

Suggested List of Safety Best Management Practices (BMPs) for the Horticultural Industry

*LINLA would like to provide suggested Safety Best Management Practices that might help keep you, your staff and your clients safe. This is a compilation of BMPs from *reputable sources around the industry. As every company is different, some will not apply to your business. Take what applies and what you can use to make your own plan. Then consult with your Human Resource professional and Legal guide to see if it is appropriate for you to implement them.*

Suggestions for the Employer

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If you choose to continue to provide services, please consider 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
- Send a notice to each client detailing all the precautions you take to keep everyone safe. Ask that they not interact with staff.
- Implement daily mandatory communications within company to inform, educate and reinforce Standard Operating Procedures, BMPs and possible next steps. Make these meetings outdoors and maintain 6' distancing.
- Relax attendance policies to allow any employee who is uncomfortable working to stay home and use PTO or apply for Unemployment
- Train 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 and equipment
- Stagger crew start times to minimize congregation at office/shop locations
- Limit crews to ONE person per truck and have all other crew personnel drive directly to job site
- Assign one truck to one crew and do not rotate
- Minimize use of shared equipment and tools
- Be prepared to shutdown at any moment

* see links to source material used.

Suggested Guidelines for Employees:

Introduction

Strive for an overall statement that “we value the health and wellbeing of our employees and their families and are here to listen to your concerns”

Then share what the company doing to protect its employees from the virus (hand washing, sanitizing, limiting meetings, limiting in-person contact, etc.) Review your processes for how the company will communicate to employees in the event of a mandatory shut down. Review your HR policies regarding sick time or leave. Stress that you are all a team and need to rely on each other more than ever. Re-enforce that if one person gets sick and comes to work, that whole crew will be sent home and quarantined for 14 days. Multiple sicknesses could close the entire company.

Suggested Guidelines for Employees

- Employment is completely voluntary. If you do not feel safe coming to work you are entitled to stay at home.
- Regular hand washing with soap and water for at least 20 seconds or use sanitizer. This should be done:
 - Before and after eating.
 - After sneezing, coughing, or nose blowing.
 - After touching face, hair, cellphone, and/or clothing.
 - After using the restroom.
 - After touching or cleaning surfaces that maybe contaminated.
 - After using shared equipment and supplies.
- Covering coughs and sneezes with tissues or the corner of elbow. Discard soiled tissues immediately after use.
- Avoid touching your face.
- Do not share: phones, desks, offices, and especially gloves, and other Personal Protective Equipment.
- Do not share work tools and equipment. If you must, please follow appropriate Cleaning Guidelines.
- Only 1 person permitted inside each truck
- Minimize contact and remain at least 6' apart from EVERYONE.
- No handshaking, fist pumping, high fives, hugging or physical contact of any kind.
- Do NOT stop at stores. Bring your food, drinks, etc with you prior to starting work.
- Wear gloves and remove them when eating and using the bathroom. Then wash your hands before putting the gloves back on.
- Routinely clean and disinfect surfaces, equipment, truck and other elements of the work environment.

Suggested Guidelines for Employees: continued

- Wear proper Personal Protective Equipment (PPE) such as gloves, goggles, face shields, face masks, and respiratory protection as recommended. And especially if you have to work less than 6' apart from another person.
- Respect our customers and the public by maintaining distance from them.
- When arriving home - Immediately remove and wash your clothing and take a shower.
- Do not come to work if you are sick. Notify your doctor and then notify management immediately.
- If you are exposed to someone that has the coronavirus, notify management management immediately. You must stay home under quarantine for 14 days.
- You are entitled to stay at home to care for a sick family member. Refer to the "Paid Family Leave Act".
- Keep yourself healthy by eating regular meals and get plenty of sleep
- Practice these precautions at home as well to protect your family

Suggested Communication with Clients:

Introduction

Thank them for their business and strive for an overall statement of concern and understanding to the gravity of the situation.

Suggested Communication with your Clients

- Stress that the Health and Safety of clients, staff and the general public is your first priority.
- Share that the company is open for business.
- List any modified hours of operation, or services offered. This might include offers of delivery or order pickup services, video conference consultations etc.
- Share what the company is doing to protect its customers from the virus (on-line ordering, hand washing, limiting visitors, limiting in person contact, reducing crew size, etc.)
- Explain that as the situation evolves you will re-evaluate your policies and protective measures.

The Document Does Not Provide Medical or Legal Advice

The contents are for informational purposes only, and is not intended to be a substitute for professional advice. These guidelines should be edited to reflect your company's needs and policies and should be reviewed by your Attorney or Human Resources professional. LINLA assumes no liability.

*For more detailed information, please consult the source material available from the links below.

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html

<https://www.americanhort.org/page/Coronavirus#communication>

<https://cdn.ymaws.com/www.americanhort.org/resource/resmgr/what-members-are-doing-1.pdf>

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

<https://www.osha.gov/Publications/OSHA3990.pdf>