

The Coronavirus

What Members are Doing...Some Tips

Sanitizing and Hygiene practices

- Sanitizing surfaces that people touch several times per day.
- In the breakrooms, set up a place for employees to stow their personal belongings, like shipping carts, or boxes, then you can sanitize the tables, chairs, microwaves, etc. with a bleach solution.
- Everyone must continue to practice handwashing with greater hygiene.
- Put up CDC posters in restrooms, handwashing areas, break rooms, and everywhere that makes sense to stress proper handwashing.
- Prop open doors so that no one must touch a doorknob.
- Disinfect surfaces daily in offices, shipping, and sales offices.
- Increasing bathroom and major area cleanings per week.
- Clean lunchrooms daily between shifts and after.
- Allow for mobile phone clock in from a payroll app and setting up attendants at the time clock to punch in workers to limit the surfaces being touched.

Social Distance While Working

- Practicing social distancing can be difficult in the production lines and break room areas. If you must work near another person, wear a face mask.
- All should practice good social distancing. 6' or more even in meetings. Outside meetings are encouraged. If raining, use covered shed.
- Be proactive and preventive in your scheduling if you can help provide distance between employees.

Outside of the work environment

- Ask employees to take greater care of where they go and be wary of large crowds.
- Avoid mass transit and airports if possible.

Monitoring Illness

- Urging employees to stay home when they are sick, some people have tried to come to work sick and have been sent home. Some people are scared to go out of their homes as well which has increased absenteeism.
- Consider a protocol for taking employee temperatures using appropriate PPE

- Implement a COVID-19 questionnaire for all visitors, applicants, etc. If they have an affirmative answer to the question, ask them to reschedule their visit in 14 days.
- If you have a confirmed COVID 19 case amongst your H2A employees, have a dedicated place to house those people, treating it like a sick ward. Separate it from our other housing.

Business Closure

- Upon state issuance of an executive order for closure of all non-essential businesses, issue a letter to essential workforce to use while traveling to/from work.

Landscaper Best Management Practices

Landscape Contractor - If you choose to continue to provide services, please follow these BMP's (Best Management Practices) along with any other procedures you have put in place:

- Contact and get permission from clients to be serviced- preferably in a documented format such as email or other time/date stamped electronic communication.
- Implement daily all-hands communications within company to inform, educate and reinforce SOPs, BMPs and possible next steps.
- Relax attendance policies to allow any employee who is uncomfortable working to stay home and use PTO or apply for UC.
- Train crew personnel to be able to respond to questions from the public in a professional manner.
- Enforce cleaning and sanitation protocols for all common spaces including trucks, equipment, and the breakroom, locker room and restroom.
- Stagger crew start times to minimize congregation at office/shop locations.
- Limit crews to 1 person per truck and have all other crew personnel drive directly to jobsite.
- Reduce crew size to compartmentalize the workforce into smaller isolatable segments.
- Assign one truck to one crew and do not rotate.
- Minimize use of shared equipment and tools.
- Wear gloves as much as possible removing only to eat, drink, or touch your face
- If you must work near another person for a short period of time (i.e. lifting a tree ball into a hole) wear a face mask.
- Be prepared to shutdown at any moment.

Also reference: <https://extension.psu.edu/coronavirus-best-management-practices-for-the-green-industry>

Note: these are suggested tips and practices to help you prevent the spread of the coronavirus amongst your workforce. You should seek legal counsel on matters of employment law.