

TRUNORTH LANDSCAPING

COVID-19 Preparedness and Response Plan



Revised 11/18/2020

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COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state legislation, MiOSHA and MDHHS emergency rules, and local guidance related to COVID-19, TruNorth Landscaping LLC ("TruNorth Landscaping") has prepared the following COVID-19 Preparedness and Response Plan ("Plan").

This Plan may be updated as this situation evolves or as state, state department, and/or local orders related to COVID-19 are issued, rescinded or amended. The Human Resources Manager will be responsible for reviewing relevant state legislation, as well as visiting the MiOSHA and MDHHS webpages and CDC guidance webpage regularly for the latest information. This information will be utilized to revise the Plan as necessary. This Plan will expire upon conclusion of its need, as determined by TruNorth Landscaping and in accordance with guidance from local, state, and federal health officials.

Under MiOSHA and MDHHS requirements, a copy of this Plan will be available at our main office located at 9355 E Bingham Road, Traverse City, MI 49684 as well as on our company website.

Employees with questions are encouraged to contact Human Resources.

COVID-19 Safety Coordinator

The Office Manager will serve as the company-wide COVID-19 Safety Coordinator. During times when the Office Manager is not present, the General Manager and/or Human Resources Manager will serve as the interim company-wide COVID-19 Safety Coordinator.

Due to the nature of our work, the foreman of each jobsite will serve as the site-specific COVID-19 Safety Coordinator.

It is the responsibility of the COVID-19 Safety Coordinator and site-specific COVID-19 Safety Coordinators to ensure that all employees are adhering to COVID-19 prevention and safety protocols as outlined in this plan and in their training. In addition, it is the responsibility of the site-specific COVID-19 Safety Coordinators to bring concerns, issues, and questions directly to the COVID-19 Safety Coordinator.

Exposure Determination

TruNorth Landscaping has determined that its employees' jobs fall into the **lower exposure risk** category as defined by the MiOSHA and MDHHS Emergency Rules:

- **Lower Exposure Risk Job Tasks and Procedures**. These jobs tasks and procedures are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 nor frequent close contact with the general public. Workers in this category have minimal occupational contact with other coworkers.

Protective Safety Measures

Sick Leave

Employees may be eligible for paid sick leave consistent with the Families First Coronavirus Response Act (FFCRA) and the Emergency Paid Sick Leave (EPSL) provision.

Employees experiencing symptoms of COVID-19 prior to work hours or after work hours are asked to stay home and notify Management immediately. Employees who appears to be experiencing symptoms of COVID-19 while at work will be immediately separated from other employees and sent home.

Additionally, employees who have been directly exposed to COVID-19 and are subject to self-quarantine requirements under the local health department ordinance may be eligible for EPSL. Employees required to caretake for a spouse or dependent due to COVID-19 may be eligible for EPSL.

Please note, as of the revision date of this guidance document the FFCRA/EPSL provision ends December 31, 2020. Revisions to this guidance may be made at that time.

See page 10 for additional guidance on suspected or confirmed cases of COVID-19.

Employee Screening Before Entering the Workplace

A sample of the daily Employee Health Screening Questionnaire (“Daily Health Screener”) is attached as Appendix A.

A screening questionnaire is to be completed by all employees before being permitted to enter the workplace. The screening questionnaire complies with the screening process required by the state or local jurisdiction in which the business is located (Leelanau County). The screening questionnaire is available electronically to all employees; and also available in a printed format (form or log).

Employees not reporting directly to the workplace (i.e. snow season or landscaping project work) have access to the electronic screening questionnaire, as well as a printed daily screening log. Those completing the printed log must submit responses (via text or email) to the HR Manager prior to beginning their work at a job site.

Employees who indicate that they are experiencing symptoms of COVID-19 or have been directly exposed to a confirmed case of COVID-19 are not permitted to enter the workplace or jobsite.

A record of daily entry self-screening results for all employees will be maintained by the HR Manager, consistent with MiOSHA requirements.

Dedicated Entry Point

For all crew members, the dedicated entry point to the TruNorth facilities will be the shop door located at the back of the building. All employees must complete the

employee health screener prior to entering and/or clocking in. Access to the health screening questionnaire (electronic and printed log) is available on the exterior of the building.

For office staff, the dedicated entry point to the TruNorth office is the front door. All employees must complete the employee health screener prior to entering the building and/or clocking in.

For all employees, through-traffic between the yard, shop, garages, and office should be kept to a minimum.

Personal Protective Equipment (PPE)

TruNorth Landscaping will provide and make available to any worker performing in-person work, personal protective equipment (PPE) such as gloves and non-medical grade face covering (neck gaiters, masks, shields, etc.).

