

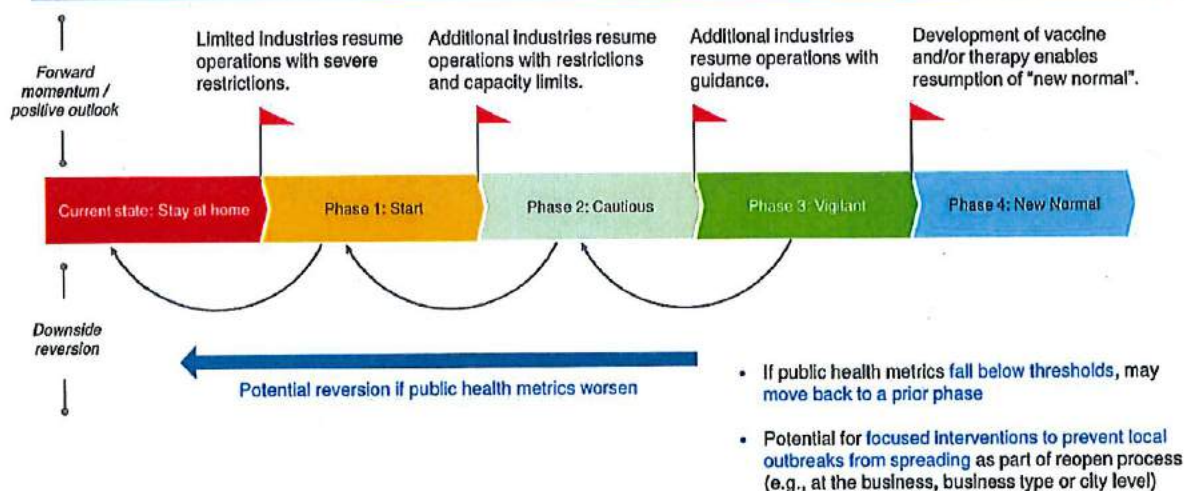
C. Business Specific Guidance, Information, Protocols and Best Practices

On May 11, 2020, Governor Charlie Baker announced a four-phase approach to reopening the Massachusetts economy amidst the COVID-19 pandemic and published Mandatory Workplace Safety Standards that apply to all sectors and industries during reopening. All businesses must meet these safety requirements before reopening. Businesses operating to provide Essential Services, as defined in the Governor's March 23, 2020 Executive Order, updated on March 31, April 28 and May 15, may remain open and have until May 25, 2020 to comply with these mandatory safety standards.

On May 18, 2020 Governor Baker's office published guidance for industries on the reopening plan, including guidance on which businesses and industries will be included in each phase as well as new Sector Specific Mandatory Workplace Safety Standards, outlining what steps businesses must take to reopen.

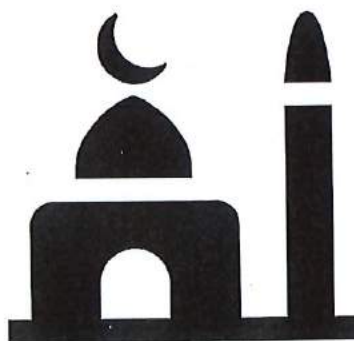
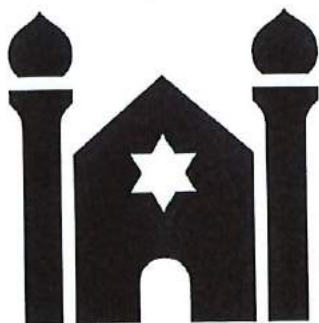
In addition to complying with both the Mandatory Workplace Safety Standards that apply to all sectors and industries during reopening and the Sector Specific Mandatory Workplace Safety Standards, all businesses in the state of Massachusetts must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. A COVID-19 Control Plan template is included in this guide and available at <https://www.mass.gov/lists/covid-19-control-plan-templates>.

Four-Phase Approach to Reopening Massachusetts



Places of Worship

Permitted to reopen on May 18, 2020





**SECTOR SPECIFIC WORKPLACE STANDARDS
FOR PLACES OF WORSHIP AND RELIGIOUS SERVICES
TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 safety standards for Places of Worship and Religious Services are issued to provide Places of Worship with instructions to help protect against the spread of COVID-19 as in-person services resume.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of a House of Worship is responsible for adhering to all local, state and federal requirements.

General Standards

These standards apply to all Places of Worship and Religious Services, and all services and activities including regular and holiday services, weddings, funerals, and wakes.

Places of Worship shall communicate to members and workers that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend services in-person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for a prolonged period of time (over 10 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home.

Places of Worship are encouraged, to the extent feasible, to hold services virtually or outdoors and to ensure that attendees who are not from the same immediate household are spaced at least 6 feet apart. If outdoor services are not possible, places of worship must abide by the following requirements.

I. Occupancy Limitations

- All places of worship shall limit occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. The occupant count shall include all persons inside the place of worship, including attendees and staff
- Staff or attendants shall monitor the number of attendees entering the place of worship to ensure compliance with the maximum occupancy level

- If feasible, places of worship are encouraged to arrange online sign-up for services in advance in order to monitor and limit the number of attendees

II. Social Distancing

Seating

- Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart
- If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows
- Places of worship are encouraged to place tape or other visual distancing markings on seating to delineate 6 ft separations and to post signage indicating the maximum number of persons permitted per row
- Promote ventilation for enclosed spaces where possible. For example, consider opening windows and doors to allow airflow

Entering and Exiting

- Places of worship are encouraged to take steps to encourage orderly entering and exiting of services in a manner that encourages social distancing. For example:
 - Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the service
 - If a line forms outside of the service, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of Places of Worship should be placed to encourage attendees to maintain social distancing of at least 6 feet
 - Staff should direct people in high traffic areas to help maintain social distancing
 - Officiants or other staff should direct successive, row-by-row exiting

III. Face Coverings

- All attendees and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting places of worship or otherwise participating in in-person services, except where a person is unable to wear a face covering or mask because of a medical or disabling condition
- For children between age 2 and 5, the wearing of a face covering or mask is at the discretion of the child's parent or guardian. Children under the age of 2 should not wear a face covering or mask
- A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition
- Place of worship may refuse entry to a person who refuses to wear a face covering or mask for non-medical reasons

IV. Contributions and Communal Food, Drink, and Sacraments

- Places of worship are encouraged to modify the means to collect any financial contributions from attendees so as to eliminate shared contribution trays and baskets and to minimize

contact. Consider setting up a no-touch method to collect contributions, and encouraging contributions through mail or electronic means

- Places of worship are encouraged to modify communal rituals, like taking communion or passing of the peace, so as to limit contact with others. Consider distributing, where applicable, prepackaged communion or sacraments
- Places of worship shall not have communal gathering pre or post service (e.g., coffee hours or other food services)
- Places of worship running food pantries or other prepackaged food distribution may continue to do so

V. Nurseries and Childcare

- Any childcare services shall remain closed until such time that there is additional guidance

VI. Cleaning and Disinfecting and Hygiene Protocols

- Places of worship shall be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments)
- If a Place of worship learns that an individual with COVID-19 attended a service or otherwise entered the place of worship, it shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Places of worship shall ensure that attendees and workers have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. They are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible

VII. Notification of Positive Case

- If a Place of worship learns that an attendee or worker or other worker has tested positive for COVID-19, it shall notify the local Board of Health (LBOH) in the city or town where the place of worship is located and assist the LBOH as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine

PLACES OF WORSHIP AND RELIGIOUS SERVICES

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

All places of worship shall limit occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. The occupant count shall include all persons inside the place of worship, including attendees and staff.

Staff or attendants shall monitor the number of attendees entering the place of worship to ensure compliance with the maximum occupancy level.

Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart.

If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows.

All attendees and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting places of worship or otherwise participating in in-person services, except where a person is unable to wear a face covering or mask because of a medical or disabling condition.

For children between age 2 and 5, the wearing of a face covering or mask is at the discretion of the child's parent or guardian. Children under the age of 2 should not wear a face covering or mask.

A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition.

Recommended best practices

If feasible, places of worship are encouraged to arrange online sign-up for services in advance in order to monitor and limit the number of attendees.

Places of worship are encouraged to place tape or other visual distancing markings on seating to delineate 6 foot separations and to post signage indicating the maximum number of persons permitted per row.

Promote ventilation for enclosed spaces where possible. For example, consider opening windows and doors to allow airflow.

Places of worship may refuse entry to a person who refuses to wear a face covering or mask for non-medical reasons.

Places of worship are encouraged to take steps to encourage orderly entering and exiting of services in a manner that encourages social distancing. For example:

- Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the service.
- If a line forms outside of the service, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of places of worship should be placed to encourage attendees to maintain social distancing of at least 6 feet.
- Staff should direct people in high traffic areas to help maintain social distancing.
- Officials or other staff should direct successive, row-by-row exiting.



HYGIENE PROTOCOLS

Places of worship shall ensure that attendees and workers have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary.

Recommended best practices

Places of worship are encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible.



STAFFING & OPERATIONS

Places of worship shall not have communal gathering pre or post service (e.g., coffee hours or other food services).

Places of worship running food pantries or other prepackaged food distribution may continue to do so.

Any childcare services shall remain closed until such time that there is additional guidance.

If a place of worship learns that an attendee or worker or other worker has tested positive for COVID-19, it shall notify the local Board of Health (LBH) in the city or town where the place of worship is located and assist the LBH as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine.

Recommended best practices

Places of worship are encouraged to modify the means to collect any financial contributions from attendees so as to eliminate shared contribution trays and baskets and to minimize contact. Consider setting up a no-touch method to collect contributions, and encouraging contributions through mail or electronic means.

Places of worship are encouraged to modify communal rituals, like taking communion or passing of the peace, so as to limit contact with others. Consider distributing, where applicable, prepackaged communion or sacraments.



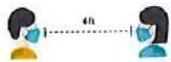
CLEANING & DISINFECTING

Places of worship shall be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments).

If a place of worship learns that an individual with COVID-19 attended a service or otherwise entered the place of worship, it shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance.

