



5601 Harrison St.
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March 13th, 2020

Dear Sun Valley Landscaping Team Members and Families,

As the risk of contracting COVID-19 is escalating in the Omaha Metro, we have decided to take more extreme measures to protect our employees and their families, our clients, and the livelihood of our business operations.

Because we are a service-based business, we cannot afford to have this virus enter our company walls. We need our people to remain healthy so we can continue to produce revenue, and so that we can all can keep working and bring in income to our households. We are taking this very seriously and every team member is expected to do the same.

Below I have outlined precautions that we will start implementing **effective Monday, March 16th**. Our goal is to separate people that perform different types of work so that we minimize possible cross-contamination. The supply yard is in contact with several people each day and we consider these employees to be the most vulnerable. Our current plan is outlined below:

FIELD STAFF & FIELD SUPERVISORS

- Employees will disinfect steering wheels, door handles and tools and equipment handles, **daily**
- Employees **will not enter** the office building unless absolutely necessary and should maintain 3ft distance from people
- Employees will avoid shaking hands, hugging, or any close contact with other people
- Employees will not participate in face to face meetings. These will be done via phone call, video, text message.
- Employee will use designated porta potty for field staff. Wash hands thoroughly and wipe down any surfaces touched prior

SALES STAFF – CLIENT FACING

- Employees will avoid shaking hands or hugging people when on sales calls. Stay at least 3ft away as much as possible
- Employees will use the office bathroom only
- Employees will not participate in face to face meetings. These will be done via web and phone call. We will be getting a Zoom account.
- Employees will disinfect steering wheel and door handles to car **daily**
- Employees will disinfect personal workspace, door handles, keyboard, mouse and cell phone **daily**
- All networking activities are suspended until April 16th.

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OFFICE STAFF

- Employees will avoid shaking hands, hugging, or any close contact with other people as much as possible
- Employees will use the office bathroom only
- Employees will not participate in face to face meetings. These will be done via web and phone call. We will be getting a Zoom account.
- Employees will disinfect personal workspace, door handles, keyboard, mouse and cell phone **daily**
- All networking activities are suspended until April 16th.

YARD (this is the most at-risk part of our company)

- Employees will be required to wear latex gloves and change them **once per hour**
- Employees should be using hand sanitizer and washing their hands frequently, changing gloves each time
- Employees will be required to use disinfectant on phones, door handles, keyboard and desk **once per hour**
- Employees will use the designated porta potty for yard staff. Wash hands thoroughly and wipe down any surfaces touched prior
- Employees should not go into office unless absolutely necessary and should maintain 3ft distance from people
- Employees will not participate in face to face meetings. These will be done via phone call, video, text message.

ADDITIONAL PRECAUTIONS

- MOST IMPORTANT THINGS YOU CAN DO SEVERAL TIMES PER DAY: wash your hands, cover your cough with elbow, stay home if you are sick with fever and/or cough
- Any time you are disinfecting, wear a clean pair of gloves and then throw away after disinfecting
- Avoid attending large events in your personal time
- Take extra precaution in your household with similar measures
- All meetings will now be held digitally until April 16th

A company webinar will be held on Sunday, March 15th at 5pm to address this plan and you will have opportunities to ask questions. The webinar can also be viewed later if you are not available during that time. Thank you in advance for your cooperation. I am looking forward to putting this behind us very soon.

All the Best,

A handwritten signature in black ink that reads "Ashly Neneman".

Ashly Neneman, General Manager

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