

April 21, 2020

## **Pitkin County Landscaping COVID-19 Business Safety Plan Requirements**

Landscaping companies are permitted to begin operating in Pitkin County as of 4.23.20 as long as they have completed a company-specific operation plan that demonstrates compliance with this Business Safety Plan. The document is to be completed prior to the commencement of work.

A copy of the company-specific Business Safety Plan is to be kept on each worksite or in a company vehicle for presentation during spot checks by law enforcement. The Company Specific Plan does not need to be submitted for approval.

By ensuring landscaping operations are abiding by these safety requirements, companies and workers are doing their part to ensure that transmission of COVID-19 remains low in our community. Additionally, failure to comply with these requirements constitutes a violation of the Public Health Order and is punishable of a fine of up to \$5,000 and imprisonment in the county jail for up to 18 months.

### **Responsibility of Each Landscape Contractor**

#### Educate employees on general precautions to limit the spread of COVID-19 on worksites

- Designate a lead person as a “PUBLIC HEALTH SAFETY OFFICER” for each Company who will be responsible for all record keeping, reporting, employee education, operational enforcement and staying up to date with current requirements.
- Review with all team members written materials referenced as attachments at the bottom of this document specifically related to COVID-19 and landscaping in multiple languages to demonstrate operational standards.
- Workforce will also be educated regarding social and hygiene practices outside of the jobsite with written materials in multiple languages.
- Reinforce the critical need for good hygiene practices.
  - Face mask/bandanas etc.
  - Social distancing
  - Hand washing
  - Face touching
  - Sneeze/cough protocol
  - Use of and disposal of facial tissue
  - No spitting, chewing tobacco, or seeds
  - Reporting of violations
- Landscape operations that take place on a PERMITTED CONSTRUCTION site within Pitkin County will be required to follow the protocols as outlined by the General Contractor who obtained the Building Permit.

## Daily Operational Protocols

- Landscape Crews shall be limited to a maximum of 5 workers per site at any time per the Public Health Stay-At-Home Order.
  - Each crew will be required to maintain appropriate distancing protocols as described in detail in the Practice Social Distancing Section of this document.
- Independent transportation will be encouraged as a best practice.
- Individuals who live in the same household are permitted to travel in the same vehicle together.
- Employees who do not have a personal vehicle are permitted to commute by public transportation to the closest bus stop available to their worksite. They are allowed to be picked up and transported to the jobsite provided:
  - everyone wear proper facial coverings inside the vehicle
  - no more than two people are inside a vehicle at a time
  - the trip takes 10 minutes or less
  - window are open to provide ventilation, weather permitting
- Daily Screening
  - All personnel will have to check in with their Supervisor upon arrival at the worksite each morning.
  - Each employee will be screened by their Supervisor for any symptoms of illness.
  - Check in process
    - Has the employee experienced any of the following in the past 24 hours:
      - Cough
      - Shortness of breath
      - Sore throat
      - Runny/stuffy nose
      - Body aches
      - Nausea
      - Chills
      - Fatigue
      - Fever (ideally checked upon arrival to work)If the employee has a fever of 100.4 or above or any other symptom, they are to be sent home.
    - Has the employee
      - Been in close contact with anyone with the above symptoms or diagnosed with COVID-19.If the employee has been in close contact with anyone with COVID-19 symptoms or diagnosed with COVID-19 and is asymptomatic- the employer is encouraged to develop their own policy as to whether the employee is permitted to work, or required to stay home and quarantine for 14 days.
  - OSHA/CDC/AGC guidelines shall be adopted as recommendations evolve/are adopted.
  - If an employee becomes sick during the day they must be sent home to isolate immediately.