PLACES OF WORSHIP AND RELIGIOUS SERVICES

MA COVID-19 Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ All places of worship shall limit occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. The occupant count shall include all persons inside the place of worship, including attendees and staff.
- ☐ Monitor the number of attendees entering the place of worship to ensure compliance with the maximum occupancy level.
- ☐ Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart.
- ☐ If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows.
- ☐ All attendees and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting places of worship or otherwise participating in in-person services, except where a person is unable to wear a face covering or mask because of a medical or disabling condition.
- ☐ For children between age 2 and 5, the wearing of a face covering or mask is at the discretion of the child's parent or guardian. Children under the age of 2 should not wear a face covering or mask.
- ☐ A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition.
- ☐ Places of worship may refuse entry to a person who refuses to wear a face covering or mask for non-medical reasons.
- ☐ If feasible, places of worship are encouraged to arrange online sign-up for services in advance in order to monitor and limit the number of attendees.
- ☐ Places of worship are encouraged to place tape or other visual distancing markings on seating to delineate 6 foot separations and to post signage indicating the maximum number of persons permitted per row.
- ☐ Promote ventilation for enclosed spaces where possible. For example, consider opening windows and doors to allow airflow.
- ☐ Places of worship are encouraged to take steps to encourage orderly entering and exiting of services in a manner that encourages social distancing.



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure that attendees and workers have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. Places of worship are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible.



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Places of worship shall not have communal gathering pre or post service (e.g., coffee hours or other food services).
- ☐ Places of worship running food pantries or other prepackaged food distribution may continue to do so.
- ☐ Any childcare services shall remain closed until such time that there is additional guidance.
- ☐ If a place of worship learns that an attendee or worker or other worker has tested positive for COVID-19, it shall notify the local Board of Health (LBOH) in the city or town where the place of worship is located and assist the LBOH as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine.
- ☐ Places of worship are encouraged to modify the means to collect any financial contributions from attendees so as to eliminate shared contribution trays and baskets and to minimize contact. Consider setting up a no-touch method to collect contributions, and encouraging contributions through mail or electronic means.
- ☐ Places of worship are encouraged to modify communal rituals, like taking communion or passing of the peace, so as to limit contact with others. Consider distributing, where applicable, prepackaged communion or sacraments.



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Places of worship shall be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments).
- ☐ If a place of worship learns that an individual with COVID-19 attended a service or otherwise entered the place of worship, it shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance.

Outdoor Recreation

Permitted to reopen on May 18, 2020





The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
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Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: May 18, 2020

Subject: Specific Safety and Reopening Standards for Parks, Open Space, and Outdoor Education Programs

The following guidelines apply to Parks, Open Space, and Outdoor Education Programs during Phase 1 of the Commonwealth's Reopening.

All visitors to parks and open space, and managers associated with properties or activities herein, should abide by the specific guidelines outlined. Property-specific guidelines should be posted at entrance points to areas and on relevant social media/websites. Guidelines provided herein should apply to all parks, reservations and open spaces unless otherwise specified.

This guidance should apply until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

DPH Orders and Guidelines

Face Coverings and Masks: All visitors to parks and open space, as well as those participating in outdoor education programs should comply with *COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here: <https://www.mass.gov/info-details/covid-19-state-of-emergency>).

Group Size: No groups larger than 10 are allowed to gather: <https://www.mass.gov/doc/march-31-2020-assemblage-guidance/download>

Parks and Open Space

Walking, hiking, biking, running, and other activities (yoga, tai chi, etc.,) are allowable activities in parks and other designated areas such as rail trails, multi-use paths, and bike paths.

Parks and Open Space Guidelines:

- Visitors should always practice social distancing by remaining 6 feet away from others and adhering to all site-specific rules, regulations, and posted signage regarding permitted uses.
- On trails, walker and hikers should move aside and leave room for others to pass, and cyclists and runners should alert other users when approaching and wait for others to step aside before passing.
- After visiting public spaces, users should use wash their hands or use hand sanitizer.

Athletic Fields and Non-Contact Courts (Non-Organized/Permitted Use)

Athletic fields and athletic courts can be utilized only for non-contact sports, with no shared equipment, such as tennis and pickleball. No permits should be issued for group gatherings and users should not engage in pick-up games, organized games or tournaments.

Athletic Fields Guidelines:

- Users should sanitize hands before and after play, not share equipment, and clean and wipe down equipment.
- When engaged in play, users should avoid touching other users' equipment in separate areas.
- Users waiting to utilize a section or area of the field should wait outside the field of play until previous users have vacated the facility to ensure proper social distancing and prevent accidental contact of other users' equipment.
- Users should not engage in pick-up games, organized games, or tournaments.

Athletic Courts (Non-Contact) Guidelines:

- Users should sanitize hands before and after play, not share equipment and clean and wipe down equipment, including racquets, balls, and water bottles.
- Users waiting to utilize a court should wait outside the court's gates/fence until previous users have vacated the facility to ensure proper social distancing and prevent accidental contact of other users' equipment.
- Users should not engage in pick-up games, organized games, or tournaments

Picnic Areas and Grills

Picnic and grill areas should be closed if social distancing cannot be maintained and sanitizing protocols cannot be performed between use.

Trash Disposal and Public Restrooms

Where available, trash disposal and restrooms facilities should be available for public use. Trash disposal and restrooms at parks, reservations and open space managed by municipalities or other organizations for public use is available to the discretion of the city or town it is in and/or the managing organization.

Trash Disposal General Guidelines:

- Visitors of public parks, reservations, and open spaces should expect limited or no trash disposal receptacles.
- When visiting public properties without trash receptacles, visitors should adhere to a strict "carry in, carry out" policy and take waste with them.
- Where trash receptacles are available for normal use, park managers should, where feasible, provide no touch, lidless trashcans.

Public Restrooms General Guidelines:

- Users should abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6 ft distance in all restroom facilities.
- In advance of the initial opening of public restrooms, the managing entity should adhere to the Centers for Disease Control and Prevention (CDC) guidelines pertaining to the cleaning and disinfection standards of operating procedures for interior spaces and that social distancing can be maintained.
- The managing entity should have the facilities cleaned at least once daily by staff and perform deep cleaning and disinfection services at least once per week and should follow the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices.
- Composting (clivus or similar) toilets should be permanently closed and should be replaced with temporary (seasonal) portable restrooms with daily cleanings.
- Restroom facilities should contain hand washing and/or sanitizer stations, and the public should use these stations following the use of the facilities.

Non-Commercial Dog Walking and Dog Parks

Non-commercial dog-walking and dog parks are allowable activities to the extent allowed by the managing entity.

Non-Commercial Dog Walking Guidelines:

- All dog walkers and their dogs should practice social distancing, and users should provide appropriate space for others and/or their dogs to pass when necessary.
- Social distancing for dogs means that dogs not part of the same household should be kept at least six feet apart and avoid interacting with other dogs and other people from separate households.
- Dog walkers should not share toys, treats, or other materials with dogs that are not within the same household.
- Dog walkers should supply their own bags associated with dog waste in the event there are none available on site and remove dog and other waste and dispose of it either in a designated receptacle onsite or at another appropriate location.
- Dog walkers should supply their own water and other needs for their pets in the event there are none available onsite.

Dog Park Guidelines:

- All users of dog parks and their dogs should practice social distancing of at least six or more feet.
- All visitors of dog parks should maintain enough control over their pets via leash or voice control to comply with social distancing guidelines and site-specific rules and regulations.
- Dog park amenities, including shared water dishes, toys, and other materials, should not be used by dogs or handled by visitors.
- Visitors of dog parks should supply their own bags associated with dog waste in the event there are none available onsite and take dog waste with them if designated trash receptacles are not available for normal use.
- Property managers, where feasible, if trash is available, should provide no touch, lidless trashcans.

Community Gardens

Community gardens, and associated activities, are permissible to the extent allowed by the managing entity.

Community Garden Guidelines:

- Users of community gardens should follow social distancing guidelines and should avoid utilizing communal tools, hoses, and other equipment, and avoid the sharing of personal equipment whenever possible. Additionally, users are responsible for sanitizing items before and after each use.
- Community garden users should only visit and utilize plots with members of the same household if social distancing cannot be maintained.
- If crowding becomes an issue, community garden committees and property managers should create a schedule to avoid crowding of individual plot users and maintenance of social distancing protocols.

Outdoor Education Programs

Organized educational programs, activities and outdoor public art installations may occur in outdoor spaces during Phase 1 only if the program does not require individual participants to share equipment or make physical contact in order to engage in the activity, subject to the following guidelines.

Outdoor Education Program Guidelines:

- To allow for adequate social distancing for the activity, as well as ingress and egress, the layout of the class should be managed to accommodate a minimum of 12 ft distance between each individual activity station.
- Facial coverings are required, and instructor and participants must always comply with all social distancing requirements and remain 6 ft apart. Programs must be conducted without shared equipment, tools or materials

- Activities must be limited to gatherings of no more than 10, including instructor or leader.
- Organizers must use a pre-registration process to ensure group size.
- Instructors must be familiar with all protocols and procedures to maintain a safe activity, e.g. monitoring physical distancing, not allowing participants without facial coverings, disinfecting tables before and after use in accordance with CDC guidelines.
- Temporary signage will be posted to inform the public of public health guidelines and standards of behavior during program
- If using outdoor displays or tables, add protective barriers, when possible and/or disinfect before and after use.



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Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: May 18, 2020

Subject: Specific Safety and Reopening Standards for Mountain Biking and Cycling

The following guidelines apply to mountain biking and trail cycling at parks, forests, and outdoor recreational centers during Phase 1 of the Commonwealth's Reopening.

Those individuals partaking in mountain biking and trail cycling at parks, forest, and outdoor facilities should abide by the specific guidelines outlined herein. All mountain biking and cycling activities should comply with assemblage guidance, *wear face covering where social distancing is not possible, and adhere to any property-specific guidance.*

This guidance should apply until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

DPH Orders and Guidelines

Face Coverings and Masks: All individuals participating in mountain biking and trail cycling activities at parks, forests, and outdoor recreational centers should comply with *COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here: <https://www.mass.gov/info-details/covid-19-state-of-emergency>).

Group Size: No groups larger than 10 are allowed to gather: <https://www.mass.gov/doc/march-31-2020-assemblage-guidance/download>

Parking and Capacity

User capacity and parking restrictions are to be determined by land manager and local municipalities to encourage and maintain social distancing based upon size of open space.

