

Landscape Services

Modified Landscape Management Plan

in response to COVID-19

If the current Executive Order is extended beyond April 30th, the following proposal would provide essential grounds maintenance to uphold MSU's storm water operator permit and basic safety of the campus park.

Proposed Staffing:

- **Front line staff (1585):** Existing FTE/Temp employees will be asked to voluntarily participate. The plan consists of staff being divided up into 3 teams to accomplish necessary landscape maintenance needs. Each team will have representation from each crew within our department so they can handle any essential tasks that may arise. Each team will rotate once every three weeks and report to satellite locations to minimize exposure.
- **Fleet Maintenance staff (SSTU):** Voluntary rotation would start two weeks prior so that equipment can be pulled out of storage and prepared for use on 5/1/20.
- **Front office (APA/APSA):** Staff are required to telecommute.
- **Supervisors (APSA):** Two/Three supervisors will be assigned to each team and rotate; off weeks they will continue to telecommute.
- **Beaumont Nursery (CT/1585):** Normal staffing levels for Beaumont Nursery will be resumed on a voluntary basis.
- **Golf Course (1585/APSA):** All current FTE golf course employees are required to report to work for regular shifts. Main campus teams will support as needed.

Proposed Essential Maintenance Activities:

- **Mowing:**
 - Currently we finish mow 415 acres of turf. We plan to reduce mowing areas by up to 10% in locations like Cherry Lane Park, Trowbridge RR corridor, Spartan Village, Tennis facility, Farm Lane from Mt. Hope to Red Cedar and increase natural buffer in numerous areas along the Red Cedar River.
 - Reduce mowing frequencies, all locations will be mowed bi-weekly except for Elite locations on campus as identified in Campus Master Plan.
- **Campus Arboretum**
 - Tree Injections/trimming:
 - Some trees on campus require a critical injection at critical times in the year to maintain our Arboretum. We plan to make critical injections and pesticide applications as needed.

- Reduce normal maintenance activities in our Tree Management Plan and reallocate Campus Arborists to participate in more essential maintenance tasks.
- Arborists will be available to handle any storm damage or high-risk trees that are encountered on campus.
- **Irrigation/Fountains:**
 - Only priority irrigation systems on campus will be started including all Athletics facilities, Beal Gardens, Beaumont Nursery and the Horticulture gardens. All campus fountains will remain winterized.
- **Hard Surface Maintenance:**
 - In order to stay in compliance with campus DEQ permit; roadways, parking lots and pervious pavements will need to be swept and storm water infrastructure will need to have regular inspections and maintenance.
 - Graffiti removal will be completed as needed.
- **Golf Operations:**
 - Only necessary golf course maintenance will be performed at this time in order to limit course degradation. Landscape Services main campus staff will assist Forest Akers staff as needed.
- **Gardening/landscape tasks:**
 - All areas normally needing string trimming or hand mowing will have a Plant Growth Regulator applied to reduce labor. Campus perennial plantings will be dead headed, trimmed and pruned starting with priority locations.
 - Preemergent pesticides will be applied to landscape beds to minimize weed production.
- **Litter:**
 - Maintenance crews will multi-task litter pick up while performing mowing and landscaping tasks.
- **Fleet Maintenance:**
 - New safety protocol for equipment maintenance will be implemented. Partial staffing will cover necessary operations.
- **Beal Gardens:**
 - Landscape Services will volunteer to help with necessary tasks as they arise.

Union Stakeholders

- Union stakeholders in 1585 and SSTU have been engaged to the attached plan and are in full support.

IPF Human Resources

- IPF Human resources have been engaged with this plan and conclude that leave benefits may still be available.

Budget Reduction Initiatives

- All Seasonal color installations have been canceled.
- Spring Turf program including fertilizer and pesticide application has been postponed.
- 92% of irrigation systems will remain offline.
- 10% reduction in turf mowing and extended mowing intervals.
- Extended start date for seasonal staff to May 15. Possibly replace seasonal staff with FTE RHS staffing. (budget implications for this will need to be discussed)

- Introduction/planning of more campus beautification projects utilizing Gift accounts to decrease GF, Housing, and Parking charges.
- All Fleet future purchases have been frozen.
- More to come...

Special Response – Snow, flood and storm damage.

