



March 19, 2020

To Our Valued Customers,

Today I am writing you on behalf of our entire team of 1,100 landscape industry professionals throughout California and Nevada.

Our country and industry face challenges unlike anything we've seen in our lifetimes. The Corona virus is rapidly spreading through the country, causing distress in financial markets, lines in grocery stores, and unease in society. Government response is calling for "social distancing," and increasingly, "shelter in place" orders, which mandate a full cessation of operations, except for "essential businesses."

I want you to know that Landscape Development, Inc. and its affiliated companies, Enhanced Landscape Management, The Design Group @ LDI, and LandDev Energy – have all taken urgent and serious precautions against the Corona virus. Early on we adopted all recommended practices to protect our employees and all those with whom we come in contact. Our field workers are safe themselves and are working safely with those around them. They operate in small groups of three or four and work outdoors in open air settings. They use all appropriate protective gear and are able to keep appropriate social distances for these work settings.

The following are currently in place:

- Full social-distancing work rules.
- Cleaned and disinfected offices, vehicles, and equipment.
- Most office staff is working from home, with a small skeleton crew at each location for emergencies. Phone lines are redirected as appropriate.
- All staff working with virus proactive / protective tools and materials. (*A complete guide to LDI's Corona virus response is attached.*)

Importantly, we have unilaterally granted our entire staff additional paid sick time off – up to ten days for any illness whatsoever, to keep employees home should they have colds, flu, or anything that would compromise themselves or others. It's important you know we have had no known exposure or infections.

We will continue conducting ourselves according to the CDC and best practice guidelines. After that, our highest priorities are your priorities

Like you, we're doing everything we can to beat this threat. And, we're striving earnestly to continue performing productive work on your behalf - while also providing steady paychecks for our people in all our work settings.

The situation is highly dynamic and changes nearly by the hour. Differing governmental locales have issued varying work and shelter in place orders, slowing or stopping business. In most areas however, landscape construction and maintenance are considered "essential services," and are thus excluded from the mandates of shelter in place orders.

This is good news and means our staff of 1,100 professionals are permitted and ready to achieve your landscape goals, according to your direction and schedules. Currently, our suppliers and subcontractors are functioning, we are not experiencing shortages, and we are able to meet your



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construction and maintenance schedules. All our offices have been in contact with local jobs and customers to respond to individual needs and requests.

Our mission is to “Make our clients’ lives easier and give them peace of mind.” Today, “Peace of Mind” is in short supply for many people and companies. **Know that our intention right now and through this crisis, is to provide you peace of mind in all things landscape. Count on us!** We’re fully committed to you and will do everything safely and legally compliant to take care of your concerns and keep your projects on track.

Please contact me personally at 661-295-1970 should you have any comment or questions.

Be safe - and may we all return to normalcy soon.

Sincerely,

Gary Horton, CEO
Landscape Development, Inc.



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LDI CORONA VIRUS PROTOCOL – SICK LEAVE & RELATED INFORMATION
V3 - MARCH 16, 2020

The novel coronavirus (COVID-19) has implications for many workplace concerns, including our employees' health and safety, leaves of absence, sick time, travel, and impacts on pay. LDI management has been monitoring the coronavirus situation, reviewing the latest news, and determining appropriate actions to care for and protect our work force. We recognize the seriousness of the situation and are taking the following actions:

1. **Modified Sick Leave Policy.** Effective immediately, all employees will be allowed to take up to 10 paid sick days if they meet one of the following conditions:
 - a. Are ill with any communicable disease- colds, flu, or similar.
 - b. Have been exposed to the coronavirus through contact with infected individuals or travel to high risk areas (i.e., Italy, China, etc.). Some kind of evidence of exposure will be required.
 - c. Are infected with the coronavirus - Medical certification will be required for sick time pay benefit and for return to work clearance.
 - d. Are quarantined due to potential exposure. This would be a medically required or public agency-required quarantine and would require certification that quarantine is required. Self-quarantines related to personal fears of exposure will not qualify.

