



Landscape Logic COVID Update 3-19-20

Breaking news on the spread of the coronavirus (COVID-19) has become part of our daily life in recent days; we would like to communicate the current Landscape Logic team response. Perhaps we can address some of your questions and concerns on what this global pandemic means to you, our families, friends, co-workers, customers and suppliers.

As we navigate these uncertainties, our two major objectives are to

- 1) Consider the well-being and safety of our team members, customers and community.
- 2) Support the effort to slow the spread of the virus. In other words, we want to do our part to help "flatten the curve."

Our office is open to staff, but we are requesting visitors to make appointments only.

It is our intent to move forward with our 2020 pre-season preparation. We currently have crews in the field working on new landscape installation projects and shoreline protection work. In the coming weeks we will be adding our landscape maintenance crews to our field operations as we begin working on properties for the season. We intend to continue to provide high-level care to our clients' properties in 2020.

Effective today (3-19-20) we are taking the following steps:

- If you are not feeling well, stay home. Self-quarantine regardless of the kind of illness you are experiencing. If you believe you have been exposed to COVID 19 we ask that you self-quarantine for 14 days.
- **Social Distancing**
- We are limiting access to the office. We know that our clients may be more interested in meeting with us outside of our office location and we are happy to do that. If you need to come to the office to meet with us, we ask that you make an appointment so that we can plan accordingly.
- We will limit face to face meetings with staff.
- We will continue to leverage text messaging, video messaging, email, and other forms of communication that limit person to person contact.
- Crews will report directly to their vehicles in the morning and a manager will meet them in the yard for direction on the day. Crews are not to report to the office in the morning or in the afternoon.
- If staff members have HR issues or circumstances that fall outside normal work flow, please contact your manager via phone. When in doubt, communicate with your manager.

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- **We Have Ramped Up Cleaning Efforts**

We encourage team members to increase their attention to sanitation of our work environment.

- Regularly use the hand sanitizer stations that are installed throughout the office.
- Follow the CDC guidelines on handwashing posted in key locations in the office.
- Follow the CDC on prevention
 - Avoid shaking hands
 - Cover coughs and sneezes
- Ask crews to wipe down trucks and equipment interiors at the beginning and end of your work day.
- Ask office staff to wipe down, phones, keyboards, door knobs, light switches and other high touch areas at the beginning and end of the day.

As for our valued customers, we want you to know that we are thinking of you too. **Please know we are available, and we will be working.** If you see our crews on site, please practice social distancing. They will be told to do the same. If you elect not to have our crews on your property, please let us know.

Our team will continue to monitor this rapidly changing global health event. We thank you for your continued trust and patience. If you have concerns that have not been addressed in this message, please send an email or give us a call.

Thank you so much for your understanding. Let's get through this together!

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