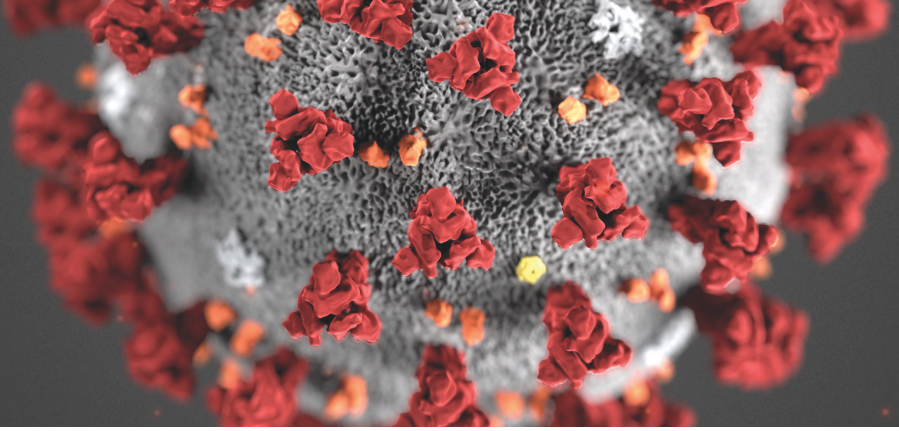
- All staff will report to campus for emergencies, manager will determine staffing levels.

Proposed Safety Protocol

Staff will have the option to not to work on campus during this crisis. If they prefer to continue training from home, or using accruals, they have the choice to do so. If they do choose to come to work, we will provide the safest work environment possible as listed below:

- Complete mandatory health assessment survey daily. All staff will be encouraged to stay informed by checking our website daily @ www.msu.edu/coronavirus.
- Each team member will be assigned to individual reporting location to minimize employee interaction and increase social distancing.
- Encourage staff to wash hands often with soap and water and avoid touching your eyes, nose or mouth with unwashed hands. Cleaning products will be provided.
- Encourage and provide safety masks during working hours.
- Avoid contact with people who are sick. Avoid large crowds in areas where viruses are prevalent. Wave to campus customers.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.
- Clean all doorknobs, light switches and commonly touched areas with disinfectant wipes daily. On last day of work week, entire substation and equipment used will be required to be sanitized.
- Follow attached policy for modified equipment and/or repair processes.
- Refrain from shaking hands, do more waving.
- Be extra vigilant about disinfecting Personal Protective Equipment (PPE) daily.
- Staff will not be required to punch into timeclock locations, all time will be input using personal mobile phone.
- Staggered start times, lunch and break time.
- Social distancing will be required including solo bathroom use. Higher standard sanitizing processes will be implemented for shared facilities.

****SEE NEXT PAGE FOR OSHA GUIDELINES****



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

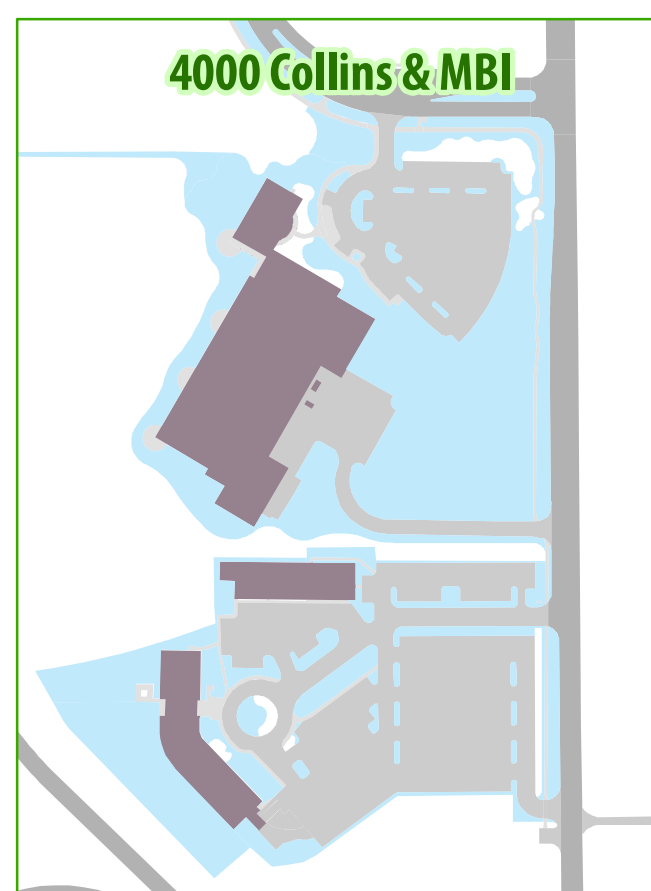
For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



Fleet Management Service Shop Covid-19 Modified Plan

- Communication between all other employees that are not listed above would be strictly by phone only. Should a piece of equipment that is being operated need service/repair, the employee would need to contact myself first, then the Operations Coordinator if I'm not available to discuss next steps in getting the piece of equipment serviced or repaired.
- The piece of equipment will be required to be cleaned and left outside in a designated area.
- We will then bring the piece of equipment in for service/repair and then contact the operator and supervisor when it is finished and ready for operation.
- We will have spare equipment as much as possible so the operator can continue getting work done while we are servicing/repairing other equipment.

