

# Phase 1 Landscape Services and Outdoor Maintenance Industry COVID-19 Requirements

For the purpose of this document, “landscape services” shall include gardening, lawn care, design, greenery and hardscape maintenance, arboriculture, and other substantially similar activities.

“Outdoor maintenance” shall include window and power washing, roof cleaning, outdoor extermination, and other substantially similar activities.

Many people involved in landscape services and outdoor maintenance are independent contractors or sole proprietors who work alone. To the extent that any provision is *entirely* inapplicable to a single-person operation, it need not be followed. For example, Standard 6, below, refers to commuting with other employees and, therefore, has no bearing on a single-person operation.

## Safety and Health Requirements

All businesses covered by this document have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer’s COVID-19 policies.
- **Maintain minimum six-foot separation between staff and customers in all interactions at all times.** When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee on the jobsite unless their exposure dictates a**

**higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.

- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A site-specific COVID-19 Supervisor shall be designated by the employer at each job site with six or more employees to monitor their health and enforce this COVID-19 safety plan.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. It is unlawful for an employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.

**All landscaping business activities are required to comply with the following COVID-19 worksite-specific safety practices:**

Always educate your employees on the company's COVID-19 Safety Plan. If possible, implement daily all-hands communications within the company to inform, educate and reinforce standard operating procedures, safety plan and possible next steps. The situation remains dynamic and employees need to understand this is a fluid action plan that is being discussed regularly and may change frequently. Clearly communicate changes as needed.

All businesses and individuals engaged in landscape and outdoor maintenance services must create a daily log of all customer interactions and maintain that daily log for 30 days, including telephone/email contact information, time of interaction. This will facilitate any contact tracing that might need to occur.

The guidelines below pertain to outdoor workplaces. However, in the event the landscape or outdoor maintenance company has an office location, more attention needs paid to guidelines specific to indoor spaces and the procedures needed to maintain a safe indoor working environment.

**Social Distancing:**

1. Gatherings of any size must be prevented by taking breaks, performing activities and lunch in shifts. Any time two or more persons must meet, ensure minimum six feet of separation. Stagger crew start times to minimize congregation at office/shop locations.
2. Identify and control “choke points” and “high-risk areas” at locations where workers and members of the public typically congregate or pass so that social distancing is always maintained.
3. Eliminate client contact whenever possible. Do not knock on the client’s door to announce yourself.
4. When customers are present, maintain six-foot social distance from customers.
5. Whenever possible employees will drive separately to job sites, only one person per vehicle.
6. If employees meet at a central location and travel to job site in company owned vehicles, assign one truck to one crew and do not rotate. Follow social distance and PPE requirements as described in [Coronavirus Facial Covering and Mask Requirements](#).

**Sanitation and Cleanliness:**

7. Minimize or eliminate use of shared equipment and tools. If tools are shared, sanitize between use according to CDC guidelines. Sanitize all tools daily after use according to CDC guidelines.
8. Sanitize jobsite upon arrival and departure (gate handles, hoses, etc.) to meet CDC guidelines.
9. Enforce cleaning and sanitation protocols for all common spaces including trucks, equipment, and the breakroom, locker room and restroom.
10. Frequently clean and disinfect commonly touched objects and surfaces in any workplace such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs and restrooms.
11. Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.
12. Tissues and trashcans must be made available throughout the worksite.

### **Sick Employee Plan:**

13. Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
14. Ask employee to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
15. Have employees inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
16. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
17. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

### **Training:**

18. All on-site employees must be trained on the worksite's policies, these requirements and all relevant sanitization and social distancing protocols. They must also be trained about COVID-19 and how to prevent its transmission. This can be accomplished through weekly safety meetings, where attendance is logged by the system, supervisor, or COVID site supervisor.

### **Visitor Log:**

19. When there is a face-to-face customer interaction, create a daily log of all customers and maintain that daily log for 30 days, including telephone/email contact information, and time in. This will facilitate any contact tracing that might need to occur.

**No landscape services or outdoor maintenance businesses may operate until they can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Currently operating landscape service and outdoor maintenance professionals must be in compliance no later than May 15, 2020.**

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covidcompliance>.