Any worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space even when social distancing (6 feet) is achievable. Reasonable accommodations will be made for employees who cannot medically tolerate a face covering, such as a neck gaiter or face mask. Reasonable accommodations include provision of alternative face covering, such as a face shield, and alterations to the work area or work flow. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs and their hazards at the workplace, and it will be in accordance with latest MiOSHA and MDHHS Emergency rules.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Training

Consistent with MiOSHA requirements, TruNorth Landscaping will provide training to employees on the following areas:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

TruNorth Landscaping's HR Manager shall create and maintain a record of training. Each record will list the names of the employees trained, the training date, name of trainer, and content of training.

Enhanced Social Distancing

All employees are expected to perform their work in such a way so as to reasonably avoid coming within six (6) feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of facilities and tools/equipment. Employees should remain in their assigned work areas as much as possible and/or adhere to social distancing protocols. Employees will be provided with appropriate personal protective equipment, as appropriate (described above).

Employees may be assigned to company-owned vehicles. Said vehicles will be their responsibility for the duration of the season, including completing daily sanitizing and disinfecting protocols. It is important that the assigned employees be the only operators and passengers of the vehicle.

Some company-owned vehicles have been equipped with plexiglass dividers to allow for additional space for passengers. Drivers and passengers should practice social distancing and face covering (mask, neck gaiter, etc.) protocol regardless of the vehicle.

It is the responsibility for the employees to notify his/her direct supervisor as soon as possible if a different vehicle is needed to complete job responsibilities. In the event a different company-owned vehicle is needed, the employee is responsible for thoroughly cleaning and disinfecting their assigned vehicle before exchanging it consistent with Appendix C.

Protocols:

Lunch – See Appendix F

Crew Transportation – See Appendix F

Enhanced Hygiene

Employees are encouraged to wash their hands and/or use hand sanitizer frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to hand sanitizer when working offsite (hand sanitizer will be available in all company-owned vehicles – see Appendix C) and access to hand washing stations and hand sanitizer when working onsite. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in restrooms (see Appendix B).

Employees are trained and encouraged to use proper handwashing technique when washing their hands or using sanitizer.

It is requested that employees wash their hands or use hand sanitizer before touching or using any commonly used equipment, tools and appliances. Signs regarding the sanitizing of hands will be posted in visible areas around the office and shop.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, company-owned vehicles and equipment, and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants (see Appendix D). Employees will be provided with access to disposable disinfectant wipes, as available, and bleach-water spray so that any commonly used surfaces can be wiped down before and after each use.

As noted above, it is requested that employees wash their hands or use hand sanitizer before touching or using any commonly used equipment, tools and appliances.

When sharing of tools and equipment is required, employees must disinfect and clean each tool or piece of equipment following their use before any other employee uses the tool or piece of equipment. TruNorth Landscaping will provide disinfectant wipes, as available, and other EPA-approved disinfecting products, such as bleach-water spray for this purpose.

Protocols:

Trucks and equipment – See Appendix C

Hand tools and equipment – See Appendix C

Office and Shop – See Appendix C

Fuel Pumps/Gas Cans – See Appendix C

Mechanic Operations – See Appendix C

Office Safety – See Appendix G

Mechanic and Shop – See Appendix H

Visitors

All visitors entering the building shall be screened and documented with time and date upon entering the building and will be required to wear a face covering over their nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any shared public space. Visitors experiencing symptoms of COVID-19 will be asked to leave the premises immediately. TruNorth Landscaping reserves the right to deny service or refuse entry to any visitor not wearing a mask.

Client and Vendor Property

Our clients are the most important aspect of our business. If a client approaches, an employee must put on their face covering (mask, gaiter, etc.) and kindly remind the client of the 6-foot social distancing requirement. In addition to client property, whenever a TruNorth employees is visiting a vendor property, a face covering must be worn consistent with MiOSHA and MDHHS requirements. All TruNorth Landscaping employees must adhere to this requirement.

Remote and Flexible Work Schedules

MiOSHA Emergency Rules require employers to create a policy that prohibits in-person work for employees to the extent that their work activities can feasibly be completed remotely. As a result, TruNorth Landscaping has adopted a remote work policy as described below.

With the need for social distancing during the COVID-19 pandemic, the way that employees work is evolving. For several positions at TruNorth, a variety of work schedules and locations can be adjusted to match the needs of the employee and employer.

The information below provides position-specific guidance related to in-person work, remote work, and flexible work schedules.

