



## COVID-19 STATEMENT

EMI is taking this situation very seriously, and we have implemented procedures to safeguard our employees and our clients while minimizing disruptions. Additionally, we will adhere to local, state, and federal guidelines regarding this ongoing pandemic.

In addition to our policy of always following proper hygiene practices, EMI has implemented new procedures and guidelines with our team to create the safest environment while continuing to provide excellent service to our clients. Please review our increased safety procedures with your team.

We are temporarily delaying in-person request for proposal (RFP) meetings with our clients. If a proposal for service is requested, we will review your property separately, then contact you by phone and email when your proposal is completed.

**Account Managers/Administrative Personnel** We have enabled our staff to work from home and suggest keeping face to face meetings at a **minimum**. If face to face meetings are required, we ask that all efforts are made to have the meeting outdoors, with the recommended distance between each other.

**Production Managers** are spending limited time in the office and focusing on site visits. Our Production Manager utilize current technology to keep up to date with orders and schedules.

**Employee Services** will be onsite every day to ensure all information is up to date and address any concerns as they arise.

**Crew Members** are asked to report every day to work so we can maintain our schedules as best as possible.

Truck interiors and tools are wiped down at the end of every day with disinfectant.

We have requested for team members to direct report to job sites where applicable.

Crews are limited staff at any given site.

All staff has been instructed to stay home if they have a temperature or feeling ill. EMI is taking everyone's temperature daily. Employees with a temperature will be sent home.

We are committed to continuing to provide excellent service to our clients and to providing the safest work environment for our landscape professional. We will persevere through this endeavor together. If you have any questions, or if you would like a copy of any of our safety and training procedures, please contact us at [zrohr@landscapepros.com](mailto:zrohr@landscapepros.com).