

Greenscapes is committed to keeping employees and our clients safe. To prevent potential workplace exposure to COVID-19 we are following the CDC guidelines. Employees are required to follow the protective measures to reduce risk exposure in the workplace and maintain healthy work environment.

- Stay home when you are not feeling well. If anyone develops a fever, cough, or shortness of breath while at work, have them immediately isolate and leave work and seek medical attention.
- Do not report to work unless you have no fever for 3 full days without medication and 10 days have passed since your symptoms appeared.
- If employee has a confirmed COVID-19 family member at home, immediately inform the supervisor about possible exposure and stay at home.
- Inform all employees that for the remainder of 2020, we will have a flexible non-punitive sick leave policy.

COVID-19 Safety Guidelines

- Designate a Safety Manager for each crew who will enforce the guidelines. The safety manager will schedule the cleaning for all equipment, work surfaces, and vehicles twice daily.
- Conduct hazard assessment of each workplace. Inform employees of workplace hazards and control the risks. (Identify areas with possible exposure, (gas stations, retail shops, etc. reduce transmission by wearing masks, keeping away from large crowds, sharing equipment, washing hands frequently).
- Wash your hands upon entering the job site and in-between job sites and before leaving work. Wash your hands after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Maintain staggered start times and work 6 – 12 feet apart.
- Keep the same crew members on the same team instead of shifting around.
- One person per vehicle. Drive with windows down if two or more people share a crew cab.
- Wear cleaned and properly stored personal protective equipment (PPE) and make sure that you keep it clean with warm soap and water after each use.
- Keep the masks and respirators in sealed containers and indicate who the user of that PPE is.
- Covering coughs and sneezes with a tissue, then throwing the tissue in the trash.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Appoint one person to disinfect restroom twice daily.
- Share COVID-19 safety updates and news with all employees.

employees **should not be doing:**

- Standing closer than 6 feet.
- Sharing cell phones.
- Sharing any tools.
- Sharing masks, respirators or other PPE equipment such as ear muffs, or gloves.
- Use a nuisance mask or respirator that is dirty or contaminated or been stored in a potentially dirty environment. “Don’t use a respirator that’s been throw inside the truck and could be picking up the COVID-19 form hard surfaces within the vehicle.
- Eating together or sharing water containers.
- Shaking hands or touching one another.
- Coughing or sneezing on one another.
- Coming to work if sick or if someone in their house is sick.