The following positions are required to report for in-person work because their positions require them to be physically present to perform and complete work:

Office Employees:

- General Manager
 - Due to the supervisory and managerial nature of this position, the General Manager must be present in the workplace, especially when employees are present, to ensure operational direction, sustainability, and efficiency.
- Office Manager
 - Due to the supervisory and managerial nature of this position, the Office Manager must be present to ensure operational efficiency of the business and administrative operations, including but not limited to providing direction to in-person employees, screening and directing visitors, obtaining mail, answering the phone, and accessing/inputting confidential information available only on the company's network. In addition, the position serves as the COVID-19 Safety Coordinator for the company.
- Human Resources Manager
 - Due to the managerial nature of this position, the Human Resources Manager must be present in the workplace, especially when other employees are present, to ensure appropriate guidance related to employee relations, benefits, and policies. In addition, the position serves as the interim COVID-19 Safety Coordinator for the company in the event the Office Manager is absent or unavailable.

The above positions have lower-exposure risk within the office setting due to the physical set up and organization of the office environment. Each employee listed above has their own office and experiences minimal interaction with the public. When appropriate, employees holding the positions listed above will be provided the opportunity to work remotely.

Field Employees:

- Lead Foreman and Foreman
 - Due to the nature of the landscaping industry and the job requirements of this position, including but not limited installing landscape materials and maintaining landscapes (mowing, snow removal, etc.), employees holding lead foreman or foreman positions are required to be physically present for work. In addition, employees holding lead foreman and foreman positions are required to provide supervision to their crews and serve as the site-specific COVID-19 Safety Coordinators.
- Project Manager
 - Due to the nature of the landscaping industry and the job requirements of this position, including but not limited installing landscape materials and maintaining landscapes (mowing, snow removal, etc.), employees holding project manager positions are required to be physically present for work. In addition, employees holding project manager positions are required to provide supervision to their crews and serve as the site-specific COVID-19 Safety Coordinators.
- Crew Members
 - Due to the nature of the landscaping industry and the job requirements of this position, including but not limited installing landscape materials and maintaining landscapes (mowing, snow removal, etc.), employees holding crew member positions are required to be physically present for work.

The following positions are not required to report for in-person work and are encouraged to create an in-person work schedule that allows for the least exposure possible:

- Landscape Architect
 - Employees holding Landscape Architect positions are not required to report for in-person work daily. Due to the job requirements of landscape architecture and design work, some work must be completed in-person and/or face-to-face with customers. As a result, employees in Landscape Architect positions are encouraged to create an in-person work schedule that allows for the least exposure possible to COVID-19. This can be done in a manner of alternating in-person work days and hours, as well as meeting face-to-face in a virtual environment.
- Landscape Designer
 - Employees holding Landscape Designer positions are not required to report for in-person work daily. Due to the job requirements of landscape designer, some work must be completed in-person and/or face-to-face with customers. As a result, employees in Landscape Design positions are encouraged to create an in-person work schedule that allows for the least exposure possible to COVID-19. This can be done in a manner of

alternating in-person work days and hours, as well as meeting face-to-face in a virtual environment.

- Marketing Specialist
 - Employees holding Marketing Specialist positions are not required to report for in-person work daily. The vast majority of the Marketing Specialist's job requirements and responsibilities can be completed remotely.

Employees with Suspected or Confirmed Cases of COVID-19

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

They are experiencing any of the following COVID-19 symptoms:

- Fever
- Shortness of breath; and/or
- Continuous cough
- Loss of taste or smell

OR

They are experiencing at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat and/or
- Gastrointestinal issues – diarrhea or nausea

They have been exposed to a COVID-19 positive person, meaning:

- An immediate family member or other person(s) living in the same household has tested positive for or exhibited symptoms of COVID-19; or
- In the last 14 days, the employee came in close contact* with someone who has tested positive for COVID-19.

**Close contact is defined as being within 6 feet of a COVID-19 positive person for 15-minutes or longer.*

If an employee believes that he or she qualifies as a Suspected Case (as outlined above), he or she must:

If experiencing symptoms before work, employees should:

- Stay home;

- Immediately notify immediate supervisor and Human Resources/General Manager;
- Seek immediate medical care and/or advice.

If experiencing symptoms during work, employees should:

- Immediately vacate the premises;
- Notify immediate supervisor and Human Resources/General Manager as soon as possible;
- It is the responsibility of the supervisor to develop an exit strategy to lessen contamination and spread (isolate other employees);
- Go home;
- Seek immediate medical care and/or advice.

If experiencing symptoms after work, employees should:

- Notify immediate supervisor and Human Resources/General Manager as soon as possible;
- A communication and disinfecting/cleaning plan will be determined, as described below (see Appendix I and J);
- Stay home;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice, as necessary.