The main shop at Landscape Services would be off limits to all staff other than mechanic, supervisor, and parts staff to ensure our safety and the safety of others during this modified operation.

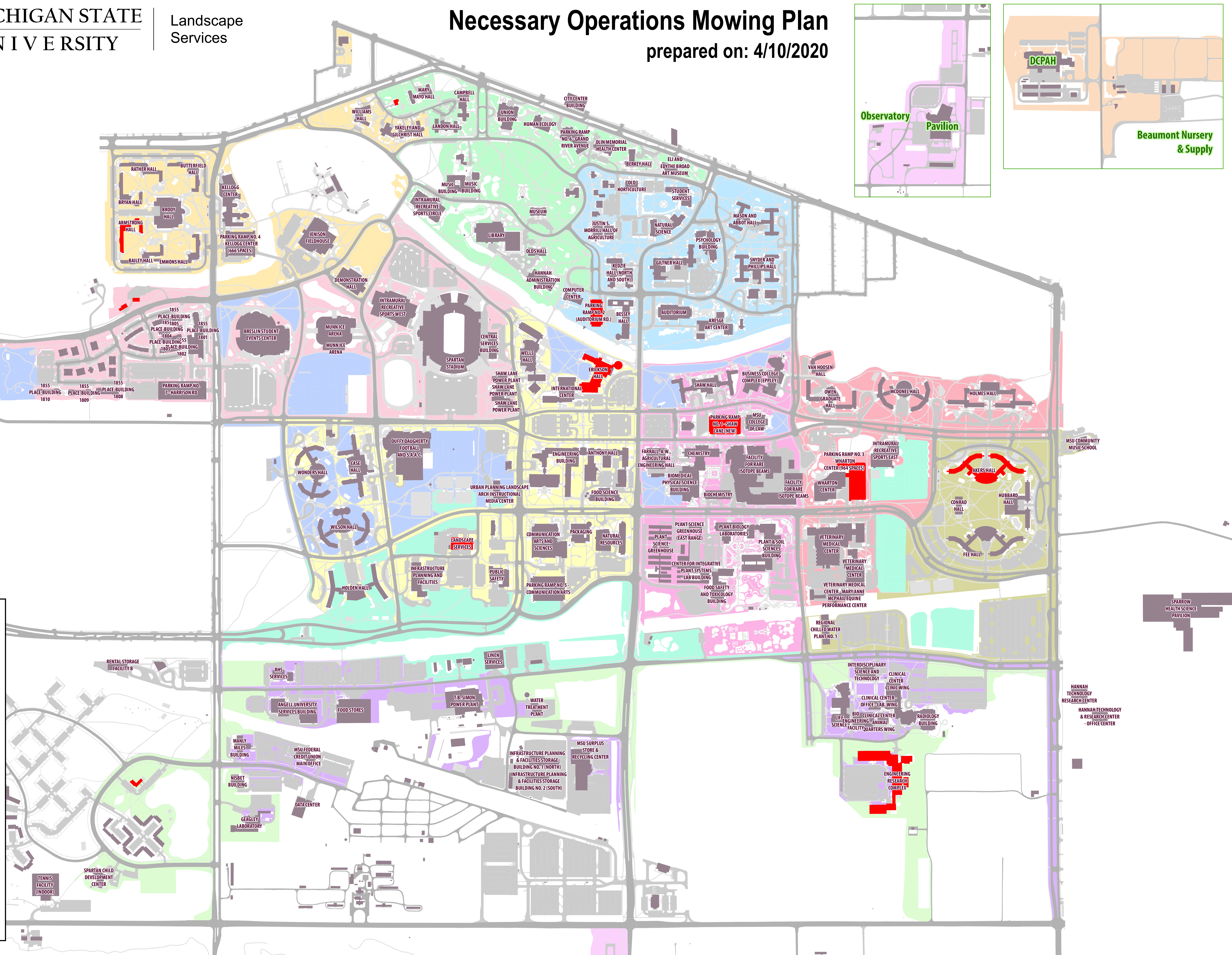
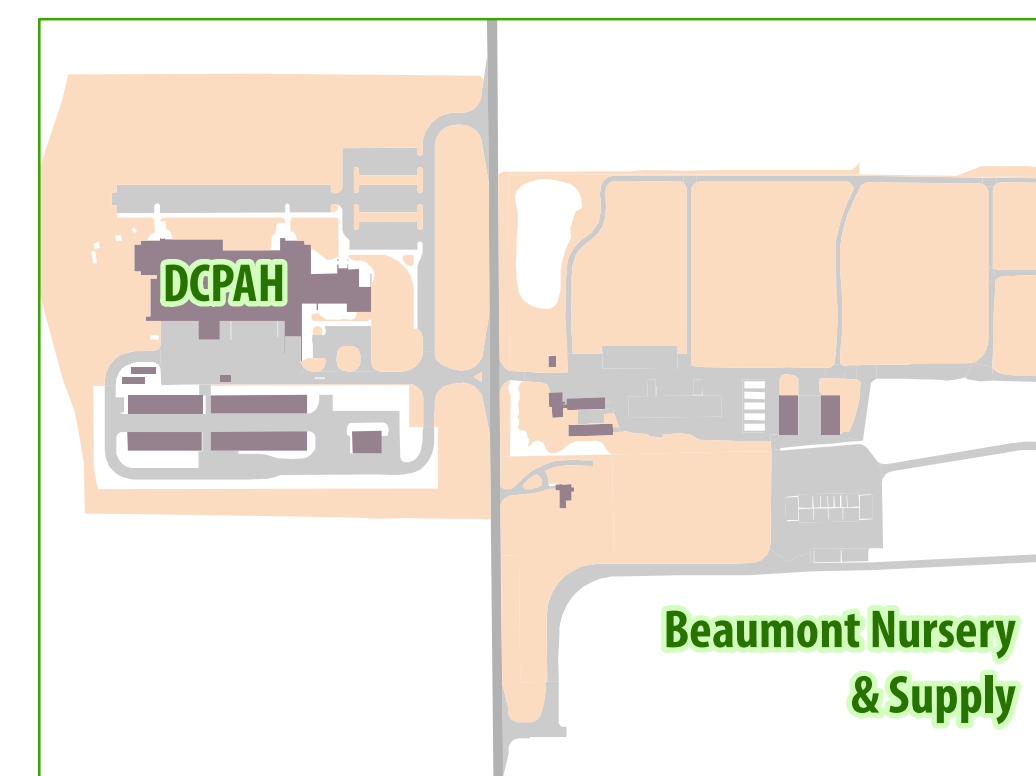
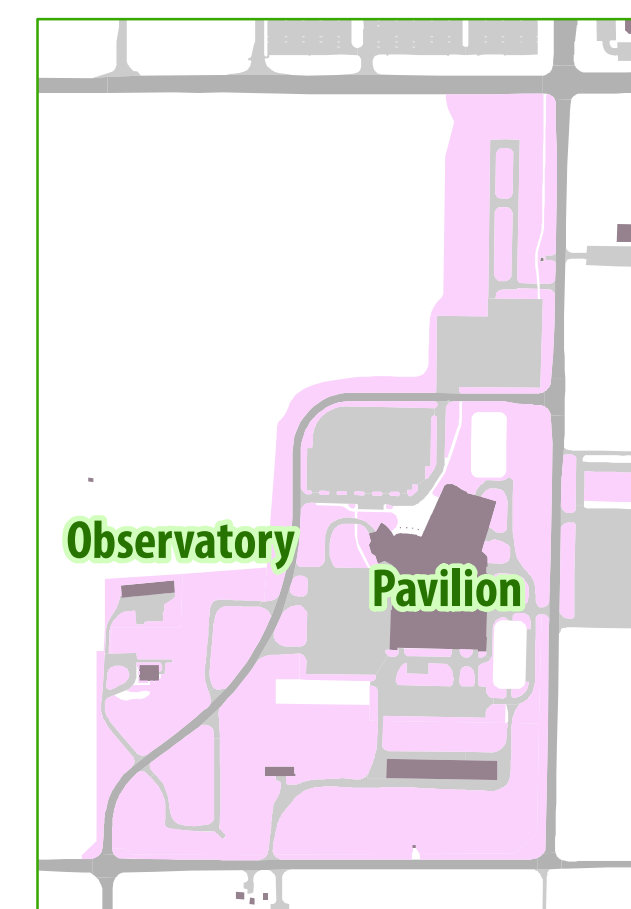


