

THE WILLOW FARM
PO Box 830
PESCADERO, CA 94060

COVID - 19 Safety Response Planning

We are still in business. As farmers and manufacturers, there are necessary tasks that still need to be completed on the ranch: ranch maintenance, animal care and crop management. We are still taking and fabricating orders but we've taken the following steps to ensure the safety of ourselves, employees and clients.

STAFF/FAMILY:

1. We are a family farm so we and our few employees, along with my partner, have taken on more ranch duties.
2. Our staff are always six feet apart. This is now a requirement, but the nature of the work and our business has always allowed for this.
3. Family members and employees cannot exhibit any symptoms of sickness at work, regardless of whether or not they align with COVID-19 symptoms.
4. All meetings held between any staff or family member must be done outside, six feet apart. No more than three people can meet at once.
5. Each staff member has his/her own set of tools. Shared machinery must be sanitized.

CLIENTS:

1. All orders/inquiries must be placed over the phone or by email.
2. No tours, site visits or meetings at this time.
3. Any documents that require a signature must be scanned, not mailed.
4. Deliveries can still be scheduled. However, the necessary amount of people and/or tools must be on-site. **One person** will be sent to deliver and he/she **may not assist** with taking things off the trailer/truck. For example, if the panels require two people to lift, two people

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(who are capable of lifting at least 30 lbs) must be on site. If the panels are too large and require more than five people, a forklift or tractor must be on site. Our freight broker and shipping companies are still operational and their employees must follow the guidelines set for them by the state and/or company.

7. Unfortunately, we can still only accept checks or direct deposit at this time. Please use your own discretion here. We can accept PayPal or Venmo for small orders/deposits but this is case-by-case basis.

We hope you are all staying safe and healthy. We are fortunate that our business allows for us to comply easily with the shelter-in-place laws. We understand this isn't the case for everyone. We are doing our best to keep people employed, safe and healthy. It is important to support small, local businesses at this time as they are being affected the most.