If an employee qualifies as a Suspected Case, TruNorth Landscaping will (see Appendix I):

- Ensure that the employee's work area, tools and/or equipment are thoroughly cleaned and disinfected;
- Ensure that employees who have been directly exposed and in close contact to a positive case of COVID-19 self-quarantine consistent with local health department orders;
- Require a symptomatic employee to be tested for COVID-19 (consistent with Michigan House Bill 6032); and
- Require a test be scheduled within 3 days of the onset of symptoms of COVID-19.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee tests positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify Human Resources/General Manager of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work by their local health department and/or primary care physician.

If an employee qualifies as a Confirmed Case, then TruNorth Landscaping will (see Appendix I):

- Immediately notify the local public health department (Leelanau County);
- Within 24 hours, notify all employees, visitors, vendors, and clients who may have come in contact with the employee in the past 14 days (while making all efforts not to disclose the identity of the employee(s));
 - Ensure that the entire workplace, workspace, and tools/equipment is thoroughly cleaned and disinfected (see Appendix J);
- Communicate with all employees regarding the confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen (see Appendix I).

Appendix A

Health Screening Questionnaire

Date:

Employee Name:

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

- An atypical cough – Y/N
- Atypical shortness of breath – Y/N

Or at least two of the following:

- Fever of 100 degrees F or 37.8 degrees C, or above – Y/N
- Chills/Repeated Shaking – Y/N
- Muscle Pain – Y/N
- Sore Throat – Y/N
- Headache – Y/N
- New or Loss of Taste or Smell – Y/N

If you have experienced or are currently experiencing symptoms listed above, you will not be permitted access to the premises or any of the job sites. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

- Had close contact (within six (6) feet for a prolonged period of time) with someone with a confirmed diagnosis of COVID-19? – Y/N
- Traveled internationally or domestically? – Y/N

If you answer “yes” to either of these questions, you are not permitted access to the premises or any of the job sites. Self-quarantine at home for 14 days.

If you answered “no” to all of the above, please proceed to enter the workplace premises or job site.

- I will practice TruNorth Landscaping's Social Distancing protocol – Y/N

Electronic version and printed version will be provided and must be completed by all employees daily -

https://docs.google.com/forms/d/1a0Px9wn8rmICkOioABp3yV_0t2SCJn79wjoGlcDec/edit?usp=drive_web

Signs for Building

Spectrum Health

Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Wash your hands often with soap and water for at least 20 seconds.

- 1. WET HANDS**
- 2. LATHER**
- 3. SCRUB: 20 SECONDS**
- 4. RINSE**
- 5. DRY HANDS**

Key times to wash your hands:

BEFORE	AFTER	
<ul style="list-style-type: none">• preparing food• eating food• putting on a mask	<ul style="list-style-type: none">• using the toilet• blowing nose• coughing or sneezing	<ul style="list-style-type: none">• taking off a mask• handling pets• touching garbage

For more information, visit spectrumhealth.org/covid19

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How to Protect Yourself

Novel Coronavirus 2019 (COVID-19)

Prevention Tips



Wash your hands often with soap and water for at least 20 seconds



Avoid touching your eyes, nose and mouth



Wear a mask or face covering



Stay away from crowded places and maintain six feet of distance from others



Cover your cough and sneeze with a tissue, then dispose in the trash



Clean and disinfect frequently touched surfaces



Avoid close contact with people who are sick



Stay home when you are sick, except to get medical care

Know the Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

For more information, visit spectrumhealth.org/covid19

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VISITOR ALERT!



**HELP KEEP CORONAVIRUS (COVID-19)
OUT OF OUR FACILITY**

**IF YOU ARE EXPERIENCING
FLU-LIKE SYMPTOMS SUCH AS
A FEVER, COUGHING,
AND SHORTNESS OF BREATH**

**DO NOT
VISIT TODAY**

PLEASE RESCHEDULE YOUR VISIT

Appendix C

Cleaning and Disinfecting Trucks and Heavy Equipment

1. Daily cleaning and disinfection of trucks and equipment. Required at the beginning and end of day and/or before and after each use (if used by multiple employees). See the following procedure:
 - AM Routine – using approved disinfectant, thoroughly wipe down:
 - Exterior – handles, mirrors, latches
 - Interior – all touch points, including but not limited to handles, knobs, buttons, steering wheel, seat belts, signal levers, rear view mirror, arm rest, door panels, keys, hand sanitizer bottle, etc.
 - PM Routine – using approved disinfectant, thoroughly spray and let air dry:
 - Exterior - handles, mirrors, latches
 - Interior - all touch points, including but not limited to handles, knobs, buttons, steering wheel, seat belts, signal levers, rear view mirror, arm rest, door panels, keys, hand sanitizer bottle, etc.
2. All company-owned trucks will have at least one (1) 16-ounce (oz) hand sanitizer at all times.
 - All employees must apply hand sanitizer each time they leave for a job, return from a job, run an errand, eat a meal, or use a tool or piece of equipment with bare hands. Hand sanitizer application should be consistent with CDC hand sanitizing protocol.

