COVID-19 Preparedness and Response Plan

for Retail Garden Centers

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 “garden stores/nurseries” industry, which has been deemed “resumed activities” in Executive Order No. 2020-59 (and in all Executive 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 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 orders or department epidemic orders that may follow and replace it) that follow 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.
* Limit hours that the store is open to the public. Offer special shopping hours for the elderly and immune-compromised.
* 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.
* Social distancing between staff and customers is required in the store, grounds and greenhouses. Implement social distancing of at least 6’. Limit the number of customers near the cash registers and in the store at any given time. Mark the floor in check-out lines to encourage distancing.
* 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. Clean and disinfect all work environments and personal protective equipment daily, including machine handles, tools, safety glasses, safety vests, gloves, and soles of boots.
* Sanitize all carts, baskets, door handles throughout the day as well as the credit card pads and door handles.

**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.
* Implement proper policies and procedures for employees to report when employees are sick or experience symptoms
* Ask any individual exhibiting even minor symptoms to stay home

**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 questions or concerns to supervisors or HR

**Implement Workplace Controls**

* Engineering Controls
	+ Install clear plastic sneeze guards at check-out
	+ Allow for both telephone and online orders and implement curbside pick-up or delivery as available
* Administrative Controls
	+ Encourage sick workers to stay at home
	+ Minimize all contact, among workers, clients, and customers.
	+ Replace face-to-face meetings with virtual communications
	+ Have delivery drivers remain in their trucks as much as possible, unload plants promptly, and leave the premises as soon as possible
	+ Establish 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
	+ Train workers how to use protective clothing
	+ Minimize people at the nursery to essential personnel only, which includes necessary employees to operate the nursery and buyers (e.g., no additional visitors or social gatherings)
* Safe Work Practices
	+ Provide disinfectants, no-touch trash cans and disposable towels in restrooms
	+ Have hand sanitizer available at the check-out
	+ Require regular hand washing
	+ Post handwashing signs in restrooms
	+ Post signs to inform customers about symptoms
	+ 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.
* Personal Protective Equipment (PPE)
	+ Provide gloves, eye and face protection, and respiratory protection
	+ 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

**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.