



# COVID-19 GUIDELINES

As one of the fastest-growing commercial landscaping services in the United States, ManageMowed is taking the COVID-19 outbreak very seriously. During this difficult time ManageMowed remains committed to the health and safety of not just our team members but also of our valued customers across the country.

In response to these events, we have made significant changes to operations across our whole company, following and often exceeding the recommendations of public health authorities.

## Sanitation and Safety

We require our employees and vendors to follow the general practices recommended by the Centers for Disease Control (CDC) to help prevent exposure to coronavirus:

- Wash hands with soap and water frequently for at least 20 seconds. If soap and running water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Implement social distancing (staying at least 6' feet apart).
- Stay home if you are sick and avoid close contact with people who are sick.
- Employees and vendors are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Practice respiratory etiquette, including covering coughs and sneezes, and avoiding touching your eyes, nose, or mouth with unwashed hands are encouraged.
- When in public, wear a cloth face covering, especially when other social distancing measures are difficult to maintain.

## Employee Protocols

- Employees who are not required to be on customer sites performing landscaping or those employees assigned to the critical and continued operation of the business entity will be working remotely.
- There should not be more than 10 employees on-site, and when employees are on site 6' social distancing should be strictly enforced. The offices should remain closed to the general public while this policy is in effect.
- Employees must have the information technology and infrastructure needed to support multiple employees who may be able to work from home, and cross-train employees to perform other tasks.

## Vendors and Field Staff

- Vendors must understand and be sensitive to the public's concern about COVID-19 transmission.
- Vendors should utilize the fewest number of employees that can safely carry out work at a site, and their crew members should drive separately to the site whenever possible.
- Only the driver should be allowed to touch the controls anywhere in the vehicle.
- Gloves should be worn by employees when pumping gas.

## Client Protocols

- Contact with clients should be executed via email, phone calls, video teleconference, when possible.
- If in-person contact is required, we will maintain social distancing of 6 feet at the client's or customer's property, or when communicating with the general public.
- Communicate with clients about the current status of allowable work in your state or locality

**We are committed to helping keep essential services open and continuing to maintain our customers' landscaping. We thank you for your interest in ManageMowed and ask that you please take care of yourselves and one another.**