- An employee sick with COVID-19 symptoms or who has tested positive for COVID-19, must not return to work until:
  - They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)  
AND
  - other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
  - At least 7 days have passed since their symptoms first appeared
- Provide mobile handwashing stations to make it easy for employees to wash their hands.
  - Provide clean water and soap for workers to use several times a day. This will take the form of temporary water stations, such as setting up water jugs and hand soap on the tailgate of a truck.
  - Hand sanitizer with at least 70% alcohol will also be provided for employees to use if soap and water are not available and hands are not visibly dirty. However, if hands are visibly dirty, always wash hands with soap and water . Ensure that stations stay stocked at all times and provide additional hand sanitizer when needed.
  - Provide single use paper towels for drying hands and plastic disposal bags.
  - Allow workers to go on break to wash their hands.
  - Mandate workers wash their hands after using the bathroom and before and after eating.
- Non-medical face masks, bandanas or other facial coverings must be worn at all times when working within 20' of another crew member.
- Practice social distancing.
  - Instruct workers to maintain a distance of at least six feet apart as much as possible on the jobsite, whether indoors or outdoors.
    - Any interactions closer than 6', keep them brief. Move back to 6' and beyond as quickly and safely as possible.
  - Workers to take breaks and eat lunch separated at proper social distances.
  - Do not hold meetings of more than 5 people.
  - Hold in-person meetings only when there is no other option; maintain proper distancing and hold the meeting outside.
  - Restrict access to enclosed spaces such as maintenance box trucks and storage areas.
- Identify and regularly clean and disinfect areas that pose a high risk for transmission multiple times a day:
  - Portable restrooms
  - Mower handles, string trimmer handles, blower handles etc.
  - Truck door handles and steering wheels etc.
  - Tools shall not be shared as a general policy. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

## Operational Protocol if a crew person becomes ill and is suspected to have COVID-19

- Send ill employee home in private vehicle.
- Instruct employee to isolate themselves at home and provide self-care.
- If symptoms worsen, employee should reach out to their primary care provider.
- Employee should report their symptoms via the COVID-19 Symptom Tracker
  - COVID-19 Symptoms Tracker- <http://shorturl.at/acmz6>
  - Informe de Sintomas COVID-19- <http://shorturl.at/ENPTY>
- Employee must not return to work until:
  - They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)  
AND
  - other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
  - At least 7 days have passed since their symptoms first appeared
- Fellow crew members should continue to monitor for symptoms and not report to work if they exhibit symptoms

## Office Functions

- Office work should be done remotely, whenever possible: Office functions associated with a project (e.g. accounting or records) should be done from home to the maximum extent practicable.
- In-person meetings should be avoided. Office meetings and consultations should take place virtually, with participants working from home or their work truck whenever possible. If an in-person meeting is absolutely necessary, that must be limited to fewer than five (5) people, and participants must maintain a 6-foot distance at all times during the meeting. All surfaces should be wiped down before and after the meeting, and handwashing should also occur before and after the meeting.

## Reporting Protocol

- Any employee with COVID-19 like symptoms should complete the Pitkin County COVID-19 Symptom Tracker
  - COVID-19 Symptoms Tracker- <http://shorturl.at/acmz6>
  - Informe de Sintomas COVID-19- <http://shorturl.at/ENPTY>

## Additional resource section:

[Pitkin County Protocols for Essential Businesses](#)

[Pitkin County Protocols for Essential Businesses- Spanish](#)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.alcc.com/assets/docs/COVID/ALCCLandscapeCOVIDGuidelinesrev041720.pdf>

[https://www.landscapeprofessionals.org/Coronavirus/Landscape\\_industry\\_operational\\_guidance\\_for\\_COVID-19.aspx?\\_zs=t6TMb1&\\_zl=vh0e6](https://www.landscapeprofessionals.org/Coronavirus/Landscape_industry_operational_guidance_for_COVID-19.aspx?_zs=t6TMb1&_zl=vh0e6)

<https://www.alcc.com/assets/docs/COVID/COVID-19ConstructionGuidance040120.pdf>

<https://www.osha.gov/Publications/OSHA3992.pdf>

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

<https://www.osha.gov/Publications/OSHA3995.pdf>

<https://www.osha.gov/Publications/OSHA3994.pdf>