2. **Requiring/Encouraging Sick Employees to Stay Home.** One of our goals is to reduce exposure to coronavirus and other illnesses, such as the common cold or flu. Experts agree that reduction to virus exposure is one of the most successful ways to protect employees and others. Here are some important factors to consider:
 - a. Employees should be encouraged to stay home when they are ill, especially in cases where they experience fever, coughing, congestion, sniffing, and other cold or flu-like symptoms.
 - b. Managers should send employees home in cases where the employee is experiencing flu-like symptoms and potentially could spread illnesses to others. This will require sound judgment by managers and supervisors to determine when it is appropriate to send an employee home.
 - c. Every manager should immediately begin to identify positions that can work from home, both from a practical standpoint in terms of the job they perform and also in terms of whether they have or can be provided with the right tools and technology to perform their jobs.

3. **Workplace Safety and Hygiene – General.** Employees should be reminded about proper hygiene and protection in the workplace. This includes:
 - a. Reminding employees about the importance of washing their hands often and always after using the restroom. This is the #1 practice for reducing both the exposure and spread of viruses. All LDI locations should immediately, if they have not done so, purchase and provide antibacterial soap for use in all handwashing locations.
 - b. Reduce or eliminate physical contact with others in the workplace – replace handshakes with polite greetings or fist pumps; avoid congregating in crowded places; and reduce proximity of face-to-face contact.
 - c. Reduce travel when possible – consider options such as skyping, teleconferencing, etc. as alternatives to conducting our business.
 - d. Keep work surfaces clean, especially shared surfaces. This includes regular wipe-down (with disinfectant wipes) of door handles, telephone handsets, conference room tables, kitchen areas and appliances, and other surfaces. Every LDI location should immediately procure and provide disinfectant wipes for this purpose as well as assign common area “wipe-down” duties to employee(s).
 - e. Do not share personal items with others (e.g., utensils, combs, brushes, gloves, safety glasses, Chapstick, drinking cups or glasses, etc.)

4. **Workplace Safety and Hygiene – Field.** In addition to general safety recommendations, above, field employees should be reminded of the following. Account Managers and Superintendents must review these items with Foremen and monitor to ensure appropriate actions are taken.
 - a. Disinfect personal/assigned tools and equipment at the beginning and end of each workday. All work sites/dispatch locations will be provided with disinfectant supplies (solution and wipes). All areas of tools and equipment that employees touch, handle, or in any way come into physical contact with need to be disinfected.



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- b. Disinfect shared tools and equipment any time they are being transferred to, loaned, or used by another employee. All areas of tools and equipment that an employee has touched, handled, or comes into physical contact with must be disinfected before being used by another employee. This also applies to vehicle surfaces that are shared.
- c. Avoid touching unsanitized surfaces in public restrooms and porta potties. Disinfectant wipes will be provided for all crews as they become available. Unfortunately, at this critical time, there is a backlog of supplies and orders in many areas and we are doing everything we can to procure these.
- d. As much as possible, keep a safe distance from others and avoid large group gatherings. Take extra care in Company vehicles to avoid touching, cover coughs, and properly dispose of trash (napkins, tissues, etc).
- e. Wear all assigned Personal Protective Equipment; all field work must be done while wearing safety gloves, eye and hearing protection.

These actions are in response to a known threat and are designed to protect our employees. Please be clear -- This is not a panic situation, rather it is a deliberate set of activities with the purpose of eliminating or reducing a known health hazard. The Modified Sick Leave will be in place until such time as LDI deems it is no longer necessary. Items 2 and 3, above are practical and sound practices that should always be observed. If you have any questions or need additional information, please contact Human Resources.

Additional Reference Material (*available upon request or through LDI's Intranet*)

- State of California Benefit Information – includes information and links on filing for Disability, Paid Family Leave and Unemployment. State benefits are available for coronavirus-related exposure, illness, and quarantines. Nevada state benefit information is also forthcoming and will be posted.
- COVID-19 Fact Sheet



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