User Guidelines:

- ❖ Parking and capacity restrictions should make considerations for emergency access for Police and Fire and other safety standards.
- ❖ Linger in parking areas is prohibited.
- ❖ Parking outside of designated assigned parking is discouraged (i.e., parking along a roadway instead of the parking lot) unless it facilitates social distancing in order to provide access to the open space where otherwise designated parking is not available and is legal to do so.
- ❖ Illegally parked cars will be ticketed and may be towed.
- ❖ Ridesharing/carpooling to outdoor recreational activities with out-of-household members is discouraged.

Trail Cycling and Mountain Biking:

- ❖ Cyclists should practice social distancing at all times based upon recommendation of the Massachusetts Department of Public Health (MDPH) and the CDC.
- ❖ Trail cyclists should ride only in groups from the same household, and groups should be no larger than 10 people, consistent with Governor Baker's March 31, 2020 Order.
- ❖ Trail cyclists should not gather in groups or loiter at any time.
- ❖ When encountering other trail users, cyclists should maintain recommended social distancing by stopping and moving off the trail as to maintain proper distance. If unable to do so, cyclists should wear an appropriate face covering.
- ❖ Trail cyclists should be prepared with a face covering or mask where social distancing cannot be achieved.
- ❖ Trail cyclists must consider the likelihood of being attended to by an emergency or essential worker due to injury or an unforeseen circumstance.
- ❖ Trail cyclists must depart the open space post cycling activity immediately (i.e., no tailgating).
- ❖ Gatherings such as sanctioned group rides, sanctioned trail work, or races should be prohibited until such time as social distancing protocols have been lifted by the MDPH or guidelines have been placed on approved gathering size.



MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

WORKPLACE SAFETY and REOPENING STANDARDS FOR RECREATIONAL BOATING BUSINESSES

May 18, 2020

INTRODUCTION

On May 18, 2020, Governor Baker issued *COVID-19 Order No. 33: Order Implementing a Phased Reopening of Workplaces and Imposing Workplace Safety Measures to Address COVID-19*, implementing a phased reopening of workplaces and imposing workplace safety measures to address COVID-19. That same day, he issued *COVID-19 Order No. 34: Order Expanding Access to and Use of State Beaches and Addressing Other Outdoor Recreational Activities*, which directed the Secretary of the Executive Office of Energy and Environmental Affairs to "issue guidance for the implementation of generally applicable COVID-19 workplace standards by operators of and participants in outdoor recreational activities."

This document provides guidance for recreational boating businesses, operators and employees on how to implement those general workplace safety standards and other public health guidance ("COVID-19 measures") in the context of their outdoor recreational operations in the first phase ("Phase 1") of the Commonwealth's reopening. Operators who fail to implement applicable COVID-19 measures may be sanctioned in accordance with COVID-19 Order No. 33. Operators are further reminded that in addition to implementing COVID-19 measures in Phase 1, they must still comply with all federal, state and local laws.

The public health data and guidance on which this document is based can and does change frequently. The most recent version of this document can be found on the Commonwealth's website, <http://www.mass.gov/>

Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

LIMITATIONS ON OUTDOOR RECREATIONAL ACTIVITIES AND FACILITIES

COVID-19 Order No. 33 permits certain outdoor recreational activities and facilities to resume operations on May 25, 2020, provided that those operations meet safety standards and comply with the terms and conditions of the Order.

With respect to recreational boating, the Order provides that recreational boating facilities, solely for the purpose of enabling recreational boating, including rowing and sailing facilities, yacht clubs, boat clubs and boat rentals may be open in Phase 1; provided, however, that the occupants of a vessel be limited to a single household group and that no more than ten people are aboard a single vessel at any one time.

In addition to complying with the aforementioned limitations, operators must implement the following safety measures detailed below.



IMPLEMENTING SAFETY MEASURES FOR YOUR OPERATION

COVID-19 Order No. 33 organizes safety measures into four distinct categories, social distancing, hygiene protocols, staffing and operations, and cleaning and disinfecting. Recreational boating facilities must ensure that the following COVID-19 Measures to protect consumers and employees.

Social Distancing	<ul style="list-style-type: none">• All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces• Establish protocols to ensure that employees can practice adequate social distancing• Provide signage for safe social distancing• Require face coverings or masks for all employees and customers
Hygiene Protocols	<ul style="list-style-type: none">• Provide hand-washing capabilities throughout the workplace• Ensure frequent hand washing by employees and adequate supplies to do so• Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
Staffing and Operations	<ul style="list-style-type: none">• Provide training for employees regarding the social distancing and hygiene protocols• Employees who are displaying COVID-19-like symptoms do not report to work• Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
Cleaning and Disinfecting	<ul style="list-style-type: none">• Establish and maintain cleaning protocols specific to the business• When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed• Disinfection of all common surfaces must take place at intervals appropriate to said workplace

The application of these measures to for recreational boating is detailed below.

I. Social Distancing

- ❖ Docks are to be used to facilitate boating access only. On dock gatherings are prohibited under any circumstances
- ❖ Common areas such as gazebos, picnic areas, pools and other areas where people are likely to congregate are closed for Phase 1
- ❖ Organized events, on or off the water, are not permitted
- ❖ Where social distancing is not possible, only persons from the same household should be together on any boat at one time
- ❖ No more than 10 people may be in a boat at one time
- ❖ Fuel dock operators shall keep vessels spaced on the fuel dock at least 6 feet apart



- ❖ Lunch and break times for staff shall be staggered, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing during any meeting
- ❖ Face coverings are required for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability. Face coverings are required for all customers when social distancing is not possible
- ❖ Minimize the use of confined spaces (e.g., elevators, control rooms, on-shore vehicles) by more than one individual at a time; all employees and customers in such spaces at the same time are required to wear face coverings
- ❖ For launch boats, the captain, staff and patrons must keep at least 6 feet apart and wear proper face coverings or PPE including disposable gloves, eye/face protection. If social distancing cannot be accomplished in a single trip, then separate trips must occur to adhere to the 6 feet social distancing requirement. If possible and practical, install Plexiglass shield behind driver
- ❖ For dinghy docks, all dinghies must wait for dinghy dock to be clear of any and all persons before approaching
- ❖ Yacht club/boat club staff should not assist boaters with launch/retrieval or boat readiness except as necessary for ADA compliance. Staff should limit interactions with boaters as possible
- ❖ Safety boats at community rowing and boating facilities, boat ramps and canoe launches shall be operated by only one person, unless six-foot social distancing can be maintained by a crew of more than one
- ❖ Remote and credit-card transactions are encouraged

II. Hygiene Protocols

- ❖ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for employees to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ❖ Employees should wear gloves as appropriate and when touching shared equipment.
- ❖ Paperwork should be handled electronically to the maximum extent possible
- ❖ Employers must supply employees at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes) to sanitize shared equipment and touch surfaces
- ❖ Post visible signage throughout the site to remind employees of the hygiene and safety protocols, including regular hand washing
- ❖ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms

III. Staffing and Operations

- ❖ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission



- ❖ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible
- ❖ Log all persons who are present at site for any duration, including customers, to enable contact tracing
- ❖ Employees must stay home if feeling ill
- ❖ Employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- ❖ Encourage employees to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ❖ Employees who test positive for COVID-19 are encouraged to disclose to the employer for purposes of cleaning/disinfecting and contact tracing
- ❖ Employers must post notice to employees, workers, and customers of important health information and relevant safety measures as outlined in CDC and DPH guidelines

IV. Cleaning and Disinfecting

- ❖ Employers are required to conduct regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms. Restrooms should be cleaned and sanitized in accordance with the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices
- ❖ Launch boats must be disinfected after every trip. Tips should be deposited in a box that can be disinfected prior to retrieval
- ❖ Pump-out stations should be sanitized after each use. Vessel pump out port areas should be sanitized after the pump out
- ❖ Boat rental facilities, boat clubs, community-based rowing and sailing facility operators and other operators who offer shared equipment should disinfect all watercraft, shells, safety boats and equipment after each use
- ❖ Employers should keep cleaning logs that include date, time, and scope of cleaning
- ❖ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, handrails, bathrooms)
- ❖ In event of a positive case, employers must shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance



MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

WORKPLACE SAFETY and REOPENING STANDARDS FOR ZOOLOGICAL PARKS, OUTDOOR WILDLIFE RESERVES, NATURE CENTERS AND BOTANICAL GARDENS

May 18, 2020

INTRODUCTION

On May 18, 2020, Governor Baker issued *COVID-19 Order No. 33 Order Implementing a Phased Reopening of Workplaces and Imposing Workplace Safety Measures to Address COVID-19*, implementing a phased reopening of workplaces and imposing workplace safety measures to address COVID-19. That same day, he issued *COVID-19 Order No. 34: Order Expanding Access to and Use of State Beaches and Addressing Other Outdoor Recreational Activities*, which directed the Secretary of the Executive Office of Energy and Environmental Affairs to issue guidance for the implementation of generally applicable COVID-19 workplace standards by operators of and participants in outdoor recreational activities.

This document provides guidance for operators of zoological parks, outdoor wildlife reserves, nature centers and botanical gardens on how to implement those general workplace safety standards and other public health guidance ("COVID-19 measures") in the context of their outdoor recreational operations in the first phase ("Phase 1") of the Commonwealth's reopening. Operators who fail to implement applicable COVID-19 measures may be sanctioned in accordance with COVID-19 Order No. 33. Operators are further reminded that in addition to implementing COVID-19 measures in Phase 1, they must still comply with all federal, state and local laws.

The public health data and guidance on which this document is based can and does change frequently. The most recent version of this document can be found on the Commonwealth's website, <http://www.mass.gov/>

Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

LIMITATIONS ON OUTDOOR RECREATIONAL ACTIVITIES AND FACILITIES

COVID-19 Order No. 33 permits certain outdoor recreational activities and facilities to resume operations on May 25, 2020, provided that those operations meet safety standards and comply with the terms and conditions of the Order.

With respect to zoological parks, outdoor wildlife reserves, nature centers and botanical gardens, the Order provides that buildings, other than restrooms, be closed to the public; and provided, further that admission be capped at not more than 20% of overall outdoor capacity.



