



POLICY & PROCEDURES

Covid-19 policy during outbreak

Due to the outbreak of the Covid-19 virus, *Garafraxa Turf Inc.* effective March 1, 2021 will be continuing normal landscape duties, while practicing a safe and clean work environment by following the guidelines below.

1. If you are sick in anyway contact the office and stay home.
2. Do not leave your personal vehicle until another crew leaves the yard. (Start 15min after other crew has left shop if needed)
3. All employees to use their own personal delegated equipment (i.e. truck, weed eaters, movers, hand tools, etc.).
4. Always use your own Personal Protective Equipment.
5. All employees must have a distance to 2 metres when dealing with the public If there is a Second employee, they are to sit at the rear passenger seat, while in the truck and wear a mask
6. Mandatory hand sanitizer for employee use in each truck/trailer
7. Garafraxa Turf Inc. office has imposed a "Locked Door" policy to public. If you need to contact office please call 519 787-2522 or email jim.spencer@garafxaturf.com
8. All consultations to take place outdoors, and to remain 2 meters apart.
9. Respect personal space - 2 metres of personal space. Social distancing in common areas - 2 metres personal space.
10. Crews are not to overlap into other trucks (i.e. no mixing of crews on site or in trucks).
11. Use one person to handle material when possible (i.e. Each type of equipment, personal bundle of bricks, etc.
12. Be aware of personal hygiene for blowing noses (use Kleenex, hand sanitizer and no spitting).
13. If you stop at public washrooms, wash / sanitize your hands as well (suggested before and after entering a public washroom.)
14. Each employee to wipe down their area and the truck before and after a shift. (Commonly used areas)
15. "Out of Country" – Mandatory self isolation for 14 days.
16. Strict Garbage Policy - Nothing picked up by hand or gloves (use garbage pickers that can be sterilized).
17. All personal garbage kept separate in vehicles and disposed at office.
18. Water to be provided for hand washing.
19. We will only work for clients who have been notified and want us there.

For more information or for any questions: contact **Jim Spencer cell: 519 654-8369**