****

**John Richmond Landscaping, Inc.**

**Infectious Disease (COVID-19)**

**Preparedness and Response Plan**

**I. Purpose**

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam’s COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

**II. Responsibilities**

John Richmond Landscaping, Inc.has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

|  |
| --- |
| **Health Officer(s)** |
| **Name** | **Title** | **Department** | **Phone Number** |
| Ike Carter | President/ Owner | Admin | 804-749-8087 |
| Melissa Chaplin | Director of HR and Accounting | Admin | 804-749-8087 |
| Taylor Morris | HR Assistant | Admin | 804-749-8087 |
| Dave Snyder | Operations Manager | Maintenance | 804-749-8087 |

For the purpose of ensuring compliance with the most recent safety and health requirements, Melissa Chaplin, Director of Accounting and HR and Taylor Morris, HR assistant, is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

**III. Determination of Exposure Risk by Job Duty**

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

**“Very High”** exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

* Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures on known or suspected COVID-19 patients.
* Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients
* Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

**“High”** exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

* Healthcare delivery and support staff exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
* Medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles.
* Mortuary workers involved in preparing the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

**“Medium”** exposure risk jobs include those that require frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the public).

**“Lower”** exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Employees Not Exposed Within 6 Feet Frequently or Close Contact with Persons Known, Unknown, or Suspected of COVID-19. Have Minimal or No Contact with Public, Coworkers, or Other Persons.

Employees Exposed Within 6 Feet of Other Employees, Customers, or Other Persons Known, Unknown, or Suspected of COVID-19.

Healthcare Delivery & Support, First Responders, Medical Transport, Mortuary Employees, Employees Exposed Within 6 Feet of Known or Suspected COVID-19. This includes first responders.

Healthcare Employees, Performing Aerosol-Generating Procedures, Healthcare/Lab Personnel, Morgue Employees, Known or Suspected COVID-19 Patients.

When you have determined the risk level of all your employees and officials, list the work area, job/job tasks, employee exposure risk, and qualifying factors in the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Area** | **Job Tasks** | **Exposure Risk Determination** | **Qualifying Factors****(Example: No Public Contact, Public Contact)** |
| Truck | Up to 4 employees in a crew cab truck and up to 2 employees in a single cab. | Medium | No public contact |
| Shop | Clock in, get daily directions from manager, use bathroom, get materials from shop 1. | Medium | Public Contact |
| Time Clock | Clock in and out with timecard | Medium | No public contact |
| Bathroom |  | Medium | Public Contact |
| Door handles | Employees touch door handles when entering and exiting the shop | Medium | Public Contact |
| Office | 5 employees work in the office. No other employees or vendors are to enter the office unless given permission | Medium | Public Contact |
| Conference room/Spray Office | Employees will walk through to get temperatures checked. Wait in conference room for retest | Medium | No public contact |

**IV. Contingency Plan in the Event of an Infectious Disease Outbreak**

In the event that an outbreak or pandemic due to an infectious disease, John Richmond Landscaping, Inc.has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

In the event that we receive multiple positive COVID cases at one time we will take the following steps:

* Ike: Will continue to work from home and handle things by phone, email, text, facetime, etc. and can remote in.
* Tom: Will work from home and handle things by phone, email, text, facetime, etc. and can remote in. Can also meet crews as needed while continuing to maintain safe practices, as long as you feel safe enough to do so.
* Melissa: Will work from home and handle things by phone, email, and text and can remote in. Will collect the mail and make the deposits. Will print out payroll check stubs and print live checks to non-direct deposit employees and deliver to the office on Tuesdays.
* Taylor: Will work from home and handle things by phone, email, and text and can remote in. She will do the payroll on Monday’s. Will handle any time related issues, & PTO requests. Will stay in contact with Tom, Jack, and Richard daily. Will continue to work with Ike & Melissa regarding COVID-19 laws. She will turn time worked and details to Melissa daily.
* Dave: Will work in office as needed. Will work out a scheduled routine with Denise to be sure only one is in the office at a time (Ex: Dave in office from 7:00AM to 11:00 and Denise in office from 12:00 to 3:00). If you need to come back to the office while Denise is there, use the back door and avoid Denise and common areas. Dave will handle things by phone, email, text, facetime, etc. Can meet crews as needed while continuing to maintain safe practices, as long as you feel comfortable doing so.
* Crews should turn in completed job paperwork daily. Dave and Tom will meet crews on site vs. at the shop when possible.
* Denise: Will work in the office as needed. Work out a scheduled routine with Dave to be sure only one is in the office at a time. Will continue doing the billing, and will handle things by phone, email, text, etc. Will continue to check the voicemail regularly, handle Miss Utility, scheduling details, etc. She will turn time worked and details to Melissa daily.
* If you come into the office please clean your office, common area, and anything you have touched when you leave. Make sure all the doors are locked and the lights are off.
* We will make sure that all employees that were exposed stay home. Direct exposure as closer than 6 feet for 15 cumulative minutes over a 24-hour period. This means anyone that was on their crew.
* They will all stay home one week. If they do not have any symptoms during that week they can return to work.
* All employees are going to get their temperatures taken daily starting December 1st. If they have a 100.4 o F temperature, they must go home for the day.
* If they start to get symptoms, they will have to get a COVID test.
* Once they get the results, they must send them to Taylor via email or fax to be able to return to work.
* If someone in the office gets it, the office staff will have to work from home. The laborers and foreman do not have a work from home option so they will just stay home.
* We make sure to clean heavily trafficked areas and objects daily.
* All employees must wear a face mask for the duration of the workday.
* When Dave and Tom are giving daily instructions to the foreman there will be markings on the floor 6 feet apart that will indicate where they should stand.