In addition to complying with the aforementioned limitations, operators must implement the following safety measures detailed below.

IMPLEMENTING SAFETY MEASURES FOR YOUR OPERATION

COVID-19 Order No. 33 organizes safety measures into four distinct categories, social distancing, hygiene protocols, staffing and operations, and cleaning and disinfecting. Operators of these facilities must ensure that the following COVID-19 Measures to protect consumers and employees.

Social Distancing	<ul style="list-style-type: none">• All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces• Establish protocols to ensure that employees can practice adequate social distancing• Provide signage for safe social distancing• Require face coverings or masks for all employees and customers
Hygiene Protocols	<ul style="list-style-type: none">• Provide hand-washing capabilities throughout the workplace• Ensure frequent hand washing by employees and adequate supplies to do so• Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
Staffing and Operations	<ul style="list-style-type: none">• Provide training for employees regarding the social distancing and hygiene protocols• Employees who are displaying COVID-19-like symptoms do not report to work• Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
Cleaning and Disinfecting	<ul style="list-style-type: none">• Establish and maintain cleaning protocols specific to the business• When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed• Disinfection of all common surfaces must take place at intervals appropriate to said workplace

The application of these measures to zoological parks, outdoor wildlife reserves, nature centers and botanical gardens is detailed below.

I. Social Distancing

- ❖ Facilities shall have controlled admissions via timed ticketing to reduce crowding and ensure compliance with permitted capacity which shall not exceed 20% of overall outdoor capacity. Guests leaving sites should be counted by staff to ensure capacity compliance. Where possible, operators shall define a separate location for entrance and exiting locations.
- ❖ Visitors and employees must abide by social distancing protocols of at least six feet between individuals. Visitors from the same household are not required to social distance from each other.



- ❖ All pathways will be one-way wherever possible, and if not possible, capacity on pathways should be reduced or diverted to ensure social distancing protocols. Where applicable, physical barriers should be used to guide guests in redesigned one-way pathway flow and clear markers should be used to delineate appropriate safe social distancing spacing
- ❖ Face coverings are required for all workers and visitors, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- ❖ Visitors shall abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6' distance in all restroom facilities.
- ❖ Stagger employee lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing during any meeting.
- ❖ Minimize the use of confined spaces by more than one individual at a time; all employees in such spaces at the same time are required to wear face coverings
- ❖ Remote and credit-card transactions are encouraged
- ❖ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility, if possible

II. Hygiene Protocols

- ❖ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for employees to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ❖ Increased hand disinfecting stations throughout locations, especially at any common touchpoints and restroom facilities
- ❖ Supply employees at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ❖ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ❖ Water fountains are to remain closed
- ❖ Post visible signage throughout the site to remind employees on the hygiene and safety protocols.

III. Staffing and Operations

- ❖ Operations are limited to outdoor/park areas only, and all buildings shall be closed to the public except restrooms.
- ❖ Playground/climbing structures, ride operations, shows, group programming, interpretative demonstrations, events or parties must be closed, and access blocked, if applicable. Operators shall also remove all non-fixed seating.
- ❖ Where applicable, parking limitations should be applied to support capacity management
- ❖ Any food service activities should follow any applicable restaurant or food service guidance for such activities



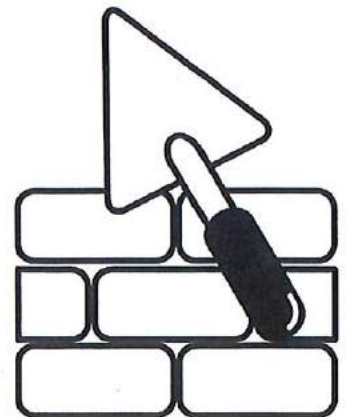
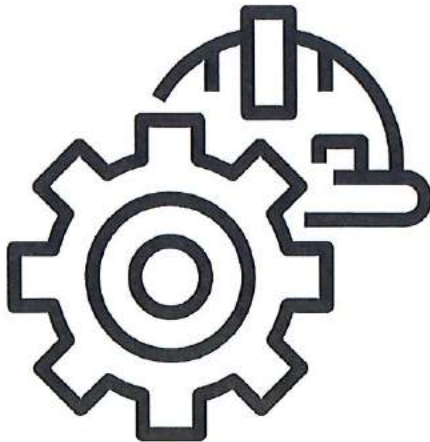
- ❖ Retail and gift shops on site shall comply with any applicable retail guidelines
- ❖ Log everyone who comes in contact with site to enable contact tracing, including customers.
- ❖ Information must be posted and distributed to all employees and visitors of the need for social distancing, frequent hand hygiene/washing, facial coverings and limited activities and facilities
- ❖ Employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- ❖ Encourage employees to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ❖ Employees who test positive for COVID-19 are encouraged to disclose to the employer for purposes of cleaning/disinfecting and contact tracing.
- ❖ Employers must post notice to employees, workers, and customers of important health information and relevant safety measures

IV. Cleaning and Disinfecting

- ❖ Conduct regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, handrails, and restrooms. Restrooms should be cleaned and sanitized following the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices.
- ❖ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance
- ❖ Keep cleaning logs that include date, time, and scope of cleaning

Construction

Permitted to reopen on May 18, 2020





SECTOR SPECIFIC WORKPLACE SAFETY STANDARDS FOR CONSTRUCTION SITES TO ADDRESS COVID-19

As of May 18, 2020

A. Enforcement and Oversight

- A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site except as provided below for construction and remodeling in 1-3 family residences
- Except as provided below for construction and remodeling in 1-3 family residences, the Contractor's site-specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with sections B to D, inclusive (the "COVID-19 Construction Safety Guidance")
- For large, complicated construction projects a city or town may additionally require the Owner to develop and submit a site-specific risk analysis and enhanced COVID-19 safety plan, which may include additional requirements to address risks specific to the project or type of project. The city or town shall review and approve such plan and may require such projects to pause construction until such a risk analysis and plan is submitted and approved. Once such an enhanced COVID-19 safety plan is approved, a violation of the plan shall be treated the same as a violation of the COVID-19 Construction Safety Guidance
- For all projects undertaken, managed or funded by a state agency or authority there shall be joint enforcement responsibility between the project's public Owner and the city or town where the project is located. The Owner of a public project has the lead responsibility for compliance and enforcement including frequent on-site inspections by an employee or contractor of the state agency or authority who is familiar with the COVID-19 Construction Safety Guidance and is authorized to enforce that guidance and shut down work at the site if violations are found. The Owner of the project is required to notify the municipality where the work is taking place whenever a site is shut down or of any violations of the COVID-19 Construction Safety Guidance and the resulting corrective action plan, as well as to provide copies of the COVID-19 Officer's written daily reports upon request. While the public Owner has the lead responsibility for enforcement, cities and towns retain the authority to take enforcement action against public projects found not in compliance with the COVID-19 Construction Safety Guidance, including the authority to order the project to shut down until a corrective action plan is developed, approved and implemented
- Cities and towns are authorized to enforce the COVID-19 Construction Safety Guidance using their public health staff, building inspectors or any other appropriate official or contractor

- Cities and towns may enforce the safety and distance protocols including, if multiple violations are found, requiring the Owner and / or Contractor to safely secure the site and pause construction activities until a corrective action plan is prepared, submitted and approved by the city or town
- The city or town may require the Owner of a large, complicated private project to pay for an independent, third party inspector or inspection firm (or to pay into a pool to pay for such inspections). The third party inspector shall be accountable solely to the city or town and shall be responsible for enforcement on behalf of the city or town. A city or town may require private projects to pause construction until such a third-party inspector has been secured

B. Employee Health Protection –ZERO Tolerance

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately

COVID-19 Typical Symptoms:

- Fever
- Cough
- Shortness of Breath
- Sore Throat

Self-certify prior to shift

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Contractor and State Agency Field Offices are locked down to all but authorized personnel
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All individual work crew meetings / tailgate talks should be held outside and follow social distancing
- Please keep all crews a minimum of 6 feet apart at all times to eliminate the potential of cross contamination
- At each job briefing / tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities / porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch

- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- At the start of each shift, confirm with all employees that they are healthy
- We will have a 100% glove policy from today going forward. All construction workers will be required to wear cut-resistant gloves or the equivalent
- Use of eye protection (safety goggles / face shields) is recommended
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection
- All employees should drive to work site / parking area in a single occupant vehicle. Contractors/ State staff should not ride together in the same vehicle
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- In instances where it is possible, workers should maintain separation of 6 feet from each other per CDC guidelines
- Multi person activities will be limited where feasible (two person lifting activities)
- Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing.
- Contact the cleaning person for your office trailer or office space and ensure they have proper COVID-19 sanitation processes. Increase their cleaning visits to daily
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

Wash Stations

All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install Wash Stations.

- Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors

- Garbage barrels will be placed next to the hand wash station for disposal of tissues / towels

Do all you can to maintain your good health by: getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids.

Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor.

Where these guidance does not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedure available.

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site.

The Contractor's site specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with these guidelines.

Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The contractor will be required to submit a corrective action plan detailing each issue of non-conformance and a plan to rectify the issue(s). The contractor will not be allowed to resume work until the plan is approved by the Owner. Any additional issues of non-conformance may be subject to action against the contractor's prequalification and certification status.

Limiting Exposures

Workers should follow the General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus of the COVID-19 Employee Health, protection, guidance and prevention guide.

In addition, Contractors should advise workers of best practice to limit exposures off the construction site.

When leaving a construction site for breaks, lunch, or other reasons are required to wash hands with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% Isopropanol before leaving the site and must maintain social distancing and wear face coverings if traveling to other locations off the construction site. Frequent use of handwashing or alcohol-based hand sanitizers should be encouraged and handwashing facilities and / or alcohol-based hand sanitizers should be made readily available at work sites.

