# **GENERAL GUIDELINES FOR PROTECTING AGAINST THE COVID-19 PANDEMIC**

As the risk of contracting COVID-19 is increasing throughout the United States, it is imperative that every person and every business take appropriate measures to protect themselves, their employees, customers and families. Here are some basic guidelines you can implement for your plant nursery, garden center, greenhouse, landscape company, equipment/supply company or other agribusiness.

# **BASIC PRECAUTIONS**

* Keep business units separate whenever possible
* Wash your hands frequently
* Avoid touching your eyes, nose or mouth
* Avoid shaking hands, hugging or other close contact
* Cough/sneeze into a tissue or your elbow if no tissue is available
* Stay home if you are sick
* Wear disposable gloves when cleaning/disinfecting
* Avoid gatherings of more than three people at work and maintain appropriate distance from others
* Avoid face-to-face meetings; conduct web-based meetings whenever possible

# **OFFICE & SALES STAFF**

* Restrict the use of restroom facilities to office personnel only and disinfect surfaces
* Disinfect personal workspace, including phones, keyboards and desktops daily
* Disinfect doorknobs, push bars and cabinet pulls daily
* Disinfect steering wheels, dashboards and car door handles daily

# **FIELD STAFF & SUPERVISORS**

* Use designated restroom facilities and disinfect surfaces
* Disinfect tools and equipment handles daily
* Disinfect steering wheels, dashboards and car door handles daily
* Do not enter the office unless necessary and maintain appropriate distance from others

# **RETAIL AREAS**

* Use designated restroom facilities and disinfect surfaces
* Disinfect tools and equipment handles daily
* Disinfect cash registers, credit card processors, phones and countertops daily
* Disinfect customer carts and baskets after every use
* Wear disposable gloves when engaging customers or handling customer items
* Maintain appropriate distance from customers
* Provide complimentary hand sanitizer for customers
* Offer phone/online orders with curbside pick-up

# **Visit the CDC website for updated information and recommendations**

# [**https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)