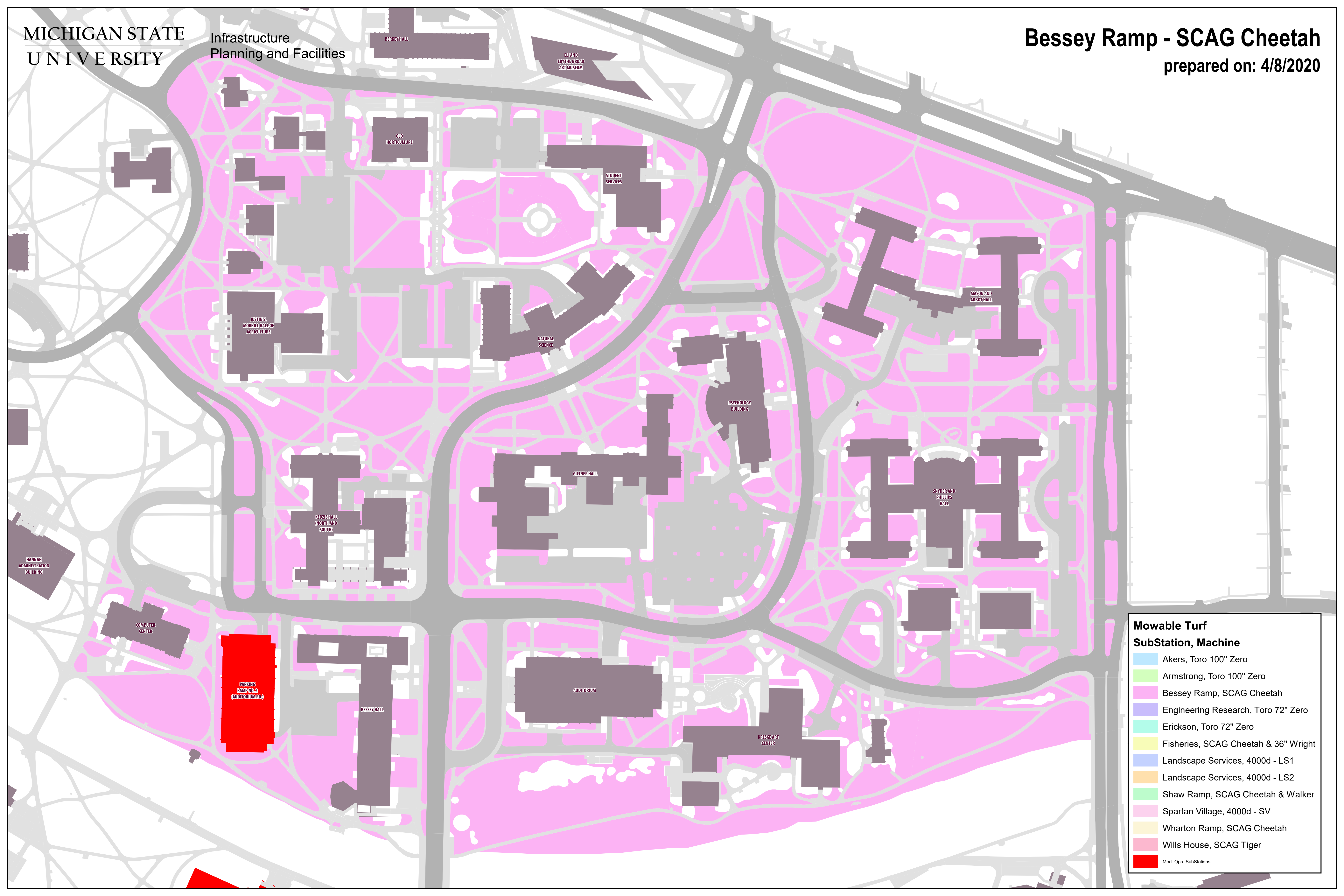
MICHIGAN STATE
UNIVERSITY

Landscape Services

Necessary Operations Mowing Plan

prepared on: 4/10/2020





Mowable Turf

SubStation, Machine

<div></div>	Akers, Toro 100" Zero
<div></div>	Armstrong, Toro 100" Zero
<div></div>	Bessey Ramp, SCAG Cheetah
<div></div>	Engineering Research, Toro 72" Zero
<div></div>	Erickson, Toro 72" Zero
<div></div>	Fisheries, SCAG Cheetah & 36" Wright
<div></div>	Landscape Services, 4000d - LS1
<div></div>	Landscape Services, 4000d - LS2
<div></div>	Shaw Ramp, SCAG Cheetah & Walker
<div></div>	Spartan Village, 4000d - SV
<div></div>	Wharton Ramp, SCAG Cheetah
<div></div>	Wills House, SCAG Tiger
<div></div>	Mod. Ops. SubStations