C. Construction and Remodeling in 1-3 Family Residences

For construction and remodeling work in 1-3 family residential constructions, section B shall be modified as follows:

- The contractor does not need to designate a site-specific COVID-19 Officer (who may also be the Health and Safety Officer) for every site if there are 5 or less workers at the site at any given time. Instead, the contractor may designate a COVID-19 Officer for all such small sites in a given city or town who shall be in daily contact with each of the sites to ensure that the contractor and all subcontractors are in full compliance with this safety guidance. This COVID-19 safety officer shall prepare a written daily report covering all the small sites in each city or town and make a copy of that report available to a municipal official and / or the owner of the residence upon request
- If the project has restroom facilities / porta-potties they must be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels. For outside construction sites without ready access to an indoor bathroom, the contractors must either install Wash Stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees or provide each employee and subcontractor with a sufficient quantity of hand sanitizer to allow for frequent handwashing

D. Worker Infection Protocol

As stated above, there is a zero tolerance for sick workers reporting to work. Employees should be instructed that even those with mild symptoms of respiratory infection (cough, shortness of breath, sore throat) or fever should stay off work. Contractors shall take immediate steps to limit infections at the job site in the event that a worker discovered to have tested positive for COVID-19 or has COVID-19 related symptoms.

Although it is understood that contractors are enforcing Work Site Risk Prevention Practices including social distancing rules and use of PPE, consistent with guidelines it is also recognized that there may be occasions where someone who has tested positive for COVID-19 or who has COVID-19 symptoms has been present in a work area.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, vendors, visitors, and others at a worksite.

Identification of Exposure

The Contractor shall direct workers with COVID-19 related symptoms to leave the jobsite immediately and contact their healthcare provider. The Massachusetts Department of Health (DPH) or a local board of health will make appropriate notifications to those who had direct prolonged contact with the COVID-19 positive workers.

The Contractor shall work with the local board of health to identify any potential job site exposures, including:

- Other workers, vendors, inspectors, or visitors to the work site with close contact to the individual
- Work areas such as supply cabinets and designated work stations or rooms
- Work tools and equipment
- Common areas such as break rooms and tables, vending machines, and sanitary facilities

Notification and Quarantine Requirements

As provided by law, the identity of the worker must be kept confidential

Upon learning of an infection, the contractor must immediately notify the designated COVID-19 safety officer, the site safety officer, and the owner

Sanitation Requirements

After a worker with COVID-19 related symptoms has been asked to leave the job site, the contractor shall take immediate steps to sanitize common areas and direct work places. This includes all on-site bathrooms facilities, any break facilities, and any other common areas on the job site that may have been in close contact with the infected worker.

Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization.

Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use.

Returning to Work

All impacted workers should follow CDC and DPH recommended steps concerning return to work. Workers who are considered close contacts to a COVID-19 case by public health authorities should not return for 14 days and are subject quarantine by public health.

Workers who leave during the work day due to COVID-19 symptoms and develop COVID-19 as confirmed by laboratory testing or diagnosis by a healthcare provider shall not return to the site until either released from isolation by healthcare provider or public health official.

In All Cases

- Keep all employee names confidential as required by law
- Other employees may be sent home while a workspace is being cleaned but will return to work after cleaning unless advised otherwise by a health care provider
- Other employees should be asked to contact their health provider if they have any questions
- Remind other employees to continue to practice proper sanitation and monitor for flu like symptoms

CONSTRUCTION

MA Safety Standards



MANDATORY SAFETY STANDARDS



A. ENFORCEMENT AND OVERSIGHT

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site except as provided below for construction and remodeling in 1-3 family residences

Except as provided below for construction and remodeling in 1-3 family residences, the Contractor's site-specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with sections B to D, inclusive (the "COVID-19 Construction Safety Guidance")

For large, complicated construction projects a city or town may additionally require the Owner to develop and submit a site-specific risk analysis and enhanced COVID-19 safety plan, which may include additional requirements to address risks specific to the project or type of project. The city or town shall review and approve such plan and may require such projects to pause construction until such a risk analysis and plan is submitted and approved. Once such an enhanced COVID-19 safety plan is approved, a violation of the plan shall be treated the same as a violation of the COVID-19 Construction Safety Guidance

For all projects undertaken, managed or funded by a state agency or authority there shall be joint enforcement responsibility between the project's public Owner and the city or town where the project is located. The Owner of a public project has the lead responsibility for compliance and enforcement including frequent on-site inspections by an employee or contractor of the state agency or authority who is familiar with the COVID-19 Construction Safety Guidance and is authorized to enforce that guidance and shut down work at the site if violations are found. The Owner of the project is required to notify the municipality where the work is taking place whenever a site is shut down or of any violations of the COVID-19 Construction Safety Guidance and the resulting corrective action plan, as well as to provide copies of the COVID-19 Officer's written daily reports upon request. While the public Owner has the lead responsibility for enforcement, cities and towns retain the authority to take enforcement action against public projects found not in compliance with the COVID-19 Construction Safety Guidance, including the authority to order the project to shut down until a corrective action plan is developed, approved and implemented

Cities and towns are authorized to enforce the COVID-19 Construction Safety Guidance using their public health staff, building inspectors or any other appropriate official or contractor

Cities and towns may enforce the safety and distance protocols including, if multiple violations are found, requiring the Owner and / or Contractor to safely secure the site and pause construction activities until a corrective action plan is prepared, submitted and approved by the city or town

The city or town may require the Owner of a large, complicated private project to pay for an independent, third party inspector or inspection firm (or to pay into a pool to pay for such inspections). The third party inspector shall be accountable solely to the city or town and shall be responsible for enforcement on behalf of the city or town. A city or town may require private projects to pause construction until such a third-party inspector has been secured



B. EMPLOYEE HEALTH PROTECTION

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately

COVID-19 Typical Symptoms include fever, cough, shortness of breath and sore throat

Self-certify prior to shift

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional



MANDATORY SAFETY STANDARDS



B. EMPLOYEE HEALTH PROTECTION

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% Isopropanol
- Contractor and State Agency Field Offices are locked down to all but authorized personnel
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All individual work crew meetings / tailgate talks should be held outside and follow social distancing
- Please keep all crews a minimum of 6 feet apart at all times to eliminate the potential of cross contamination
- At each job briefing / tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities / porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- At the start of each shift, confirm with all employees that they are healthy
- We will have a 100% glove policy from today going forward. All construction workers will be required to wear cut-resistant gloves or the equivalent
- Use of eye protection (safety goggles / face shields) is recommended
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection
- All employees should drive to work site / parking area in a single occupant vehicle. Contractors / State staff should not ride together in the same vehicle
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- In instances where it is possible, workers should maintain separation of 6 feet from each other per CDC guidelines
- Multi person activities will be limited where feasible (two person lifting activities)



MANDATORY SAFETY STANDARDS



B. EMPLOYEE HEALTH PROTECTION

- Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing
- Contact the cleaning person for your office trailer or office space and ensure they have proper COVID-19 sanitation processes. Increase their cleaning visits to daily
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

Wash Stations

- All site-specific projects with outside construction sites without ready access to an indoor bathroom **MUST** install Wash Stations
- Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors
- Garbage barrels will be placed next to the hand wash station for disposal of tissues / towels

Do all you can to maintain your good health by: getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids

Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor

Where these guidance does not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedure available

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site

The Contractor's site specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with these guidelines

Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The contractor will be required to submit a corrective action plan detailing each issue of non-conformance and a plan to rectify the issue(s). The contractor will not be allowed to resume work until the plan is approved by the Owner. Any additional issues of non-conformance may be subject to action against the contractor's prequalification and certification status

Limiting Exposures

Workers should follow the General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus of the COVID-19 Employee Health, protection, guidance and prevention guide

In addition, Contractors should advise workers of best practice to limit exposures off the construction site

When leaving a construction site for breaks, lunch, or other reasons are required to wash hands with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% Isopropanol before leaving the site and must maintain social distancing and wear face coverings if traveling to other locations off the construction site. Frequent use of handwashing or alcohol-based hand sanitizers should be encouraged and handwashing facilities and / or alcohol-based hand sanitizers should be made readily available at work sites



C. CONSTRUCTION AND REMODELING IN 1-3 FAMILY RESIDENCES

For construction and remodeling work in 1-3 family residential constructions, section B shall be modified as follows:

- The contractor does not need to designate a site-specific COVID-19 Officer (who may also be the Health and Safety Officer) for every site if there are 5 or less workers at the site at any given time. Instead, the contractor may designate a COVID-19 Officer for all such small sites in a given city or town who shall be in daily contact with each of the sites to ensure that the contractor and all subcontractors are in full compliance with this safety guidance. This COVID-19 safety officer shall prepare a written daily report covering all the small sites in each city or town and make a copy of that report available to a municipal official and / or the owner of the residence upon request
- If the project has restroom facilities / porta-potties they must be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels. For outside construction sites without ready access to an indoor bathroom, the contractors must either install Wash Stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees or provide each employee and subcontractor with a sufficient quantity of hand sanitizer to allow for frequent handwashing



MANDATORY SAFETY STANDARDS



D. WORKER INFECTION PROTOCOL

As stated above, there is a zero tolerance for sick workers reporting to work. Employees should be instructed that even those with mild symptoms of respiratory infection (cough, shortness of breath, sore throat) or fever should stay off work. Contractors shall take immediate steps to limit infections at the job site in the event that a worker discovered to have tested positive for COVID-19 or has COVID-19 related symptoms

Although it is understood that contractors are enforcing Work Site Risk Prevention Practices including social distancing rules and use of PPE, consistent with guidelines it is also recognized that there may be occasions where someone who has tested positive for COVID-19 or who has COVID-19 symptoms has been present in a work area

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, vendors, visitors, and others at a worksite

Identification of Exposure

The Contractor shall direct workers with COVID-19 related symptoms to leave the jobsite immediately and contact their healthcare provider. The Massachusetts Department of Health (DPH) or a local board of health will make appropriate notifications to those who had direct prolonged contact with the COVID-19 positive workers

The Contractor shall work with the local board of health to identify any potential job site exposures, including:

- Other workers, vendors, inspectors, or visitors to the work site with close contact to the individual
- Work areas such as supply cabinets and designated work stations or rooms
- Work tools and equipment
- Common areas such as break rooms and tables, vending machines, and sanitary facilities

Notification and Quarantine Requirements

As provided by law, the identity of the worker must be kept confidential

Upon learning of an infection, the contractor must immediately notify the designated COVID-19 safety officer, the site safety officer, and the owner

