



**Ecological Concerns Incorporated dba Central Coast Wilds  
MEMORANDUM**

Date: April 3, 2020

To: All Staff

From: Josh Fodor, President  
Jon Laslett, Director of Operations  
Maddie Ginn, Phytosanitary BMP Manager  
Ecological Concerns Incorporated (ECI) dba Central Coast Wilds (CCW)

Subject: **Ecological Concerns dba Central Coast Wilds COVID-19 Social Distancing Safety Protocols for Nursery Operations**

This memorandum has been prepared to summarize the Social Distancing Safety Protocols that have been recently implemented for nursery operations that we have determined to be “Essential” and allowable under the six (6) Bay Area and Santa Cruz County Shelter In Place Order issued March 31 2020 (Local Orders), and the State of California Executive Order N-33-20, issued March 19<sup>th</sup> 2020 (State Order). It has also been prepared to comply with Section 5. of the Local Orders, which states:

*All Essential Businesses are encouraged to prepare, post, and implement a Social Distancing Protocol at each of their facilities at which they are maintaining operations, as reflected in Appendix A.*

**Social Distancing Safety Protocols Context**

As described in ECI letters prepared on 3/23/2020 in response to the State Order and 4/1/2020 in response to the Local Orders, many nursery operations have been determined to be essential. These letters are available for review upon request. The nursery operations at CCW which we are continuing to perform are:

- Performed outdoors
- Performed by a single member of the staff in the nursery office
- Performed in isolated areas within the nursery without public interaction
- Performed by lone individuals or small teams that are able to work with appropriate distance between staffers (minimum 6ft)

Thus, these operations are inherently low risk for COVID-19 transmission. However, we take very seriously the great responsibility that comes with the performance of Essential work during this pandemic. Thus, the following Social Distancing Safety Protocols have been implemented to further mitigate and minimize any risk of COVID-19 transmission resulting from our nursery operations.



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## **ECI Social Distancing Safety Protocols for Nursery Operations**

- As a baseline, all staff must comply with the minimum social distancing requirements of the Local Orders, as follows:
  - *j. For purposes of this Order, “Social Distancing Requirements,” means:*
    - i. *Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit (except to the limited extent necessary to provide care, including childcare, adult or senior care, care to individuals with special needs, and patient care);*
    - ii. *Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;*
    - iii. *Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands); and*
    - iv. *Avoiding all social interaction outside the household when sick with a fever or cough.*
- All CCW employees are entitled to a no-questions-asked leave of absence during the COVID-19 pandemic as needed to ensure employees comfort level with their personal safety and the safety of their families. Communication for leaves of absence should follow the standard call-in procedure, e.g. notifying your supervisor prior to the start of the work day(s) from which an employee will be absent.
- CCW has implemented a zero tolerance policy for coming to work while sick. If an employee is experiencing symptoms of illness, including but not limited to coughs and fevers, it is mandatory that they stay home.
- If a member of an employee’s household is experiencing symptoms of illness, including but not limited to coughs and fevers, it is mandatory that the employee stay home.
- Additional signage has been added to restrict user access in the nursery office and to encourage sterilization around the nursery grounds.
- CCW staff have been directed to minimize use of the office. One staff member is permitted use at any given time. One additional staff member can access the office on an as-need basis where social distancing requirements (6ft apart) are followed.
- CCW staff are encouraged to use personal cell phones to check emails.
- CCW staff have been directed to perform all work which does not require a physical presence at the nursery facility from home offices.
- CCW staff have been directed to sanitize touch surfaces in the nursery office frequently and prior to use by another employee (including but not limited to all phones, the credit card machine, computer screens, computer keyboards, computer mice, door handles, and light switches).
- The nursery is closed to the public. Pickups outside of the nursery gate are permitted given remotely processed transactions. Gloves are worn to handle any paperwork that has been handled by customers.
- The nursery gate is closed at all times with the exception of deliveries in and out of the nursery. The gate locks are sanitized before and after use.
- Deliveries from UPS to the nursery are delivered onto a pallet by the authorized UPS personnel. Deliveries are handled only when staff are equipped with gloves.
- Plant deliveries off site are permitted for essential projects, but no contact between the nursery staff and the client’s staff at the delivery site may occur.
- CCW staff have been directed to sanitize all tools and hoses before and after use in all propagation areas with a 70% isopropyl alcohol solution.



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- Sharing of tools and equipment will be minimized, and touch surfaces of any shared tools and equipment will be sanitized prior to exchange between users.
- Hands will be washed or sanitized on a regular basis throughout the work day, at a minimum this will be done before and after eating or drinking, and before or after contact with any surfaces likely to be touched by the public, such as railings, gates and locks, etc.
- Work will be conducted at a minimum of 6' spacing between employees, and employees will maintain a minimum distance of 6' from any members of the public.
- No sharing of food or beverages will be allowed.
- All Employees have the right and obligation to stop work on any project if they feel there is a safety issue to be addressed. This is not a new policy, but bears reiteration here for two reasons: First, in light of COVID-19, some activities that may have formerly been considered safe may now be considered unsafe. Second, safety is more important than ever due to the virus' impact on our health care system and the potential for more difficulty than normal in receiving emergency care. Look out for your fellow employees and the public, and make safety the number one priority at all times.

### Summary

In summary, CCW believes that, due to the inherently low risk nature of our projects in respect to disease transmission, and in light of the Safety Protocols outlined above, we are able to proceed with our Essential nursery operations in a safe and responsible manner.

If employees, other stakeholders, or members of the public have any questions related to the above protocols or suggestions for additional protocols to further improve safety or reduce risk, please contact me directly at the phone number or email below.

Sincerely,

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