Cleaning and Disinfecting Office and Shop

3. Daily cleaning and disinfection of Office and Shop. Required three times per day and after each visitor leaves the premises. See the following procedure:
 - Routine – using approved disinfectant, thoroughly wipe down common areas and frequently used/touched items, including but not limited to:
 - Exterior – Door handles, key pads/locks
 - Interior – Door handles, keypads, kitchen, office supply room, bathroom, faucet handles, counters, office tools (staplers, printer/copier, etc.), toilet handles, light switches, time clock, time clock pen, etc.
 - Individual employees are responsible for cleaning and disinfecting their offices and workstations.
 - Employees using office and shop equipment with bare hands will be expected to wash or sanitize their hands before using any commonly shared equipment, tools, and appliances. Hand washing and hand sanitizer application should be consistent with CDC hand washing and/or hand sanitizing protocol.

Hand Tools and Equipment

4. To decrease the potential for COVID-19 exposure, all employees are asked to use the same piece of equipment each day. It is the responsibility of the employee to clean and disinfect their hand tools and equipment before and after each use (if multiple employees are using)

5. For heavy equipment, one employee may be assigned to each piece of equipment. It is the responsibility of the foreman and/or supervisor to determine the crew member assigned to each piece of equipment. The crew member will be responsible for cleaning and disinfecting their equipment before and after each use (if multiple employees are using).

Fuel Pumps and Gas Cans

6. It is the responsibility of the foreman to ensure that vehicles and equipment are filled with gas at the end of each day. To fuel vehicles and fill gas cans, the following protocol must be followed:
 - Put on approved latex disposable gloves;
 - Complete appropriate forms/information on clip boards;
 - Fill vehicle or gas can with gas and return gas pump to holster;
 - Complete any other additional forms/information on clip boards;
 - Use provided disinfectant wipes to wipe gas nozzle, clip board/pen, and surrounding area; and
 - Return items to stored location(s)

Mechanic Protocol

7. TruNorth Landscaping mechanics have the highest risk of exposure due to the amount of interactions per day they have with employees of the Company. To ensure their safety, please follow the vehicle and heavy equipment cleaning/disinfectant protocol (above, item #1).
 - Scheduling and noting repairs: When any equipment, vehicle, or trailer is in need of repair, employees are expected to follow the pre-established tag-out system. If an employee needs to notify the mechanic(s), do so by either 1) calling/texting, or 2) if meeting face-to-face, wear face covering (mask, gaiter, face shield) and/or maintain social distancing protocol.
 - It is the responsibility of the employee to sanitize and disinfect the vehicle or equipment before leaving with the mechanic.
 - Questions: Any urgent questions should be asked by either 1) calling/texting, or 2) if meeting face-to-face, wear face covering (mask, gaiter, face shield) and/or maintain social distancing protocol.

Appendix D – EPA-Approved Disinfectants for COVID-19

EPA Registration Number	Product Name	Company	Contact Time (in minutes)	Formulation Type	Surface Types	Use Sites
92589-1	BioBuster	Envyss LLC	10	Dilutable	Hard Nonporous (HN)	Institutional
68959-11	HYPO-CHLOR Neutral 0.25%	Veltek Associates Inc	5	Ready-to-use	Hard Nonporous (HN)	Institutional
71355-1	Virocid	CID Lines NV	10	Dilutable	Hard Nonporous (HN)	Institutional
39967-137	Virkon S	Lanxess Corporation	10	Dilutable	Hard Nonporous (HN)	Institutional
1043-119	SPOR-KLENZ Ready To Use	Steris Corporation	10	Ready-to-use	Hard Nonporous (HN)	Institutional
1043-129	Vesta-Syde SQ64 Ready-to-Use Disinfectant	Steris Corporation	10	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional
71355-2	Kickstart	CID Lines NV	10	Dilutable	Hard Nonporous (HN)	Institutional
1677-158	Vortexx	Ecolab Inc	10	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional
1677-209	Octave FS	Ecolab Inc	10	Dilutable	Hard Nonporous (HN)	Institutional
68660-11	Proxitane® AHC	Solvay Chemicals LLC	10	Dilutable	Hard Nonporous (HN)	Institutional
65402-3	VigorOx SP-15 Antimicrobial Agent	PeroxyChem LLC	5	Dilutable	Hard Nonporous (HN)	Institutional
72372-1	B-Cap™ 35 Antimicrobial Agent	PeroxyChem LLC	Consult user manual	Vapor (use in conjunction with VHP generator)	Hard Nonporous (HN); Porous (P)	Institutional
58779-4	Vaprox Hydrogen Peroxide	PeroxyChem LLC	Consult user manual	Vapor (use in conjunction with VHP generator)	Hard Nonporous (HN); Porous (P); Food Contact	Institutional
42048-4	Sterilant Sani-Cide EX3 (10X) RTU	Steris Corporation	10	Ready-to-use	No Rinse (FCNR)	Institutional
66171-7	Synergize	Celeste Industries Corp	10	Dilutable	Hard Nonporous (HN)	Institutional
1043-91	LpH®	International	10	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional
1677-250	Synergex	Steris Corporation	5	Dilutable	Hard Nonporous (HN)	Institutional
4822-592	Hygeia	Ecolab Inc	5	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
		S.C. Johnson & Son Inc	5	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential

