**VENDORS AND CLIENTS**

**Doing business with Berks Nature in Pennsylvania’s Yellow and Red phase that requires an in-person meeting**

Berks Nature recognizes COVID-19 is a threat to the health and well-being of our staff, partners, and members.

Staff can be exposed at the office, during field visits, or while on administrative business for Berks Nature.

Based on current guidance from the CDC this exposure could be from breathing in the virus, as well as touching a surface with the virus on it, then touching the face and the virus entering a mucus membrane.

Sources of COVID-19 exposure include the general public, members, landowners, partners, and coworkers.

Various staff members at Berks Nature have individual risk factors that have been shown to increase the rates of hospitalization when infected with COVID-19.

The reality is that until there is a vaccine or a more effective way to treat COVID-19, the virus will always be an issue that we will need to deal with in the coming 18-24 months.

The health of our staff, visitors and vendors are our greatest priority. Therefore,

**To keep our staff and work environment safe, Berks Nature is requiring visitors or vendors who visit the building to:**

* Have a previously scheduled appointment
* Wear a mask that covers both nose and mouth during the entire duration of your time in the building. No mask, no meeting
* Remain responsibly socially distant at 10-15 feet.
* Do whatever possible in advance of the meeting to limit the need for signatures on papers, delivery notices, provide payment etc.

**Our staff is empowered and required to refuse a meeting (in office or field) if these conditions cannot be met.** And further, empowered and required to request that you respect social distancing if they do not feel comfortable with your intrusion on their personal space.

**In order to keep you and our staff safe, Berks Nature is requiring staff:**

* Keep the office door locked and only allow persons in the office who have a scheduled appointment who are wearing a mask. Staff members must also wear masks while in the office and doing Berks Nature business. No masks, no meeting or occupancy of the building. Staff will have the option to wear an additional face shield should they so desire. During red phase staff may only be in the office 1/floor at a time and all in office meetings are prohibited unless it is specific to the maintenance of our building.
* Frequently and thoroughly wash their hands when at the office; when conducing field work, an alcohol-based hand rub containing at least 60% alcohol will be provided
* Take their temperature daily when they enter the building
* Stay home if they are sick, or think they may be getting sick
* Staying home if a household member is sick or may be getting sick since the staff person could be a vector
* Cover coughs and sneezes with elbows, not hands (and wash hands and surfaces, thoroughly)
* Work from home as much as possible
* When traveling on Berks Nature business may only have 1 person in a vehicle at a time
* Utilize video conferencing and phone calls as much as possible and limit or eliminate face-to-face meetings and travel
* Clean all door handles (interior and exterior), light switches, the copier, desk drawers/filing cabinet drawers, keyboards, mouse, telephone, and other common items/surfaces at the end of your time in the office.

**Berks Nature is requiring Staff doing field work:**

* When doing field work, reduce contact with others and maintain a 10-15-foot social distance from another individual
* Frequently and thoroughly wash their hands; when conducing field work, an alcohol-based hand rub containing at least 60% alcohol will be provided
* Only 1 person in a vehicle at a time. Staff in the field are not permitted to “hop in a car/truck” to view a property
* Are not permitted to share tools

We look forward to visiting/doing business with you and hope that you can agree to do so under these circumstances. For meetings that do not need to be The Nature Place specific, Berks Nature staff is happy to create a video conferencing option.

Thank you for your cooperation and patience. We wish you good health.

Thank you.

Kimberly J Murphy

President