



GREEN HORIZONS LANDSCAPE & MAINTENANCE, INC. considers the health and safety of our employees and customers our priority. With that in mind, we would like to provide you with the following information on how we are taking precautions regarding the coronavirus (COVID-19).

We realize that the COVID-19 situation is constantly changing and we are doing our best to stay informed and make any necessary or recommended adjustments to our operations while continuing to service our valued customers and communities. Currently our office and our jobs sites are all conducting work and where possible office employees are working from home remotely or working a staggered shift.

Keeping the Workplace Safe

We have advised our employees to protect against bacteria and viruses by doing the following:

- Wash your hands frequently for at least 20 seconds with soap & water or hand sanitizer alcohol based with minimum 60% alcohol at all job-site locations.
- Cover your coughs and sneezes with a tissue and immediately discard
- Avoid touching your face (eyes, nose and mouth)
- Additional cleaning of personal work space items that are frequently touched, such as car doors, steering wheel, phones, hand tools, and power tools with cleaning spray or wipes.
- We have also adopted a “no hand-shake policy.” Consider a fist bump, elbow bump or bow instead.

Communication

The Company recognizes that effective communication is a key element during this and has established the following guidelines:

- We have provided our employees with a Fact Sheet on what the Coronavirus is, symptoms to look for, who is at risk and how it is spread.
- Any Employee who may show signs or symptoms of illness would be instructed to stay home and take adequate sick days or Emergency FMLA as required (HR6201) Families First Coronavirus Response Act.

We are following recommendations from the County of San Diego Department of Environmental Health and will continue to stay informed. As management, we are doing our best to make changes to our operations as necessary and thank you for your flexibility and understanding as we navigate this difficult time with our communities. As new developments occur, we are committed to taking care of our employees while continuing to provide a service to our valued customers. If you have specific questions or concerns, please contact us by email customerservice@greenhorizonsmaint.com