4822-530	Fantastik® All-Purpose Cleaner	S.C. Johnson & Son Inc	3	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
88049-2	2.2% Sodium Hypochlorite Solution	Ameriplus Inc	0.5 (30 seconds)	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential
95337-1	Arm & Hammer Essentials™ Disinfecting Wipes	CR Brands Inc	5	Wipe	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
5185-505	The Works® Basic Disinfectant Toilet Bowl Cleaner	Bio-Lab Inc	10	Dilutable	Hard Nonporous (HN)	Institutional; Residential
4822-594	Scrubbing Bubbles® Bathroom Disinfectant	S.C. Johnson & Son Inc	5	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential
4822-593	Windex Disinfectant Cleaner	S.C. Johnson & Son Inc	5	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential
89900-2	Scrubbing Bubbles® Disinfectant Restroom Cleaner II	S.C. Johnson Professional	5	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
89900-3	Fantastik® Multi-Surface Disinfectant Degreaser	S.C. Johnson Professional	5	Ready-to-use	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
5813-58	Spruce-ups	The Clorox Company	4	Wipe	Hard Nonporous (HN)	Institutional; Residential
5813-109	Say Q	The Clorox Company	10	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential
5813-113	CDW	The Clorox Company	4	Wipe	Hard Nonporous (HN)	Institutional; Residential
84150-2	Mitersaw Lysol® Brand Cling & Fresh Toilet Bowl Cleaner	GOJO Industries Inc	5	Wipe	Hard Nonporous (HN)	Institutional; Residential
777-70		Reckitt Benckiser LLC	0.5 (30 seconds)	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential
47371-192	H&S Chemicals Division of Lonza LLC		10	Dilutable	Hard Nonporous (HN)	Institutional; Residential
5813-89	Formulation HWS-32 Clorox Toilet Bowl Cleaner with Bleach	The Clorox Company	10	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential
67619-16	Clorox Commercial Solutions®	Clorox Professional Products Company	10	Ready-to-use	Hard Nonporous (HN)	Institutional; Residential

	Toilet Bowl Cleaner with Bleach1						
777-89	Lysol® Brand Clean & Fresh Multi-surface Cleaner	Reckitt Benckiser LLC	3	Dilutable		Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
5813-122	Clorox Splash-Less Bleach1	The Clorox Company	6	Dilutable		Hard Nonporous (HN)	Institutional; Residential
4091-23	Mold Armor Formula 400	W.M. Barr & Company Inc	0.5 (30 seconds)	Ready-to-use		Hard Nonporous (HN)	Institutional; Residential
4822-606	Fangio	S.C. Johnson & Son Inc	10	Ready-to-use		Hard Nonporous (HN)	Institutional; Residential
4822-607	Lauda	S.C. Johnson & Son Inc	5	Ready-to-use		Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
4822-608	Gurney	S.C. Johnson & Son Inc	5	Ready-to-use		Hard Nonporous (HN)	Institutional; Residential
4822-609	Stewart	S.C. Johnson & Son Inc	3	Ready-to-use		Hard Nonporous (HN)	Institutional; Residential
5813-73	Clorox Everest	The Clorox Company	0.5 (30 seconds)	Ready-to-use		Hard Nonporous (HN)	Institutional; Residential
5813-98	Lite	The Clorox Company	1	Ready-to-use		Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Institutional; Residential
5813-99	Wave	The Clorox Company	1	Wipe		Hard Nonporous (HN)	Institutional; Residential
62472-2	Kennelsol HC	Alpha Tech Pet Inc	10	Dilutable		Hard Nonporous (HN)	Institutional; Residential
777-82	Lysol® Brand Deodorizing Disinfectant Cleaner	Reckitt Benckiser LLC	10	Dilutable		Hard Nonporous (HN)	Institutional; Residential
9402-14	Hitman Spray	Kimberly-Clark Global Sales LLC	5	Ready-to-use		Hard Nonporous (HN)	Institutional; Residential
9402-17	Hitman Wipe Scrubbing Bubbles®	Kimberly-Clark Global Sales LLC	6	Wipe		Hard Nonporous (HN)	Institutional; Residential
4822-548	Multi-Purpose Disinfectant	S.C. Johnson & Son Inc	5	Pressurized liquid		Hard Nonporous (HN)	Residential
75277-2	Freak Glyclean	Method Products Inc	10	Ready-to-use		Hard Nonporous (HN)	Residential
71654-5	Hard Surface Cleaner Scrubbing Bubbles®	The Chemours Company FC LLC	10	Ready-to-use		Hard Nonporous (HN)	Residential
4822-613	Bathroom Disinfectant	S.C. Johnson & Son Inc	5	Ready-to-use		Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Residential
5813-93	Grime Fighter	The Clorox Company	10	Impregnated materials		Hard Nonporous (HN)	Residential