Substation/Machine	Acreage
Akers	26.82
Toro 100" Zero	26.82
Armstrong	29.74
Toro 100" Zero	29.74
Bessey Ramp	32.05
SCAG Cheetah	32.05
Engineering Research	25.66
Toro 72" Zero	25.66
Erickson	33.87
Toro 72" Zero	33.87
Fisheries	31.02
SCAG Cheetah & 36" Wright	31.02
Landscape Services	98.16
4000d - LS1	50.59
4000d - LS2	47.57
Mobile - 4000 Collins/MBI	7.84
	7.84
Mobile - DCPAH/Beaumont N&S	26.68
	26.68
Mobile - Pavilion/Observatory	34.84
	34.84
Shaw Ramp	27.99
SCAG Cheetah & Walker	27.99
Spartan Village	50.47
4000d - SV	50.47
Wharton Ramp	25.88
SCAG Cheetah	25.88
Wills House	33.63
SCAG Tiger	33.63
Grand Total	484.64

PGR Guidelines for Campus Mowing

By Josh Ridner

With the possibility of decreased seasonal staff this year we are going to try and utilize PGR's to help reduce areas we line trim and areas we push mow. Specifically, the product we will be using is called T-Nex as talked about in the Gardener Best Practice meeting. This won't eliminate all trimming and push mowing but if we can reduce some of it will buy us some valuable time. Some side effects of over use can be yellowing. Positives will be less trimming and push mowing, drought tolerance in sprayed areas because of increased root production, and this product can be mixed with turf weed chemicals.

Use rates:

.25 oz per gallon will cover 1000 square feet roughly \$0.50 cents per thousand square feet in product cost


2 sprays are done with in the 2 weeks of each other

Then subsequent sprays can be 3-4 weeks after the initial 2 sprays

Currently we have 2-25 gallon sprayers set up for this purpose we can also use the Z-Sprays with their boom and wand sprayers we will have to figure out the mix rates for these machines if we use them


We still have to post when using this product the growth rate of the plant is considered the pest

Here are some examples of use of the product that might be more than what we have done in the past:



Lot 39 and 40 is roughly 50,000 square feet it would cost under \$50.00 dollars to spray all the turf panels with PGR about \$300 dollars for the entire season. If it took 3 people 2 hours to mow, trim, edge and clean up this area that would be 168 labor hours approx \$6720.00 dollars with this process we should be able to reduce this by half saving \$3060.00 dollars and reducing 80 labor hours with a smaller staff predicted this year thats 2 weeks worth of work we have gained.