Sanitation Requirements

After a worker with COVID-19 related symptoms has been asked to leave the job site, the contractor shall take immediate steps to sanitize common areas and direct work places. This includes all on-site bathrooms facilities, any break facilities, and any other common areas on the job site that may have been in close contact with the infected worker

Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization

Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use

Returning to Work

All impacted workers should follow CDC and DPH recommended steps concerning return to work. Workers who are considered close contacts to a COVID-19 case by public health authorities should not return for 14 days and are subject quarantine by public health

Workers who leave during the work day due to COVID-19 symptoms and develop COVID-19 as confirmed by laboratory testing or diagnosis by a healthcare provider shall not return to the site until either released from isolation by healthcare provider or public health official

In All Cases

- Keep all employee names confidential as required by law
- Other employees may be sent home while a workspace is being cleaned but will return to work after cleaning unless advised otherwise by a health care provider
- Other employees should be asked to contact their health provider if they have any questions
- Remind other employees to continue to practice proper sanitation and monitor for flu like symptoms



A. ENFORCEMENT AND OVERSIGHT

- ☐ A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site except as provided below for construction and remodeling in 1-3 family residences
- ☐ Except as provided below for construction and remodeling in 1-3 family residences, the Contractor's site-specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with sections B to D, inclusive (the "COVID-19 Construction Safety Guidance")
- ☐ For large, complicated construction projects a city or town may additionally require the Owner to develop and submit a site-specific risk analysis and enhanced COVID-19 safety plan, which may include additional requirements to address risks specific to the project or type of project. The city or town shall review and approve such plan and may require such projects to pause construction until such a risk analysis and plan is submitted and approved. Once such an enhanced COVID-19 safety plan is approved, a violation of the plan shall be treated the same as a violation of the COVID-19 Construction Safety Guidance
- ☐ For all projects undertaken, managed or funded by a state agency or authority there shall be joint enforcement responsibility between the project's public Owner and the city or town where the project is located. The Owner of a public project has the lead responsibility for compliance and enforcement including frequent on-site inspections by an employee or contractor of the state agency or authority who is familiar with the COVID-19 Construction Safety Guidance and is authorized to enforce that guidance and shut down work at the site if violations are found. The Owner of the project is required to notify the municipality where the work is taking place whenever a site is shut down or of any violations of the COVID-19 Construction Safety Guidance and the resulting corrective action plan, as well as to provide copies of the COVID-19 Officer's written daily reports upon request. While the public Owner has the lead responsibility for enforcement, cities and towns retain the authority to take enforcement action against public projects found not in compliance with the COVID-19 Construction Safety Guidance, including the authority to order the project to shut down until a corrective action plan is developed, approved and implemented
- ☐ Cities and towns are authorized to enforce the COVID-19 Construction Safety Guidance using their public health staff, building inspectors or any other appropriate official or contractor
- ☐ Cities and towns may enforce the safety and distance protocols including, if multiple violations are found, requiring the Owner and / or Contractor to safely secure the site and pause construction activities until a corrective action plan is prepared, submitted and approved by the city or town
- ☐ The city or town may require the Owner of a large, complicated private project to pay for an independent, third party inspector or inspection firm (or to pay into a pool to pay for such inspections). The third party inspector shall be accountable solely to the city or town and shall be responsible for enforcement on behalf of the city or town. A city or town may require private projects to pause construction until such a third-party inspector has been secured



B. EMPLOYEE HEALTH PROTECTION

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

- ☐ If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there
- ☐ If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately

COVID-19 Typical Symptoms include fever, cough, shortness of breath and sore throat

Self-certify prior to shift

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- ☐ Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours
- ☐ Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- ☐ Have not been asked to self-isolate or quarantine by their doctor or a local public health official
- ☐ Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional



B. EMPLOYEE HEALTH PROTECTION

A General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- ☐ No handshaking
- ☐ Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% Isopropanol
- ☐ Contractor and State Agency Field Offices are locked down to all but authorized personnel
- ☐ Each Jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site
- ☐ A "No Congregation" policy is in effect. Individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- ☐ Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- ☐ Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- ☐ All individual work crew meetings / tailgate talks should be held outside and follow social distancing
- ☐ Please keep all crews a minimum of 6 feet apart at all times to eliminate the potential of cross contamination
- ☐ At each job briefing / tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- ☐ Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- ☐ All restroom facilities / porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels
- ☐ All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- ☐ All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- ☐ Be sure to use your own water bottle, and do not share
- ☐ To avoid external contamination, we recommend everyone bring food from home
- ☐ Please maintain Social Distancing separation during breaks and lunch
- ☐ Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- ☐ Avoid touching eyes, nose, and mouth with your hands
- ☐ To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- ☐ If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- ☐ At the start of each shift, confirm with all employees that they are healthy
- ☐ We will have a 100% glove policy from today going forward. All construction workers will be required to wear cut-resistant gloves or the equivalent
- ☐ Use of eye protection (safety goggles / face shields) is recommended
- ☐ In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection
- ☐ All employees should drive to work site / parking area in a single occupant vehicle. Contractors / State staff should not ride together in the same vehicle
- ☐ When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- ☐ In instances where it is possible, workers should maintain separation of 6 feet from each other per CDC guidelines
- ☐ Multi person activities will be limited where feasible (two person lifting activities)
- ☐ Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing
- ☐ Contact the cleaning person for your office trailer or office space and ensure they have proper COVID-19 sanitation processes. Increase their cleaning visits to daily
- ☐ Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

Wash Stations

- ☐ All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install Wash Stations.
- ☐ Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- ☐ All onsite workers must help to maintain and keep stations clean
- ☐ If a worker notices soap or towels are running low or out, immediately notify supervisors
- ☐ Garbage barrels will be placed next to the hand wash station for disposal of tissues / towels
- ☐ Do all you can to maintain your good health by: getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids
- ☐ Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor
- ☐ Where these guidance does not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedure available
- ☐ A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site
- ☐ The Contractor's site specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with these guidelines

CONSTRUCTION

MA COVID-19 Checklist



B. EMPLOYEE HEALTH PROTECTION

- ☐ Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The contractor will be required to submit a corrective action plan detailing each issue of non-conformance and a plan to rectify the issue(s). The contractor will not be allowed to resume work until the plan is approved by the Owner. Any additional issues of non-conformance may be subject to action against the contractor's prequalification and certification status

Limiting Exposures

- ☐ Workers should follow the General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus of the COVID-19 Employee Health, protection, guidance and prevention guide
- ☐ In addition, Contractors should advise workers of best practice to limit exposures off the construction site
- ☐ When leaving a construction site for breaks, lunch, or other reasons are required to wash hands with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% Isopropanol before leaving the site and must maintain social distancing and wear face coverings if traveling to other locations off the construction site. Frequent use of handwashing or alcohol-based hand sanitizers should be encouraged and handwashing facilities and / or alcohol-based hand sanitizers should be made readily available at work sites



C. CONSTRUCTION AND REMODELING IN 1-3 FAMILY RESIDENCES

- ☐ For construction and remodeling work in 1-3 family residential constructions, section B shall be modified as follows:
- ☐ The contractor does not need to designate a site-specific COVID-19 Officer (who may also be the Health and Safety Officer) for every site. If there are 5 or less workers at the site at any given time. Instead, the contractor may designate a COVID-19 Officer for all such small sites in a given city or town who shall be in daily contact with each of the sites to ensure that the contractor and all subcontractors are in full compliance with this safety guidance. This COVID-19 safety officer shall prepare a written daily report covering all the small sites in each city or town and make a copy of that report available to a municipal official and / or the owner of the residence upon request
- ☐ If the project has restroom facilities / porta-potties they must be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels. For outside construction sites without ready access to an indoor bathroom, the contractors must either install Wash Stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees or provide each employee and subcontractor with a sufficient quantity of hand sanitizer to allow for frequent handwashing



D. WORKER INFECTION PROTOCOL

- ☐ As stated above, there is a zero tolerance for sick workers reporting to work. Employees should be instructed that even those with mild symptoms of respiratory infection (cough, shortness of breath, sore throat) or fever should stay off work. Contractors shall take immediate steps to limit infections at the job site in the event that a worker discovered to have tested positive for COVID-19 or has COVID-19 related symptoms
- ☐ Although it is understood that contractors are enforcing Work Site Risk Prevention Practices including social distancing rules and use of PPE, consistent with guidelines it is also recognized that there may be occasions where someone who has tested positive for COVID-19 or who has COVID-19 symptoms has been present in a work area
- ☐ Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, vendors, visitors, and others at a worksite

Identification of Exposure

- ☐ The Contractor shall direct workers with COVID-19 related symptoms to leave the jobsite immediately and contact their healthcare provider. The Massachusetts Department of Health (DPH) or a local board of health will make appropriate notifications to those who had direct prolonged contact with the COVID-19 positive workers
- ☐ The Contractor shall work with the local board of health to identify any potential job site exposures, including:
 - Other workers, vendors, inspectors, or visitors to the work site with close contact to the individual
 - Work areas such as supply cabinets and designated work stations or rooms
 - Work tools and equipment
 - Common areas such as break rooms and tables, vending machines, and sanitary facilities

Notification and Quarantine Requirements

- ☐ As provided by law, the identity of the worker must be kept confidential
- ☐ Upon learning of an infection, the contractor must immediately notify the designated COVID-19 safety officer, the site safety officer, and the owner

CONSTRUCTION

MA COVID-19 Checklist



d. WORKER INFECTION PROTOCOL

Sanitation Requirements

- ☐ After a worker with COVID-19 related symptoms has been asked to leave the job site, the contractor shall take immediate steps to sanitize common areas and direct work places. This includes all on-site bathrooms facilities, any break facilities, and any other common areas on the job site that may have been in close contact with the infected worker
- ☐ Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization
- ☐ Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use

Returning to Work

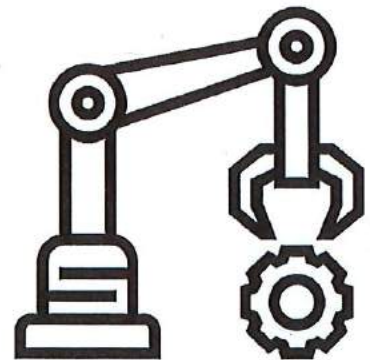
- ☐ All impacted workers should follow CDC and DPH recommended steps concerning return to work. Workers who are considered close contacts to a COVID-19 case by public health authorities should not return for 14 days and are subject quarantine by public health.
- ☐ Workers who leave during the work day due to COVID-19 symptoms and develop COVID-19 as confirmed by laboratory testing or diagnosis by a healthcare provider shall not return to the site until either released from isolation by healthcare provider or public health official

In All Cases

- ☐ Keep all employee names confidential as required by law
- ☐ Other employees may be sent home while a workspace is being cleaned but will return to work after cleaning unless advised otherwise by a health care provider
- ☐ Other employees should be asked to contact their health provider if they have any questions
- ☐ Remind other employees to continue to practice proper sanitation and monitor for flu like symptoms

Manufacturing

Permitted to reopen on May 18, 2020





**WORKPLACE SPECIFIC SAFETY STANDARDS FOR
MANUFACTURING ACTIVITIES TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 workplace safety standards for Manufacturing Activities are issued to provide owners and operators of manufacturing sites and workers and contractors with instructions to help protect against the spread of COVID-19 as manufacturing sites re-open. Workers must continue to telework if feasible.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of the manufacturing site is accountable for adhering to all local, state and federal requirements relative to manufacturing activities. The operator of the manufacturing site is also responsible for staying abreast of any updates to these requirements.

