e.g., door handles), paying special attention to

parts, products, and shared equipment (e.g., tools, machinery, vehicles).

* Adopt protocols to clean and disinfect the facility in the event of a positive
* COVID-19 case in the workplace.
* Make cleaning supplies available to employees upon entry and at the worksite

and provide time for employees to wash hands frequently or to use hand

sanitizer.

* \*When an employee is identified with a confirmed case of COVID-19, within 24

hours, notify both:

* + The local public health department, and
  + Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
* An employer will allow employees with a confirmed or suspected case of COVID-

19 to return to the workplace only after they are no longer infectious according to

the latest guidelines from the Centers for Disease Control and Prevention

(“CDC”) and they are released from any quarantine or isolation by the local public health department.

* Follow Executive Order 2020-36, and any Executive Order or Department Epidemic Orders that may follow and replace it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
* Establish a response plan for dealing with a confirmed infection in the

workplace, including protocols for sending employees home and for temporary

closures of all or part of the worksite to allow for deep cleaning.

* Restrict business-related travel for employees to essential travel only.
* Encourage employees to use personal protective equipment and hand sanitizer

on public transportation.

* Promote remote work to the fullest extent possible.
* Adopt any additional infection-control measures that are reasonable in light of

the work performed at the worksite and the rate of infection in the surrounding

community.

* Businesses or operations whose work is primarily and traditionally performed

outdoors must:

* + Prohibit gatherings of any size in which people cannot maintain six feet of

distance from one another.

* + Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
  + Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
  + Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

In addition, we are implementing these items where appropriate for our Company (the Company may amend the items of the Plan based on operational needs):

**Prepare to Implement Basic Infection Prevention Measures**

* Implement telecommuting, flexible work hours, staggered work shifts, and downsized operations as possible. All employees who are not required to be on customer sites performing landscape or those employees assigned to the critical and continued operation of the business entity should be considered for working remotely.
  + Designers should conduct most landscape appointments over the phone, by either calling when onsite or getting the info up front, visit the site, then calling back with questions.
  + Upgrade software on laptops and personal computers to give office staff the ability to work remotely.
  + If you have a repair person in the shop limit this to one person per day, all

equipment and tools to be sanitized for use the next day

* + If your employees are returning to the shop to drop off larger equipment and trucks. Always keep in mind that less is best. The less people at the shop the better, less touch points equals better control.
* Reduce crew size to compartmentalize the workforce into smaller isolatable segments. Field teams should include the least number of employees that can safely carry out work at a site, and crew members should drive separately to the site whenever possible. Assign one truck to one crew and do not rotate.
* Require employees to wash hands with soap and water frequently for at least 20 seconds. If soap and running water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
* Encourage workers to stay home if they are sick
* Encourage respiratory etiquette, including covering coughs and sneezes, and avoid

touching your eyes, nose, or mouth with unwashed hands.

* Discourage workers from using other workers’ phones, desks, offices, or tools or equipment.

**Develop Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate**

* Encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
* Policies and procedures for employees to report when they are sick or experience symptoms

**Develop, Implement, and Communicate about Workplace Flexibilities and Protections**

* Encourage workers to stay home if they are sick and avoid close contact with people who are sick.
* Ensure that sick leave policies are flexible and consistent with public health guidance, and that employees are made aware
* Do not require a healthcare provider’s note to validate illness or absence
* Maintain flexible policies that permit employees to stay home to care for a sick family member
* Be aware of workers’ concerns about pay, leave, safety, health, etc. Provide adequate and appropriate training, education, and informational material about worker health and safety, including proper hygiene practices and PPE
* Encourage employees to bring their concerns to supervisors or HR

**Implement Workplace Controls**

* Administrative Controls
  + Encouraging sick workers to stay at home
  + Minimizing all contact, among workers, clients, and customers by replacing face-to-face meetings with virtual communications
  + Contact with clients should be executed via email, phone calls, video teleconference, when possible, and if personal contact is required, then maintain social distancing of 6’ when on the property with the client or their customers or the general public. If in-person contact is required, then maintain social distancing of 6 feet at the client’s or customer’s property, or when communicating with the general public.” Do not leave behind door hangers or other receipts.
  + Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time
  + Provide workers with up-to-date education and training regarding COVID
  + Training workers how to use protective clothing
  + Field crews must understand and be sensitive to the public’s concern about COVID-19 transmission. Provide field staff with talking points to share with the public about their safety protocols and the essential nature of their work.
  + Communicate with clients about the current status of allowable work in your state or locality. Explain the essential nature of landscape services and detail any operational changes due to COVID-19.
  + Contact and get permission from clients to be serviced- preferably in a documented format such as email or other time/date stamped electronic communication
  + Provide clients 24-hour notification via phone or email that you will be servicing their property.
  + Implement daily all-hands communications within company to inform, educate and reinforce SOPs, BMPs and possible next steps
  + Train crew personnel to be able to respond to questions from the public in a professional manner
  + The time clock will not be used. Text, email, or call times in to office manager daily.
* Safe Work Practices
  + Providing disinfectants, no-touch trash cans, disposable towels
  + Require regular hand washing
  + Post handwashing signs in restrooms
  + Post signs to inform customers about symptoms
  + If you must work in close proximity to another for a short period of time (i.e. lifting a tree ball into a hole) wear a face mask
  + Crews to only go to gas stations for gas. Avoid the gas station store by bringing breakfast, lunch from home.
  + Enforce cleaning and sanitation protocols for all common spaces including trucks, equipment, and the breakroom, locker room and restroom
  + Require staff members to sanitize regularly. Washrooms must be sanitized after every person that uses the facility. All touch areas have to be sanitized i.e. toilet seat, handle, door handles, sink taps, etc.
  + Clean and disinfect all work environments and personal protective equipment daily, including machine handles, tools, safety glasses, safety vests, gloves, and soles of boots.
* Personal Protective Equipment (PPE)
  + Provide gloves, eye and face protection, and respiratory protection for all employees
  + Ensure that all of the above is properly fitted
  + Regularly inspect, maintain, and replace items as needed
  + Ensure that PPE is properly removed, cleaned, and stored to avoid contamination of self and others
  + Gloves must be worn when using company tools. Minimize use of shared equipment and tools, all tools are wiped down again at the end of shift. Keep tool sharing to a minimum, ideally each person has their own marked set of tools if enough are able.
  + No personal uniforms or clothing is to be left overnight. Employees are encouraged to wash clothes at home each evening.
  + First aid kit should have hand sanitizer and Dawn dish soap included
  + Conduct safety training and staff meetings via video teleconferencing and discontinue group meetings and in-person trainings.

**Following Existing OHSA Standards**

* Company will continue to adhere to existing OSHA standards as they apply to worker protection and minimizing pathogen spread.
* Company will provide a place of employment free from recognized hazards.