**V. Basic Infectious Disease Prevention and Control Measures**

To control the spread of infectious diseases such as COVID-19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person’s use.

Additional precautions and actions being taken**:**

* Large gatherings are minimized whenever possible; staff meetings are postponed, held outdoors and socially distanced, or held remotely
* Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours
* Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out
* The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site
* There should be no more than 3 employees in a truck at a time
* Employee interactions with the clients are modified to allow for additional physical space between parties.
* Employee’s must clean their trucks daily
* Employee’s must wash hands or use hand sanitizer frequently
* Only managers are allowed inside the office. No outside vendors allowed inside unless given permission to enter.
* Markings on the floors 6 feet apart indicating where you should stand.
* Temperature checks daily

**VI. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee’s personnel documentation.

1. ***Employee Self-Monitoring***

The following employees should **not** report to work and, upon notification from John Richmond Landscaping, Inc., will be removed from the regular work schedule:

* Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
* Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis
* Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Under new guidance from the CDC about quarantine recommendations:

* 10 days of quarantine if the individual was directly exposed and does not take a COVID-19 test and exhibits no symptoms or;
* 7 days of quarantine if the individual was exposed and does get a COVID-19 test and gets a negative result based on a sample collected on at least day 5 and exhibits no symptoms.
* Employees should continue to monitor symptoms for the full 14 days.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

1. ***Return-to-Work Requirements***

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

* Resolution of fever without the use of fever-reducing medications.
* Improvement in respiratory symptoms (e.g., cough, shortness of breath)
* Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

* At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications.
* Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
* At least 7 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Employees are required to submit a release to return to work from a healthcare provider. John Richmond Landscaping, Inc.may accept written statements from a healthcare provider confirming all the factors supporting their release.

Actively encourage sick employees to stay home:

* The Families First Coronavirus Response Act Policies and Posters are to be posted in common places as well as on the employee shared drives (if employees have questions regarding use of emergency paid sick time, employees should contact Melissa Chaplin or Taylor Morris.)
* John Richmond Landscaping, Inc. will follow state and federal guidance for return to work guidance.
	+ Guidance from the employee’s health care provider will also be considered.

**VII. Procedures for Minimizing Exposure from Outside of Workplace**

John Richmond Landscaping’s business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

* Social distancing practices to be observed:
* In person meetings are to be made by appointments only
* Limit the number of vendors and employees allowed into workplace
* Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.
* Any individual entering one of John Richmond Landscaping, Inc. facilities must wear a mask for the entirety of their visit.

To minimize exposure from visitors or vendors:

* This plan has been posted on the John Richmond Landscaping, Inc. website provided by The Capitol Group for employees and on the John Richmond Landscaping, Inc. website for the public.
* When possible, John Richmond Landscaping, Inc. will limit the number of visitors in the facility.
* Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
* All deliveries will be left outside the office door.

Minimizing exposure from the general public:

* Social distancing practices to be observed:
	+ Limit number of individuals allowed into workplace.
	+ Minimize face to face contact:
		- Computer workstations positioned at least 6 feet apart
* Information is posted at John Richmond Landscaping, Inc. facility educating individuals on ways to reduce the spread of COVID-19.
* Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
* Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

**VIII. Training**

All employees at John Richmond Landscaping, Inc. will be required to have training on the hazards and characteristics of COVID-19 disease. This training will ensure that all employees recognize the hazards of COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

* Requirements of the COVID-19 Emergency Regulation.
* Companies Infectious Disease Preparedness and Response Plan.
* Characteristics and methods of spread of COVID-19 disease.
* Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the COVID-19 disease.
* Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
* PPE
* When PPE is required
* What PPE is required
* How to properly adjust and wear PPE
* Limitations of PPE
* Proper care, maintenance, useful life, and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

* Employee name
* Employee’s signature (physical or electronic)
* Date
* Signature of Trainer

Retention of training records must be retained in employee files. These records are located with the HR manager. The most recent training records will be maintained.

**Industry Specific Guidelines**

If your business is in one of the following industries, there may be other regulations to follow and include in your guide. Please see additional content here:

* Construction
* Office
* Outdoor

**Construction Industry Guidelines**

Businesses or operations in the construction industry must:

* Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
* Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
* Identify choke points and high-risk areas where employees must stand near one another (such as hallways, break areas, water stations, and trucks) and control their access and use so that social distancing is maintained.
* Ensure there are sufficient handwashing or hand-sanitizing stations at the worksite to enable easy access by employees.
* Notify contractors or owners of any confirmed COVID-19 cases among employees at the worksite.
* Restrict unnecessary movement between project sites.
* Create protocols for minimizing personal contact upon delivery of materials to the worksite.

**Office Guidelines**

* Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
* Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).
* Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
* Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space, providing visual cues to guide movement and activity.
* Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
* Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
* Post signs about the importance of personal hygiene.
* Disinfect high-touch surfaces in offices (e.g., restrooms, handles, copier) and minimize shared items when possible (e.g., pens, staplers).
* Institute cleaning and communications protocols when employees are sent home with symptoms.
* Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
* Suspend all nonessential visitors.
* Restrict all non-essential travel, including in-person conference events.
* Take employees temperatures upon arrival to work every day.

**Outdoor**

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.