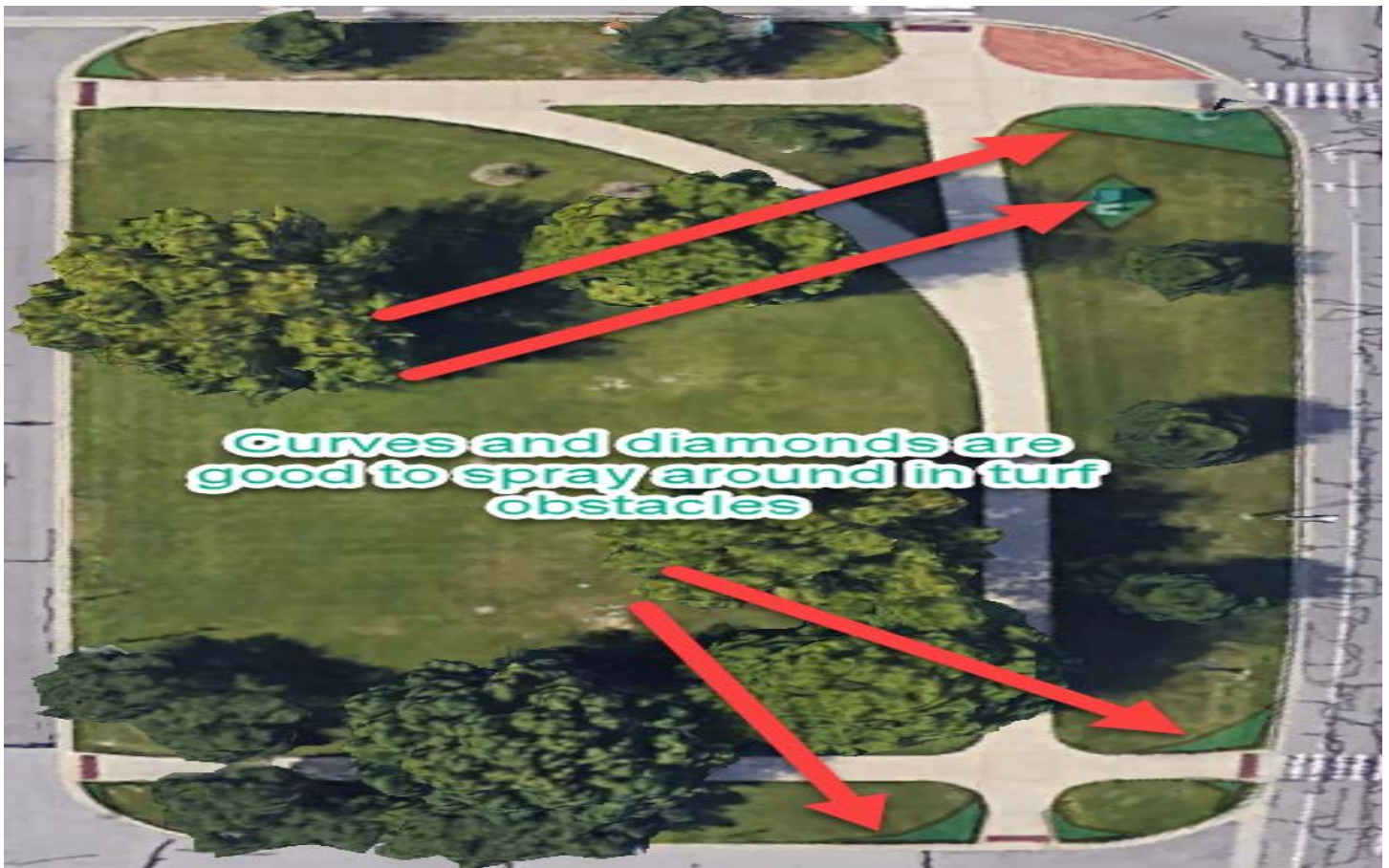
E Shaw Ln East Lansing, Michigan



Diamond pattern around trees and in turf obstacles, half moon around signs near curb edges







The following peer institution Landscape Services departments have implemented the following changes in response to Covid-19 operations.

Subject: University of Wisconsin- Covid19 Response by University Landscape Groups

Here in Wisconsin, the university has sent all of our landscape maintenance crew staff home, except for one person in our greenhouse keeping our annual plantings alive for hoped for later spring/early summer planting. One or two of our supervisors are considered essential as they, like I, serve on our campus Emergency Operations Center. The landscape crew, along with all of our university staff, were initially given 80 hours of COVID leave to use if they were impacted by COVID (either they themselves were sick or their immediate family members were sick; or their K-12 child was home because their schools were closed and the staff member had to care for the child or perform home schooling duties). The university recently made the 80 hours unlimited through the end of April. Then, we don't now what will happen. Staff may have to use personal leave time until that runs out or we hope the Families First federal program or the state of Wisconsin steps in for additional support.

We are performing public safety checks in our 300-acres Lakeshore Nature Preserve two times per week as we have been seeing heavier than normal use, especially as the weather warms up. All of our recreation fields and open public gathering areas have been signed with COVID reminder signage as people were ignoring the Governor's Safer at Home order. We even took down our basketball hoops, tennis court/volleyball nets and stored all of our site furniture to stop people from gathering in groups outside. Sad, very sad!

The Governor has recently added "landscaping" in as an exempt service under his order, but that only seems to include the construction side and not maintenance as it is included in the "construction" section of his order. Planning & design continues as well.

Until the grass really gets bad, I don't think we'll be mowing. It does give us a chance to rethink our mow, mow, mow practices and return some of the larger, less visible lawn areas into meadows per our Campus Landscape Master Plan, but that's a bigger discussion as we can't just stop mowing and expect the weeds and woodies to stop invading.

We'll see how it goes moving forward. Blowing cold and snowy here today in Wisconsin!

Take care and staff safe everyone!

Gary

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Gary A. Brown, PLA, FASLA

Director, Campus Planning & Landscape Architecture
Director, Lakeshore Nature Preserve
Facilities Planning & Management
University of Wisconsin-Madison
30 N. Mills Street, 4th Floor Madison, WI 53715-1211
gary.brown@wisc.edu
Desk: 608-263-3023 Mobile: 608-334-2417



Subject: Western Michigan University- Covid19 Response by University Landscape Groups

I am advocating WMU landscape maintenance crews come back in small groups, following screening and Covid19 guidelines. We have 5 crews that can take a weekday each. Of course, this simple idea needs to navigate a complex University. Any supporting information from your respective school will help.

Mark

Western Michigan University

Mark Frever

Director of Landscape Services

1903 W. Michigan Avenue

Kalamazoo, MI 49008-5324

(269) 387-8582 – direct dial

Campus site: 230 Physical Plant

Subject: Ohio State University-Covid19 Response by University Landscape Groups

Good Morning Everyone,

This virus has created an unprecedented challenge to all of us who are tasked with maintaining our respective campuses.

I will share some points of what we are doing here at Ohio State and would like to know how others are dealing with it. Like most other schools, students and faculty have been sent home and classes are now online. Commencement has been cancelled as have all events on campus. All events.