10897-108	Hasa Bleach 6% Scrubbing Bubbles® Power Stain Destroyer Non-Bleach	Hasa Inc	5	Dilutable	Hard Nonporous (HN); Food Contact Post- Rinse Required (FCR)	Residential
4822-614	Toilet Bowl Disinfectant Scrubbing Bubbles® Bubbly Bleach Gel Toilet	S.C. Johnson & Son Inc	10	Ready-to- use	Hard Nonporous (HN)	Residential
4822-617	Bowl Disinfectant SBT 2 to 1	S.C. Johnson & Son Inc	10	Ready-to- use	Hard Nonporous (HN)	Residential
66251-2	Concentrate Veterinarian Type	Melaleuca Inc	10	Dilutable	Hard Nonporous (HN)	Residential
1839-100	Disinfectant	Stepan Company	10	Dilutable	Hard Nonporous (HN)	Residential
5813-118	Dash	The Clorox Company	10	Ready-to- use	Hard Nonporous (HN)	Residential
5813-105	Clorox Multi Surface Cleaner + Bleach Clorox Scentiva Bathroom Disinfecting	The Clorox Company	1	Ready-to- use	Hard Nonporous (HN); Food Contact Post- Rinse Required (FCR)	Residential
5813-115	Foam Cleaner Lysol®	The Clorox Company	5	Ready-to- use	Hard Nonporous (HN)	Residential
777-128	Laundry Sanitizer	Reckitt Benckiser LLC	5	Dilutable	Porous (P) (laundry presoak only)	Residential
5813-106	Axl	The Clorox Company	1	Ready-to- use	Hard Nonporous (HN)	Residential
5813-86	CBW	The Clorox Company	10	Impregnated materials	Hard Nonporous (HN)	Residential

List updated 7/16/2020

Reference: Pesticide Registration, "List N: Disinfectants For Use Against SARS-CoV-2 (COVID 19)." *United States Environmental Protection Agency (EPA)*, July 17, 2020. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

Appendix E – CDC Hand Sanitizer Application Protocol



Reference: "Clean Hands Count for Safe Healthcare." Center For Disease Control (CDC). <https://www.cdc.gov/patientsafety/features/clean-hands-count.html>

Appendix F

Enhanced Social Distancing Protocols

1. Lunch
 - All employees are responsible for practicing social distancing during lunch and breaks.
2. Crew Transportation
 - All employees are responsible for ensuring that social distancing and/or face covering protocol is followed when in a company-owned vehicle. Windows should be rolled down to increase ventilation when in a company vehicle as often as possible. Employees must wear face coverings (neck gaiters, masks, shields, etc.) even if social distancing is achievable in a vehicle.

Appendix G – Office Safety Protocol

1. Practice frequent and thorough hand washing with soap and water consistent with CDC hand washing protocol.
2. Practice social distancing protocol; when in common areas or shared areas, a face covering must be worn.
3. In offices of more than one person, maintain social distancing protocol and wear a face covering.
4. Stay home if you are sick and avoid close contact with others who are sick.
5. Self-monitor daily for signs and symptoms of COVID-19.
6. Practice respiratory etiquette, including covering coughs and sneezes with a tissue or elbow; avoid touching eyes, nose, or mouth.
7. Each employee is responsible for cleaning/disinfecting their own space, including but not limited to door handles, file cabinets, drawer handles, light switches, phone, keyboard and mouse, writing utensils, surfaces, and other frequently touched items.
8. An employee will be assigned weekly to disinfect office common areas at least three (3) times during the work day using EPA-approved disinfectants (see Appendix D) consistent with Appendix C.
9. Employees using office equipment, tools, and/or appliances should wash or sanitize their hands prior to touching any commonly shared office equipment, tools, and/or appliances.
10. Visitors will be asked to complete a health screening upon entry into the office and will be required to wear a face covering when in the office or shop areas.

