

Blue Jay Irrigation COVID-19 Policy

1.1 Health and Safety Policy Amendment

As stated in our health and safety policy.

It is the policy of this company that every employee is entitled to work under the safest possible conditions while at work. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation.

Blue Jay Sprinkler Systems Inc., Blue Jay Irrigation Niagara Inc. and Blue Jay Irrigation Group Inc. (hereinafter referred to as Blue Jay Irrigation) will endeavour to maintain a safe and healthful workplace. It will provide safe working equipment, training, and necessary personal protection, and, in the case of injury, the best first aid and medical service available to this company.

Due to current events regarding COVID-19, Blue Jay Irrigation have deemed it necessary to amend our current health and safety procedures and below you will find instructions / measures to limit the spread and protect the public as well as our employees from the virus as we continue to offer our services. If there are any questions or concerns with any of these instructions / measures, please contact a member of the Leadership Team by phone or email. All policy amendments were created on March 26th, 2020 with the current recommendations of the Government of Ontario and the guidelines set forth by the London Middlesex Health Unit. If updated information or guidelines are released after this date, they will be held as our new standard of operation.

Current Revision (2) - April 23, 2020

1.2 Declaration of Essential Service:

Blue Jay Irrigation has reached out for assistance in properly interpreting the list of essential services as directed by the Ontario Government. Including industry leaders, Blue Jay's legal team, and Local Associations Blue Jay Irrigation is a member of, (i.e. Landscape Ontario), our MPP's and our local Municipalities for a clear understanding. We have concluded that under term #20. Businesses that provide maintenance, repair and property management services strictly necessary to manage and maintain the safety, security, sanitation and essential operation of institutional, commercial, industrial and residential properties and buildings; and term #30. Residential construction projects where. A footing permit has been granted for single family, semi detached and townhomes, an above grade structural permit has been granted for condominiums, mixed use and other buildings, or the project involves renovations to residential properties and construction work was started before April 4, 2020; Blue Jay Irrigation does fall under the terms for an essential service for both or service work and installation. Our retail store and office do not and will be closed.











1.3 Blue Jay Irrigation Shop and Office Closure:

All buildings where Blue Jay Irrigation operates will continue to be closed off to staff as well as the general public. This means changing areas, coffee services and bathroom facilities will not be accessible to our staff. The normal smoking areas will also be moved and expanded to allow for proper social distancing. At our London site the location will move to the grassed area along Seagull Road and Blue Heron Drive, and in Niagara the front lawn and inside back fenced compound, we ask you stay two meters apart while smoking. Please arrive to work in uniform with everything you require to begin your shift. Inventory and tool items needed for work will need to be requested before starting each shift to allow a leadership team member to pick it and stock it on your van. These changes were created to limit employee contact at the shop to the vehicle which they are assigned. The Leadership Team will be retrieving old files and replacing them with current ones as well as delivering ordered items to each van before the start of the shift each day. Cintas cleaning services will also be on hold. We have access to use the pants, but each employee will be required to launder their individual pants along with uniform tops. All employees are expected to come to work each day in a freshly laundered uniform as per the recommendations of the Health Unit.

1.4 Self Assessment:

Each day employees are required to assess themselves for COVID-19 symptoms and/or whether they have been in close contact with someone who has it. Please use the Middlesex Health Unit Self Assessment Guidelines and online Self Assessment to help determine if you need to seek further care. If you determine you are at risk, it is essential that you do not come to work and begin the recommended isolation period. Please notify your immediate supervisor as soon as you determine you are at risk to allow us to contact anyone you may have compromised to ensure the safety of our customers and our staff. If you have to cough/sneeze, please cough/sneeze into your elbow – not your hands. If you are feeling unwell, please stay at home to avoid spreading any illness to other staff and those involved with our projects. See the symptoms chart and guidelines from the Health Unit below.

1.5 Symptoms Chart:

| Symptoms | Coronavirus Symptoms range from mild to severe | Cold Gradual onset of symptoms | Flu Abrupt onset of symptoms |
|--|---|-----------------------------------|---------------------------------|
|  Fever | Common | Rare | Common |
|  Fatigue | Sometimes | Sometimes | Common |
|  Cough | Common* (usually dry) | Mild | Common* (usually dry) |
|  Sneezing | No | Common | No |
|  Aches and pains | Sometimes | Common | Common |
|  Runny or stuffy nose | Rare | Common | Sometimes |
|  Sore throat | Sometimes | Common | Sometimes |
|  Diarrhea | Rare | No | Sometimes for children |
|  Headaches | Sometimes | Rare | Common |
|  Shortness of breath | Sometimes | No | No |

Sources: World Health Organization, Centers for Disease Control and Prevention

2) Changes to Shift

2.1 Start of Shift:

Each day you will arrive to work with your vehicle keys and a charged tablet. You will automatically be timed in for your regular start time each morning and morning meeting messages will be delivered to you in your schedule package. Questions about your schedule can be discussed with a phone call to your immediate supervisor. Monday safety meetings will be conducted through GoToMeeting starting at the normal time of 7:00. We recommend you arrive and be in your vehicle ready for the meeting to start at 7:00. We have introduced a staggered shift start for service technicians to allow for more social distancing.