Staffing

1. Those university staff who can do so, are required to telework (I am typing this at my kitchen table).
2. Landscape Services has been deemed essential to the continued operation of the campus.
3. We have gone to half crews in each shop with the other half being paid to stay home (Disaster leave pay is being provided to any university staff who are not able to telework and are not working on campus).
 - a. A half crew per shop averages 4 people. We are in the second week of this.
 - b. Staff are being scheduled on a seniority basis. It is really a bit more complicated than that, but basically it is this.
 - c. One of the 4 superintendents is teleworking each week. The other three are on campus to provide supervision.
4. Staff can request time off that is automatically granted if they have the time available to use.
5. Staff with symptoms including fever are not to report to campus or are to go home immediately.
 - a. We have not instituted taking temperatures of staff each day, but it has been discussed at a very high level.

Cleaning and Safety

1. Landscape Services superintendents created cleaning protocols for shop areas. That document is attached.
2. Generally, staff are using bleach products to sanitize.
3. Keeping internal doors propped open during the day to reduce surface touching.
4. Keeping the 6' distance as well as social distancing

Maintenance Activities Currently

1. Basic care of the campus continues but much reduced.
 - a. Litter removal and external trash cans emptied regularly
 - b. Respond to hospital areas for cleanup of bodily fluids such as vomit (yes, we do that)
 - c. Bed maintenance on more visible or billable beds – mulching
 - d. Mowing is beginning and we are going to see how we do with reduced staffing levels. Trimming will be much reduced initially. No edging at all.
 - e. One arborist per week is on campus completing some basic pruning and assisting others
2. Campus Shop projects
 - a. This shop is continuing to address backlog of concrete and exterior building related projects

Purchasing and Budget

1. Purchasing of materials has been curtailed to only those items that will be used immediately by the limited staff on campus
2. All purchase requests are being reviewed at a very high level by a VP in finance. All purchase requests.
 1. No purchasing of “depleted stock” items that we would normally keep in the shop such as irrigation parts, etc.
 2. All university funded travel has been suspended. Even within the state unless it is deemed critical to the mission.



Paul Walsh, **CPRP**
Assistant Director
Landscape Services
The Ohio State University
2000 Tuttle Park Place
Columbus, Ohio 43210
614-292-1049

Subject: University of Michigan-Covid19 Response by University Landscape Groups

We have been asked to adhere to the State's decision to not perform landscape services. We are only performing services that have been deemed essential by University leadership through the end of April. These services are limited to emptying trash containers, picking up litter, some cleaning of hardscape (goose droppings, sediment, keeping storm drains clear of debris, etc) and disinfecting outdoor touch points focusing on our Hospital and Medical School areas that have higher foot traffic. Staff are rotating work schedules with less than 1/4 of our staff working at one time and we are practicing social distancing by spreading out over campus. I'm hoping we can begin caring for plants and start mowing but as it stands right now, that type of work is off the table till May 1st. Campus is beginning to come out of dormancy and in a few weeks will not be aesthetically pleasing. Not surprisingly, we are also modeling budget cuts for this summer.

Thanks,

Rob Doletzky
Landscape and Grounds Manager
University of Michigan / Facilities and Operations
734-764-3537 / Follow us on Twitter @UmichGrounds

Subject: University of Minnesota-Covid19 Response by University Landscape Groups

We've divided our maintenance folks into three crews, one for each supervisor, and assigned them to a geographic area of the Twin Cities campus (west, central and east). The crews work two weekdays in a row, and stay home four weekdays (e.g. M/T, W/Th, F/M, etc.). The supervisors, university landscape architect, and I have assigned values to all spring season tasks (need, want, defer) based on available staffing and feedback from leadership. We use the values to prioritize work tasks. Priorities are based on direction to protect campus investments (i.e don't let plants die), and keep the campus neat, tidy, safe and secure. We're deferring or minimizing things like spring annuals to minimize labor required later, but also to avoid the perception that we're not taking COVID-19 and the associated financial impacts seriously.

Once priorities have been set or updated, the Team Supervisor sends a daily work plan to his/her team for the days the team is working on campus. We expect all of our teamsters to pitch in and help with whatever tasks we have prioritized. This has been well received by most of the teamsters, who are happy to have a job.

Our governor announced a green industry exemption from his stay at home order, so we're hopeful that we can find a way to get back to full strength soon without risking exposing our staff. We're using the CDC precautions that others mentioned in previous email strings, and our university landscape architect actually made and donated several masks.

Best of luck with your planning.

Tom Ritzer, PLA, ASLA
Assistant Director, FM Landcare
University of Minnesota
612-624-8225
ritze001@umn.edu