When mail is retrieved from the mailbox a pair of latex disposable gloves should be worn and a Clorox wipe brought to wipe the mailbox door and handle.

Appendix H – Mechanic and Shop Protocol

1. Daily disinfecting of the shop with EPA-approved disinfectant (see Appendix C).
 - Common Areas (performed by office-assigned staff):
 - Exterior – Door handles, key pads/locks
 - Interior – Door handles, keypads, kitchen, office supply room, bathroom, faucet handles, counters, office tools (staplers, printer/copier, etc.), toilet handles, light switches, time clock, time clock pen, etc.
 - Individual employees are responsible for cleaning and disinfecting their offices and workstations.
2. Practice appropriate hygiene to mitigate exposure.
 - Limit touching of face;
 - Proper handwashing or approved hand sanitizer; and
 - When sneezing be sure mouth and nose are covered.
3. Proper disinfecting of commonly used work area or tools.
 - Disinfect desk, computer, phone touch points and mouth piece after use.
 - Disinfect any tools after each use.
4. Practice social distancing protocol in work area
5. Cover nose and mouth using a provided neck-gaiter or other face covering.
6. Limit face-to-face visits by vendors or anyone outside the company unless social distancing protocol is followed or all parties wear a face covering.
7. Deliveries by local vendors will be left outside of the entry door to the Mechanics area on a pallet labeled "Parts Deliveries".
8. When the weather permits, doors should be open to improve ventilation.
9. Disinfecting and/or sanitizing of vehicles and equipment as noted in Appendix C before AND after performing repairs or service.
10. To the greatest extent possible, utilize electronic or mobile devices for communication.
11. Utilize proper PPE to minimize exposure and cross contamination.
12. All receipts should be placed in the plastic file holder on the wall near the time clock.
13. Wash or sanitize hands before each use of the timeclock and/or timeclock pens.

Appendix I – Cleaning/Disinfecting Protocol for Suspected or Confirmed Cases

TruNorth Landscaping has adopted the following protocols for cleaning and disinfecting the facility, vehicles, equipment, and tools in the event of a suspected or confirmed case of COVID-19.

Suspected and/or Confirmed Cases

1. All areas used by the employee will be closed off. Vehicles, equipment, and tools used by the employee will be separated and use will be discontinued.
2. Within the facility and vehicle(s), windows and doors will be opened during regular business hours to increase air circulation.
3. After 24 hours (or as much times as possible if less than 24 hours), all facilities, vehicles, equipment, and tools impacted will be thoroughly cleaned and disinfected.
 - a. When cleaning, designated employees involved in the cleaning and disinfecting process will wear PPE, including gloves, gowns, face coverings,
 - b. Designated employees involved in the cleaning and disinfecting process will be asked to wash their hands often, consistent with CDC handwashing protocol, or use hand sanitizer often, consistent with CDC hand sanitizer application protocol.

Once the facility, vehicle, equipment, and tools have been appropriately cleaned and disinfected, it can be opened for use.

Employees without close contact to the employee(s) with the suspected or confirmed case may return to work immediately after cleaning and disinfecting has been completed.

[Click here](#) for additional information from the CDC on cleaning and disinfecting facilities, equipment, and tools.

[Click here](#) for additional information from the CDC on cleaning and disinfecting vehicles.

Appendix J – Response Plan for Suspected and Confirmed Cases

If an employee of TruNorth Landscaping has a suspected case of COVID-19, then TruNorth Landscaping will:

- Require the employee to not report to work and seek medical advice;
- Request a symptomatic employee receive a COVID-19 test that is scheduled within 3 days of the onset of symptoms OR require a non-symptomatic employee who has been directly exposed to quarantine consistent with local health department orders;
- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the facility, vehicle, tools, and equipment used or affected by the employee have been thoroughly cleaned and disinfected (see Appendix I); and
- Require the employee to not report back to work until they have met the CDC, MiOSHA, and Michigan House Bill 6032 requirements to return to work.

If an employee of TruNorth Landscaping has a confirmed case of COVID-19, then TruNorth Landscaping will:

- Require the employee to not report to work and seek medical advice;
- For confirmed cases of COVID-19 only: immediately notify the local health department;
- Notify all employees, visitors, vendors, and/or clients who may have come into contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire facility, vehicle, tools, and equipment, or affected parts thereof (depending on employee's responsibilities/tasks within the past 14 days), is thoroughly cleaned and disinfected (see Appendix I);
- If necessary, close the work area and/or facility, until all necessary cleaning and disinfecting is completed;
- Communicate with employees about the presence of a suspected or confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen;
- Require the employee to not report back to work until they have met the CDC, MiOSHA, and Michigan House Bill 6032 requirements to return to work, including but not limited to approval from the local health department and/or primary care physician.