

WORKPLACE HEALTH CONDUCT | ALL SYLVAN STAFF

The following are **mandatory** processes for preventing the possible spread of COVID-19.

TRAVEL

- **TWO (2) PEOPLE PER TRUCK**
- All other crew members must commute to jobsite using personal vehicle
 - Drivers (Personal Cars) Reimbursement Terms
- **PACKED LUNCHES ONLY.**
 - **DO NOT USE** gas stations/convenience stores unless for bathroom emergencies

SOCIAL DISTANCING

- Only FIVE (5) team members on a jobsite at once.
- Only TWO (2) persons in a trailer or truck at once.
- **NO** shaking hands or touching team members and clients.
- Always stay SIX (6) feet away from others.
- **DO NOT COME TO WORK IF YOU OR SOMEONE YOU LIVE WITH FEELS SICK**
- **BEFORE & AFTER WORK | AVOID** public places such as gas stations and convenience stores

PERSONAL PROTECTIVE EQUIPMENT

- Employees must wear normal PPE (glasses, vest, hat) at all times.
- Masks to be on person at all times & worn during periods of potential near-distancing.
- **Work Gloves must be worn AT ALL TIMES.**
- Latex/Nitrile gloves only to be worn when sanitizing equipment or using pesticides.

TRUCKS

- Drivers must sanitize trucks **TWO (2) TIMES DAILY** using Lysol wipes or spray bottles & paper towels.
 - 1) **Lunch Break**
 - 2) **End of Day**
- Dispose of **ALL** trash every day.
- DO NOT use forward-facing air vents in the trucks.
- Do not leave personal belongings in trucks or machines.
- **WASH HANDS with handwash station provided in trucks before eating, drinking or touching face.**

EQUIPMENT

- Skid Steers & Excavator | **After each use, wipe down all handles, door knobs, controls, etc.**
- Sanitize handles on weed eaters, mowers, shears, and all other handheld powered equipment.

OFFICE & GARAGE

Daily Maintenance | Wipe down the following commonly-used surfaces EVERY DAY

- Door Handles & Tables
- Printer | Water Cooler | Coffee Machine
- Bathroom