2.2 Company Vehicles:

Only those assigned to a vehicle can enter the cab, storage areas, or trailers of that vehicle. There will be no shifting of crew members or vehicles until further notice. Please wipe the sitting areas and all contact points such as steering wheel, door handles, etc. of each vehicle when you return to the shop each day. For install trucks, all team members will be provided with re usable masks to use while riding in the vehicle on the way to and from the job site. We will not be permitted in the vehicle for coffee runs or lunch.

2.3 Working Distance (Including Breaks):

Please always maintain 2 metres of separation between employees. Contact crew members through text messages or phone and maintain these distances during all breaks. This includes working out of trailers or vans. Only 1 person is permitted to work inside an enclosed trailer or van at a time. The only time more than one person will be inside a vehicle is under transport.

2.4 Breaks:

Please sit at least 2 metres away from other employees during all breaks. To limit the need for transportation and limit exposure during the day please bring your own lunch, water supply and any snacks needed for each day. Crew water jugs will not be available until further notice. Please try to use bathrooms on your break or at lunch where possible and drive alone if needed to the nearest washroom you feel comfortable using. Be certain to wash your hands before exiting the bathroom and sanitize before entering the vehicle.

2.5 Customer Contact:

Blue Jay Irrigation will require that our customers be home for each visit to assist our technicians with water turn on/off, and if needed assist with conventional controllers in basements. This will allow technicians to avoid entering private dwellings while performing all required work from outside. Systems without outside water shut off will be strongly encouraged to install a plastic ball valve on the main line at the start up to allow our technicians to troubleshoot valves and leaks from the outside. Under no circumstances will any employee be required to enter a private dwelling they do not feel is safe and furthermore, Team Members will be prohibited from entering a residence of a customer displaying any signs or symptoms of COVID-19 (please refer to symptoms chart).

2.6 End of Shift:

At the end of each scheduled day a "shop time" call will be added which you will time into when you get back to the shop. This call will be used to submit a parts order via text or email; and will allow you to make sure all paperwork is completed and, in your file, along with receipts and anything else that needs to be submitted to the office. When you are done, you will time out of your shop time call, web sync, and this time will be used as your end time for your shift. Vehicle keys, cell phones and tablets are to be taken home and will be under the care of the assigned employee. To prevent theft, damage, and/or lost goods these items are not to be stored in your vehicle.

2.7 Tools and Equipment

All tools and equipment will be single user only, do not share tools especially between vehicles or the operations of equipment throughout the day. Tools will need to return to and remain in the fit kits they came from to avoid contamination. All hand tools and equipment will be wiped down at the end of shift each day.

2.8 Bathroom Accessibility

We have purchased camping toilettes for emergency use as well as provided portable washrooms at the shop for use. Each portable washroom will have a maximum of 4 technicians assigned to it for use. Do not use one you are not assigned to.

3) Personal Protection Measures.

3.1 Hand Protection:

All employees will be **required** to wear gloves while working. Both work glove and plastic gloves will be provided by Blue Jay Irrigation for use. All employees **MUST** sanitize hands **EVERY TIME** gloves are taken off, please follow the glove removal technique pictured below to prevent contamination during removal. Each vehicle will be provided with waterless alcohol-based hand sanitizer and Lysol spray and wipes for controllers, doorknobs, and vehicles. Hand cream will also be available to help combat the damage of the sanitizer and multiple hand washings.

3.2 Proper method for Glove Removal:



3.3 Hand Washing Techniques



3.4 Additional Personal Protective Equipment (PPE)

Blue Jay Irrigation will supply plastic gloves, work gloves, antiseptic spray with wipes, soap and a limited supply of face masks. Taps outside the building will be available to wash your hands at the end of each shift with the supplied soap. The above additional supplied PPE is for work use only and is single user only. Do not share PPE. Discard disposable items after each use and launder/sanitize reusable items each day.

