

Statement

Green Scene Landscaping Inc. takes pride in continuously striving to enhance customers experiences when using our service. Due to the current state of our country and province we have implemented some safety measures to make our processes most convenient for homeowners all over the GTA. Virtual meetings and designs, online galleries, online quotations and contracts are some of many practices available through our virtual portal that have been put into effect for customer convenience and now can be in our best interest and practice during this pandemic situation. We will make any accommodations necessary to ensure that you are able to speak to us. Please contact us and we will work together to set up a phone or video call to work together. Below outlines how Green Scene Landscaping Inc. recognizes and responds to our current situation.

Policy:

- This policy is based on a mutual relationship of trust and empathy between Green Scene Landscaping Inc towards its employees, partners, clients and potential clients.

Process:

- This is a thoughtful and intentional process put in place to provide employees and our business flexibility as a contingency plan to enable continuity during an emergency / pandemic situation.

Purpose:

- Research by the World Health Organization (WHO) indicates that pandemics have the potential to lead to high levels of illness, death, social disruption and economic loss. In the event of an influenza pandemic, businesses have the opportunity to play a key role in protecting their employees' health and safety, and that of their customers/ clients. The first step is to ensure that protocols for responding to the threat of a pandemic are included in an emergency response plan.

Responsibilities

- Upper Management is responsible for maintaining constant communication and directives with its employees during a pandemic period.

Procedure:

We are closely monitoring the advice given by Public Health, and as a result Green Scene Landscaping Inc has implemented the following procedures.

1. Identify a reliable source of information and communicate that information to employees on a regular basis.
2. Keeping our offices closed to office staff as well as potential & current clients.
3. Restrict workplace entry of people with influenza symptoms.

4. Clean surfaces that are touched frequently such as handles, doorknobs, desks, tools, phones, keyboards, coffee machines, fridges and countertops etc.
5. Increase social distance for clients and potential clients (move meetings online or to telephone where possible, avoid unnecessary travel, cancel or postpone non-essential meetings, gatherings or workshops. Introduce staggered lunch times).
 - Introductory meeting between potential clients and Green Scene Landscaping to be held over the phone or via virtual applications such as Zoom, FaceTime, WhatsApp etc.
 - Supplier or product catalogues available both on PDF for emailing purposes and online directly through supplier's website.
 - On site measurements. Homeowners presence is not required; however, you can choose to interact or ask questions via a window. If absolutely necessary, both gloves and masks are available, and a no-handshake procedure is strictly in effect.
 - Pictures and Virtual tours available on website and YouTube allowing customers to view Green Scene Landscaping Inc. most recent projects from their own home.
 - All quotations and or contracts to be sent via email or DocuSign which allows client to sign and agree online as opposed to a face to face meeting.
 - Payment options for deposits & progress payments have been increased to 4 to 5 multiple payments, to allow Email Transfer payment restrictions to be met.
6. For on field staff, we will only hold outside meetings while maintaining social distancing protocols.
7. Exposed or unwell workers will be forced to stay home.

Workplace

1. Under the Occupational Health and Safety Legislation, employees have a right to refuse work if they have reasonable grounds to believe that it would compromise their health or safety.
2. Green Scene Landscaping Inc put in place preventive measures and made safety products available to its employees.
3. Each employee has a duty to report any dangerous situations to their supervisor.
4. Green Scene Landscaping Inc then has a duty to take remedial action by having the workplace health and safety committee and/or representative investigate. In some cases, a government health and safety officer may be involved to investigate as well.

Office:

1. Green Scene Landscaping Inc. has asked any employee not feeling well (symptoms of cold or flu), to stay at home and consult with their doctor and with Green Scene Landscaping Inc.

2. Green Scene Landscaping Inc. has adopted a “no handshake policy;” until further notice.
3. Green Scene Landscaping Inc. has limited the total amount of office staff to zero, by asking staff to work from home.
4. Employees who cannot work from home (Field Staff) are expected to exercise the following prevention measures:
 - Wash hands regularly
 - Disinfect direct contact surfaces like handles and buttons.
 - Cough or sneeze into your elbow (or into a tissue that you immediately dispose of, and then wash your hands)

On-site best practices

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to keep job sites open. All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives issued by the Chief Medical Officer of Health. In addition, below are a set of resources, tips and best practices to help employers prevent the spread of COVID-19.

Construction Site:

1. Safety is always a priority on job sites and managing the risk of COVID- 19 will be no exception.
2. Field staff cannot work from home; thus, Green Scene Landscaping Inc. strongly encourages employees to take every measure to reduce risk. Project Managers must enforce strict sanitary standards.
3. Project sites are to run under regular operations. The Foreman and/or Project Manager is responsible for keeping a safe and operational site.
4. If a worker requests to leave the jobsite because they are not feeling well, they will be permitted, no questions asked.
5. The Job site will be kept sanitized following these simple steps: (Sheet available in workers job booklet)
 - Wash your hands often and well
 - Foreman will ensure to clean and disinfect and wipe down any & all hand held machinery, heavy equipment and tools at start of day, during the day and at end of day during clean up of site.

- Do not share your tools or your PPE
- Cough or sneeze into your elbow
- Avoid handshaking and be respectful of personal space (Social Distancing)
- If you experience symptoms of cold or flu, stay home strongly encourage employees to take every measure to reduce risk.
- For project update/progress meetings, we will only hold outside meetings while maintaining social distancing protocols; 2-meter distance

Protecting yourself and your co-workers

1. Coronaviruses are spread through close contact, including at work. Here are some helpful tips to help prevent the spread of germs:
2. Wash your hands often with soap and water or alcohol-based hand sanitizer.
3. Sneeze and cough into your sleeve.
4. If you use a tissue, discard immediately and wash your hands afterward.
5. Avoid touching your eyes, nose or mouth.
6. Avoid contact with people who are sick.
7. Stay home if you are sick.
8. Avoid high-touch areas, where possible, or ensure you clean your hands after.
9. Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
10. Wash your clothes as soon as you get home.
11. If you are ill: notify your supervisor immediately, complete the [self-assessment](#) and follow the instructions you get.

On-site sanitation

Coronaviruses are spread person to person through close contact, including at work. While employers always have an obligation to maintain clean worksites, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic.

As an employer, our focus is on:

- Having access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer
- Washroom facilities with hand washing stations
- Sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment, residential units)

- Avoiding the sharing of hand tools and power tools. If sharing is necessary, enable sanitization of Shared equipment.
- Posting signage on hygiene in English and the majority workplace language so everyone can understand how to do their part

https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fshare-facts.html