3.3 London Health Unit Guidelines to prevent the spread



3.5 Pandemic Training:

Worksite Safety Compliance Center is offering a short online course on pandemic awareness. It covers all the basics from spread to prevention, and includes treatment. Blue Jay Irrigation will require every employee to take this short course so we can be unified with our knowledge regarding the current pandemic. Follow the link below to take the course and please send your certificate of completion to a Leadership Team Member.

<https://worksitesafety.ca/product/training/online/coronavirus-covid-19/>

3.4 Additional Policy Amendments:

If you have any ideas to help improve this policy, please contact the Leadership Team by phone or email and make your suggestions. Our workplace has vastly improved over the years due to the efforts and input from our Team Members.

3.5 Right to Refuse Work:

This is a reminder that all employees can refuse work where they have reasonable grounds to believe they could become infected. Workers should first raise concerns with their immediate supervisor and explore how to limit the risk. If the response does not mitigate the risk, as an employee you can refuse to work. Each situation must be responded to individually. Accommodations will be made for workers who fear exposure due to living with elderly or vulnerable family members.

Statement Appendix:

Link to Ontario Governments list of essential services:

<https://s3.amazonaws.com/files.news.ontario.ca/opo/en/2020/03/list-of-essential-workplaces-2.html>

4.0 COVID-19 Policy Acknowledgement

I acknowledge that I have received and read a copy of the Blue Jay Irrigation COVID-19 Policy and agree to adhere to it.

Name of Employee: _____ (Please Print)

Signature: _____

Date: _____

The following pages are statements released by our Government and local associations and municipalities regarding COVID-19:

Lawn care and grass maintenance during COVID-19 (City of London)

Friday, April 17, 2020

In response to questions about lawn care, landscaping and lawn maintenance businesses as essential services, the City is providing the following information.

Lawn Care and Landscaping Operations

Landscaping and lawn care businesses that are providing services strictly for safety, security or sanitation purposes will be allowed. These services include lawn cutting, dethatching, rolling, clearing yard and garden debris, and aeration. This is to ensure that properties remain safe, property standards are met and that grass is maintained to help prevent ticks and mosquitoes in tall grass and standing water. Landscaping projects that are to beautify or for aesthetics only will not be permitted.

Lawn care and landscaping businesses with questions about the Provincial list of essential businesses and services can continue to call the Province's 'Stop the Spread' Business Information Line at 1-888-444-3659.

Landscaping businesses and individual operations should continue to follow all of the health precautions from the Middlesex-London Public Health Unit including:

- Stay six feet away from each other (physical distancing)
- Avoid all non-essential gatherings of any size
- Stay home from work and other activities if you are sick
- Self-isolate if you have travelled outside of Canada
- Wash your hands with soap and water frequently (for at least 20 seconds)
- Cover coughs and sneezes with your sleeve or cough and sleeve into your elbow
- Clean and disinfect high touch areas frequently

This information is subject to change based on further COVID-19 developments. For information about impacts of COVID-19 on City programs and services, please continue to visit london.ca/covid-19.

City parks maintenance, lawn care and landscaping during COVID-19

Over the coming weeks, City of London crews will begin outdoor maintenance of parks, golf courses and sports fields. While this annual spring maintenance is important, modifications in services are being made to protect health and well-being of the community and City of London workers during the COVID-19 pandemic. As well, the work being done is for the purposes of safety, security and sanitization.

Starting this week, crews will begin maintenance of City golf courses including cutting greens only on these courses. Beginning in May, crews will begin removing park litter and garbage, maintaining irrigated sports fields, cutting fairways and tees on golf courses, and trimming grass in parks along pathways, a measure to allow physical distancing for those using pathways.

"This maintenance is important to protect the natural spaces across London and to ensure the security of our parks and fields so they are not significantly or irreparably damaged during this time," says Scott Stafford, Managing Director, Parks and Recreation. "We're focusing on service and maintenance that will allow us to safely re-open spaces when emergency orders are lifted".

During this time, City workers will be maintaining physical distance while completing work and only one employee per maintenance vehicle. The City of London continues to follow all guidelines from local, provincial and federal health officials to slow the spread of COVID-19 in our community while maintaining essential services.

While Londoners will see work proceeding in some areas of the City, residents are reminded that playgrounds, skate parks and multi-use courts, City sports fields, community gardens, off-leash dog parks and golf courses remain closed until further notice in an effort to help slow the spread of COVID-19. We continue to ask for the public's adherence to the closure of these recreation spaces.

Defining Landscape Gardener (Taken from Landscape Ontario)

Landscape Gardener Exemption

Following a meeting with officials from Landscape Ontario and the Ministry of Labour, regarding the interpretation of certain exemptions within the Employment Standards Act, 2000, a fact sheet was developed by the Employment Standards Program to provide clarity to LO members on how exemptions are interpreted for the purpose of determining compliance.

The document will serve as the basis of the ministry's operational policy and be shared with field staff to ensure consistency in the interpretation and enforcement of the legislation. Some of the highlights include a brief history of the act, what defines and does not define a landscape gardener, as well as issues of overtime and holidays.

The definition of the exemption follows.

Excerpt from Employment Standards Act, 2000 Policy and Interpretation Manual (2015 – Release 1, February 2015) published by Carswell Chapter 31.5.1 ...

The Program's view is that a person employed as a landscape gardener is engaged in work that directly involves the modification or maintenance of land for a purpose that is substantially aesthetic (as contrasted with utilitarian). Generally, the exemption will apply to employees engaged in:

- Landscape maintenance (e.g. raking, watering, weeding)
- Planting or moving plants including hedges, trees or shrubs
- Preparing the ground for planting
- Caring for established lawns
- Trimming, pruning and maintaining plants including hedges, trees, and shrubs
- Installing rock gardens, ponds, and planters
- Park gardening
- Golf course greens-keeping
- Installation and maintenance of irrigation systems (including both drip lines and sprinklers) where the irrigation system contributes to sustaining and maintaining plants (including sod, trees, shrubs and flowers). [Previously, the Program's position was that these activities were not subject to the exemption. However, the position changed in light of the Ontario Labour Relations Board's decision in AWS Irrigation Management Inc.*]

The Program considers employees engaged in the following activities to fall outside the definition of "a person employed as a landscape gardener":

- Persons employed by a landscaping company who do not perform landscaping work (e.g. administrative employees, landscape architects/designers, and truck drivers).
- Builders of retaining walls for purely, or substantially, structural purposes
- Installers of lighting systems
- Persons involved in weed spraying of roads and industrial sites (See Re Andrews Agrichemicals, 1992 CarswellOnt 1143, E.S.C. 3049.)

<https://horttrades.com/defining-landscape-gardener>

From: Nixon, Eric
Sent: Tuesday, April 21, 2020 3:32 PM
Subject: RE: Landscaping Services

Good afternoon, Dave.

Thank you for contacting MPP Bailey's Constituency Office regarding your questions about Lawn Care and Landscaping being essential services.

During a video meeting last Friday with the Premier's Office, it was brought to our attention that the latest guidance from the Province is that lawn care IS an essential service.

The guidance that we have received is that it falls under the following:

The Ministry of Government and Consumer Services for Ontario has clarified that lawn care services are considered essential:

“Landscaping, including lawn care, is an essential business under O Reg,119/20, Schedule 2 and Section 20 for the maintenance of existing features (no new construction) as they provide safety, sanitation and security to residential and commercial buildings to maintain proper day to day services”

Yesterday, I contacted the City of Sarnia regarding the above. As per a tip from a constituent, I also made the City aware that London had issued a clarification on their website on Friday, April 17th regarding these services, which you also mentioned in your email. The indication I received this morning was that Sarnia plans to update its website regarding this matter, which will provide some clarification about what is permitted.

In the correspondence that I have had with other business owners, I have advised anyone doing work or having work done to ensure that all social distancing guidelines are being followed whenever possible. Additionally, I have advised businesses to carry a copy of the current Essential Workplaces list with them at all times (or have one posted in their workplace) with the relevant sector(s) highlighted that pertain to their business.

I hope that provides you with some helpful information. If you have any questions about the above, please contact me directly and I'll try to get some further clarification for you.

Warm regards,
Eric

Eric Nixon
Office of Bob Bailey, MPP
Sarnia-Lambton

Lawn services (From City of Oakville)

There have been a number of questions about lawn services and whether they're considered an essential service.

Ontario is the deciding authority and their rules are here: <https://www.ontario.ca/page/list-essential-workplaces#section-12>

Within this, the following is noted: "Maintenance, repair and property management services strictly necessary to manage and maintain the safety, security, sanitation and essential operation of institutional, commercial, industrial and residential properties and buildings."

As a result, Oakville by-law and Halton Police will not be discouraging lawn services from operating.

Please note, none of the above requires lawn services to operate.

<https://myemail.constantcontact.com/Office-of-the-Mayor-and-Council-Update-April-13--2020.html?soid=1124487905872&aid=eMQ73mBMEWw>

Good afternoon everyone,

O. Reg. 82/20: ORDER UNDER SUBSECTION 7.0.2 (4) - CLOSURE OF PLACES OF NON-ESSENTIAL BUSINESSES

Maintenance - **20. Maintenance**, repair and property management services **strictly necessary to manage and maintain the safety, security, sanitation and essential operation** of institutional, commercial, industrial and residential properties and buildings.

Burlington residents who choose to hire or who cannot maintain their own properties in regards to landscaping (cutting grass), irrigation maintenance, weed maintenance control (Weed Man) and pool maintenance (opening and maintaining of residential swimming pools), the City of Burlington has determined that these companies performing this work, are essential businesses under Ontario Regulation 82/20 section 20- Maintenance as noted above.

This interpretation is essential for safety, visibility, noxious weed control, tree services, standing water etc., as long as the services are for **maintenance work only** and Provincial Regulations of social distancing are followed as per the State of Emergency Orders by the employees of their respective companies. Should physical distancing under the Provincial State of Emergency Orders not be complied with, a \$750.00 ticket may be issued to the offender and or company.

Thank you,

Grant Ziliotto, CPSO, CBCO
Manager of Municipal Law Enforcement, Licensing and Animal Services
Building and By Law Department

Based on your email, it appears you are maintaining the sprinklers that are required as part of the lawn maintenance (landscaping) process.

The City of Hamilton is permitting property maintenance companies (including landscaping companies) to operate under the following conditions:

- 1) The maintenance is necessary to manage the safety, security, and essential operation of institutional, commercial, industrial and residential properties.
- 2) A six foot distance is maintained from other employees.
- 3) No large crews on site (no more than 5 employees).
- 4) Consideration is given to travel (no large crews within a vehicle).
- 5) Avoidance of the public wherever and whenever possible.

If your business meets the above criteria, it is permitted to continue operation.

Hopefully this helps,

Thank you,

Licensing Administrator
City of Hamilton
Licensing and By-law Services
77 James Street North, Suite 250
Hamilton, Ontario L8R 2K3
Telephone: 905-546-2782, option 3
Email: Licensing@Hamilton.ca



2020-04-22

To Whom it May Concern,

We are living in unprecedented times.

Company-wide, we have fully complied with the mandatory shut down to help flatten the curve. Blue Jay Irrigation transitioned all office staff to working from home, we closed our retail store and shifted to curb side pick up, and we completely shut down our physical facilities.

Blue Jay Irrigation is a full-service Landscape Irrigation Company providing Design, Construction and Service for Irrigation, Landscape Lighting, Drainage and Backflow. Blue Jay strongly believes landscape irrigation is an essential business because our service offerings help protect our customers' properties from damage. This is due to flooding, vandalism, plant disease, plant material loss. Blue Jay is required to test backflow devices present on our customer's irrigation systems annually. This is essential to maintain the health and safety of our municipal water systems. Blue Jay Installation Teams are subcontracted by General Contractors whose sites are deemed essential. Blue Jay Service Teams maintain irrigation systems to ensure green spaces stay properly drained, healthy, and thriving. Additionally, our Landscape Lighting systems are designed and in place to ensure an increased sense of safety and security from vandalism, trespassing, etc., for our customers.

We are keeping our team members safe by having all service work completed by a single technician, dedicated to their own vehicle, working outdoors on private properties, and away from the general public. If a Technician needs an additional person to help them on site, that team member will arrive in their own vehicle and they will exercise the required physical/social distancing. Our work is outside in the fresh air which we believe possesses a low risk for our team. Our team members will have less contact with people at work than they will when shopping for essential items. At all times, our team members will be practicing physical/social distancing within our team, with our customers, and the public. We have a COVID-19 policy in effect for our entire organization.

As of the date of this letter, the municipalities of London, Burlington, Hamilton, and Oakville have given Lawn Care and Landscape companies the green light to complete maintenance work. We have talked to the Parks Manager, Sports Field Manager, and Golf Manager from the City of London, who have deemed our work essential to maintain the health, and current conditions of their properties. The work we are currently completing is strictly maintenance related, which falls under the Essential Workplace List section 20. We are also completing new installation on any Residential Construction Site that has been deemed essential, which requires our work to be complete so the project can be closed under section 30. The continued health of our Team, our Customers and the Public is our top priority as we look for ways to reduce exposure to the virus.

I welcome your feedback. If you have any questions or concerns, please contact me directly by email, trevorl@bluejayirrigation.com, or by phone, at 519-521-7763.

Sincerely,

A handwritten signature in black ink, appearing to read "Trevor Lively", written over a light blue horizontal line.

Trevor Lively
President