Standards for Responsible Manufacturing Activities in Massachusetts

No manufacturing activity shall occur without meeting the State mandatory Safety Standards for Workplaces as applied to manufacturing facilities in this document. These sector specific COVID-19 Workplace Safety Standards for Manufacturing apply to all manufacturing (essential and non-essential) in operation during the COVID-19 public health emergency until rescinded or amended by the State. The operator of each manufacturing site or facility shall be responsible for meeting these standards.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace
 - Manual work: reengineer workstations to increase distance between workers; install visual distancing markers on workstations to delineate 6 feet separations; place markers throughout facility to guide movement of individuals
 - Close or reconfigure worker common spaces and high density areas of facilities where workers are likely to congregate (e.g., break rooms, eating areas) to allow physical distancing
 - Cafeterias must practice physical distancing and appropriate hygiene measures and should operate with only prepackaged food
 - Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between workers

- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing during any meeting
- Face coverings are required for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- Physical partitions separating workstations must be installed for areas that cannot be spaced out (partitions must be taller than a standing worker)

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Facilities with highly manual work should reopen in gradual / phased approach, adjusting operations and work scheduling (working teams with different schedules or designated staggered arrival / departure time) to reduce density in the facility, minimize contact across workers and prevent congestion
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible
- Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and work with them to trace likely contacts in the workplace and advise

workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

- Post notice to worker and customers of important health information and relevant safety measures as outlined in government guidelines

IV. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (after each shift, and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas, heavy machinery and high-touch surfaces (e.g., doorknobs, handrails, shared tools, bathrooms, elevators)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#) (Updated 3/21/20)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website

mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

MANUFACTURING

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace

Reengineer workstations to increase distance between workers; install visual distancing markers on workstations to delineate 6 feet separations; place markers throughout facility to guide movement of individuals. Close or reconfigure worker common spaces and high density areas of facilities where workers are likely to congregate (e.g., break rooms, eating areas) to allow physical distancing

Cafeterias must practice physical distancing and appropriate hygiene measures and should operate with only packaged food

Stagger lunch and break times, regulating max number of people in one place and ensuring at least 6 feet of physical distancing during any meeting

Face coverings are required for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such space at the same time are required to wear face coverings

Physical partitions separating workstations must be installed for areas that cannot be spaced out (partitions must be taller than a standing worker)

Recommended best practices

Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between workers

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)



HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms

Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission

Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible

Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

Recommended best practices

Facilities with highly manual work should reopen in gradual / phased approach, adjusting operations and work scheduling (working teams with different schedules or designated staggered arrival / departure time) to reduce density in the facility, minimize contact across workers and prevent congestion

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home

Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

Conduct frequent cleaning and disinfection of site (after each shift, and more frequently if feasible)

Keep cleaning logs that include date, time and scope of cleaning

Conduct frequent disinfecting of heavy transit areas, heavy machinery and high-touch surfaces (e.g., doorknobs, handrails, shared tools, bathrooms, elevators)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance

MANUFACTURING

MA COVID-19 Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace
- ☐ Reengineer workstations to increase distance between workers; install visual distancing markers on workstations to delineate 6 feet separations; place markers throughout facility to guide movement of individuals. Close or reconfigure worker common spaces and high density areas of facilities where workers are likely to congregate (e.g., break rooms, eating areas) to allow physical distancing. Designate assigned working areas to individuals where possible
- ☐ Cafeterias must practice physical distancing and appropriate hygiene measures and should operate with only packaged food
- ☐ Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☐ Stagger lunch and break times, regulating max number of people in one place
- ☐ Require use of face coverings for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- ☐ Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such space at the same time are required to wear face coverings
- ☐ Install physical partitions separating workstations for areas that cannot be spaced out (partitions must be taller than a standing worker)



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ☐ Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Provide training to workers on up-to-date safety information and precautions including hygiene and other safety measures
- ☐ Adjust operations and work scheduling to reduce density in the facility, minimize contact across workers and prevent congestion
- ☐ Limit visitors and service providers on site; shipping and deliveries completed in designated areas, outside the facility if possible
- ☐ Ensure that workers feeling ill stay home. Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) to stay home
- ☐ Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☐ Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines



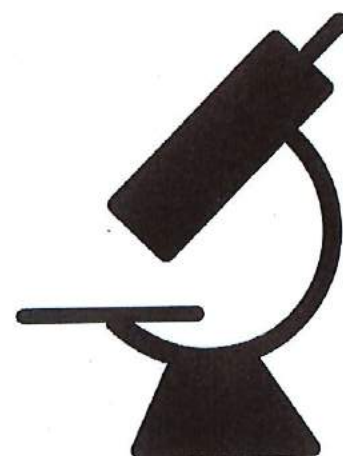
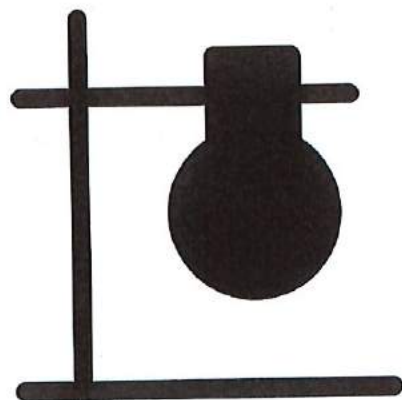
CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Conduct frequent cleaning and disinfection of site (after each shift and more frequently if feasible)
- ☐ Keep cleaning logs that include date, time and scope of cleaning
- ☐ Conduct frequent disinfecting heavy transit areas, heavy machinery and high-touch surfaces frequently (e.g., doorknobs, handrails, shared tools, bathrooms, elevators)
- ☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance

Laboratories

Permitted to reopen on May 25, 2020





**SECTOR SPECIFIC WORKPLACE SAFETY STANDARDS FOR LABORATORIES
TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 workplace safety standards for Laboratories are issued to provide owners and operators of laboratories and workers and contractors working in laboratories with instructions to help protect against the spread of COVID-19 as laboratories re-open. Workers must continue to telework if feasible.

These standards set minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention change frequently and the responsible party of the Laboratory is accountable for staying abreast of any updates to these requirements.

Standards for Responsible Laboratories in Massachusetts

No activity in Laboratories shall occur without meeting the State mandatory Safety Standards for Workplaces as applied to laboratory facilities in this document. These standards apply to all Laboratories in operation until rescinded or amended by the State. The operator of each laboratory shall be responsible for meeting these standards.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations; and Cleaning and Disinfecting.

I. Social Distancing

- Ensure separation of 6 feet or more between individuals unless this distance is unsafe due to the nature of the work or configuration of the workspace
 - Close or reconfigure worker common and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
 - Cafeterias must practice physical distancing and appropriate hygiene measures and should be limited to prepackaged food
 - Use physical partitions to separate workstations that cannot be spaced out, where feasible (must be taller than a standing worker)
- Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between workers Stagger work schedules
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring 6 feet of physical distancing

- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- Workers must use face coverings or face masks except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require frequent cleaning and sanitation of all high-touch areas such as desks, door handles, and restrooms
- Avoid sharing use of laboratory materials / equipment (e.g., goggles) or disinfect equipment between use
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Workers must continue to telework if feasible (e.g., office work, data analysis, notebook recording); meetings should be remote to reduce density in the laboratory
- Adjust workplace hours and shifts (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible
- Restrict access of office workers to lab or production facilities; segment office / support personnel to specific areas of the facility
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

IV. Cleaning and Disinfecting

- Conduct daily cleaning and disinfection of site (at least daily, and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, handrails, elevators, bathrooms)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease \(Updated 3/21/20\)](#)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website
mass.gov/covid19

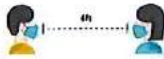
United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

LABORATORIES

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to nature of the work or the configuration of the workspace

Close or reconfigure worker common and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)

Cafeterias must practice physical distancing and appropriate hygiene measures and should be limited to prepackaged food

Use physical partitions to separate workstations that cannot be spaced out, where feasible (must be taller than a standing worker)

Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between workers

Stagger work schedules, lunch and break times, regulating max number of people in one place and ensuring 6 feet of physical distance

Workers must use face coverings or face masks except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such space at the same time are required to wear face coverings

Recommended best practices

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)



HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Require frequent cleaning and sanitation of all high-touch areas such as desks, door handles, and restrooms

Avoid sharing use of laboratory materials / equipment (e.g., goggles) or disinfect equipment between use

Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission

Adjust workplace hours and shifts (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible

Restrict access of office workers to lab or production facilities; segment office / support personnel to specific areas of the facility

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

Recommended best practices

Workers must continue to telework if feasible (e.g., office work, data analysis, notebook recording); meetings should be remote to reduce density in the laboratory

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home

Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

Conduct daily cleaning and disinfection of site (at least daily, and more frequently if feasible)

Keep cleaning logs that include date, time, and scope of cleaning

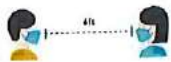
Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, handrails, elevators, bathrooms)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance

Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

LABORATORIES

MA COVID-19 Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace
- ☐ Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☐ Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between workers
- ☐ Stagger work schedules, lunch and break times, regulating max number of people in one place
- ☐ Require use of face coverings for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- ☐ Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such space at the same time are required to wear face coverings



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ Require frequent cleaning and sanitation of all high-touch areas such as desks, door handles, and restrooms
- ☐ Avoid sharing use of laboratory materials / equipment (e.g., goggles) or disinfect equipment between use
- ☐ Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Provide training to workers on up-to-date safety information and precautions including hygiene and other safety measures
- ☐ Ensure workers continue to telework if feasible (e.g., office work, data analysis, notebook recording); meetings should be remote to reduce density in the laboratory
- ☐ Limit visitors and service providers on site; shipping and deliveries completed in designated areas, outside the facility if possible
- ☐ Restrict access of office workers to lab or production facilities; segment office / support personnel to specific areas of the facility
- ☐ Adjust workplace hours and shifts (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- ☐ Workers must stay home if feeling ill. Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) to stay home
- ☐ Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☐ Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines



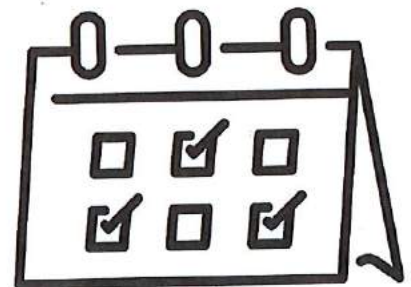
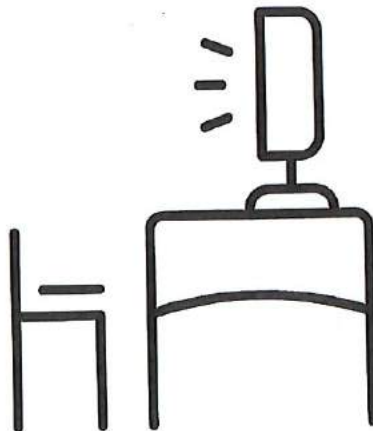
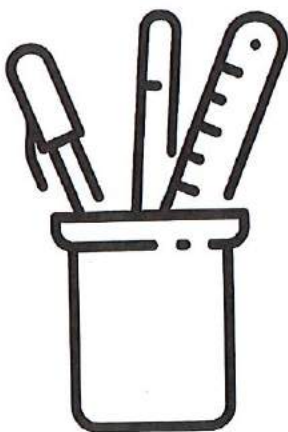
CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Conduct daily cleaning and disinfection of site (at least daily, and more frequently if feasible)
- ☐ Keep cleaning logs that include date, time and scope of cleaning
- ☐ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, handrails, bathrooms, elevators)
- ☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance
- ☐ Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

Office Spaces

Permitted to reopen on May 25, 2020





**SECTOR SPECIFIC WORKPLACE SPECIFIC SAFETY STANDARDS
FOR OFFICE SPACES TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 workplace safety standards for Office Spaces are issued to provide businesses and other organizations operating within general use office spaces and workers in these office spaces with instructions to help protect against the spread of COVID-19. Workers and contractors must continue to telework if feasible.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of the office space is accountable for adhering to all local, state and federal requirements. The operator of the office space is also responsible for staying abreast of any updates to these requirements.

Standards for Responsible Office Spaces in Massachusetts

No activity in office spaces can occur without meeting the following sector specific COVID-19 workplace safety standards. These standards apply to all businesses and other organizations operating in general use office space until rescinded or amended by the State.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Businesses and other organizations shall limit occupancy within their office space to no more than
 - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
 - Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations
- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
 - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
 - Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures
 - Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)
 - Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
 - Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

III. Staffing and Operations

- Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
 - Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
 - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines

- Isolation, Contact Tracing, and Communication plan for if an worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19
- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office
- Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- Limit business sponsored travel and comply with state and federal travel restrictions / guidelines
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)

IV. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease \(Updated 3/21/20\)](#)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website
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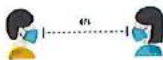
United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

OFFICE SPACES

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Businesses and other organizations shall limit occupancy within their office space to no more than

- 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
- Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations

Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace

Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)

Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures

Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)

Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation

Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

Recommended best practices

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers

Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies

Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)



HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms

Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:

- Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
- Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
- Isolation, Contact Tracing, and Communication plan for if a worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- Social distancing, hand-washing, proper use of face coverings
- Self-screening at home, including temperature or symptom checks
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability

Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas

Limit business sponsored travel and comply with state and federal travel restrictions / guidelines

OFFICE SPACES

MA Safety Standards



MANDATORY SAFETY STANDARDS



STAFFING & OPERATIONS

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)

Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office

Recommended best practices

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)

Keep cleaning logs that include date, time, and scope of cleaning

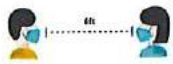
Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)

Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

OFFICE SPACES

MA COVID-19 Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ Businesses and other organizations shall limit occupancy within their office space to no more than
 - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
 - Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations
- ☐ Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- ☐ Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
- ☐ Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- ☐ Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures
- ☐ Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)
- ☐ Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation
- ☐ Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- ☐ Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- ☐ Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☐ Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- ☐ Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- ☐ Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ☐ Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
- ☐ Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
 - Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
 - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
 - Isolation, Contact Tracing, and Communication plan for if a worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19

OFFICE SPACES

MA COVID-19 Checklist



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- ☐ Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- ☐ Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office
- ☐ employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- ☐ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- ☐ Limit business sponsored travel and comply with state and federal travel restrictions / guidelines
- ☐ Workers must stay home if feeling ill
- ☐ Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- ☐ Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☐ Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- ☐ Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)



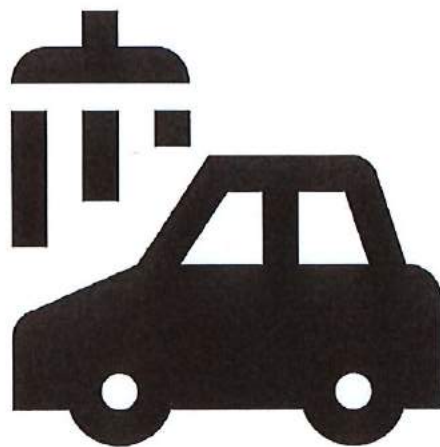
CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- ☐ Keep cleaning logs that include date, time, and scope of cleaning
- ☐ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- ☐ Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Car Washes

Permitted to reopen on May 25, 2020





SECTOR SPECIFIC COVID-19 WORKPLACE SAFETY STANDARDS FOR CAR WASHES As of May 18, 2020

Purpose

This sector specific COVID-19 workplace safety standards for Car Washes are issued to provide owners and operators of Car Washes and workers and customers with instructions to help protect against the spread of COVID-19 as Car Washes re-open.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and it is the responsibility the owner or operator of each Car Wash to stay abreast of any updates to these requirements.

Standards for Responsible Car Washes in Massachusetts:

No activity in Car Washes shall occur without meeting the following minimum sector specific COVID-19 workplace safety standards Car Washes. These standards apply to all Car Washes until rescinded or amended by the State.

The following guidance is organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations; and Cleaning and Disinfecting.

I. Social Distancing

- Ensure at least 6 feet of separation between individuals
- Assign workers to individually designated work areas; increase physical space between workers; stagger work schedules; and, improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Face coverings are required for all workers, except where doing so is unsafe due to medical condition or disability
- Physical partitions are recommended where physical distancing is challenging (e.g., cashier) and should be taller than a standing worker

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and allow sufficient break time to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

- Require frequent cleaning and sanitation of all high-touch areas such as desks, door handles, and restrooms
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

III. Staffing and Operations

- Provide training to workers on car wash safety standards, up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Limit washing services to external surfaces of the vehicle
- Customers should line up in their cars at facilities with automated car washing
- Customers should stay in their cars throughout the car wash process
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information)
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to their employer
- Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Notify workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Encourage contactless payment methods

IV. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#) (Updated 3/21/20)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website

mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website

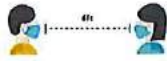
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CAR WASHES

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Ensure at least 6 feet of separation between individuals

Assign workers to individually designated work areas; increase physical space between workers; stagger work schedules

Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Face coverings are required for all workers, except where doing so is unsafe due to medical condition or disability

Physical partitions are recommended where physical distancing is challenging (e.g., cashier) and should be taller than a standing worker

Recommended best practices

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)



HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water¹, wherever possible and allow sufficient break time to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Require frequent cleaning and sanitation of all high-touch areas such as desks, door handles, and restrooms

Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Provide training to workers on car wash safety standards, up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission

Limit washing services to external surfaces of the vehicle

Customers should line up in their cars at facilities with automated car washing

Customers should stay in their cars throughout the car wash process

Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Maintain a log of workers and customers to support contact tracing (name, date, time, contact information)

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer should notify the Local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Post notice to workers, and customers of important health information and relevant safety measures as outlined in government guidelines

Recommended best practices

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to their employer

Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing

Encourage contactless payment methods



CLEANING & DISINFECTING

Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)

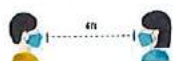
Keep cleaning logs that include date, time, and scope of cleaning

Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

CAR WASHES

MA COVID-19 Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ Ensure at least 6 feet of separation between individuals
- ☐ Assign workers to individually designated work areas; increase physical space between workers; stagger work schedules
- ☐ Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☐ Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- ☐ Require use of face coverings for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- ☐ Physical partitions are recommended where physical distancing is challenging (e.g., cashier) and should be taller than a standing worker



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ☐ Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Provide training to workers on car wash safety standards, up-to-date safety information and precautions including hygiene and other safety measures
- ☐ Limit washing services to external surfaces of the vehicle
- ☐ Request customers to line up in their cars at facilities with automated car washing
- ☐ Request customers to stay in their cars throughout the car wash process
- ☐ Adjust workplace hours and shifts (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- ☐ Maintain a log of workers and customers to support contact tracing (name, date, time, contact information)
- ☐ Ensure that workers feeling ill stay home. Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) to stay home
- ☐ Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☐ Encourage workers who test positive for COVID-19 to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- ☐ Encourage contactless payment methods



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- ☐ Keep cleaning logs that include date, time, and scope of cleaning
- ☐ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms)
- ☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Pet Grooming

Permitted to reopen on May 25, 2020





SECTOR SPECIFIC WORKPLACE SAFETY STANDARDS FOR PET GROOMING SERVICES TO ADDRESS COVID-19

As of May 18, 2020

Purpose

These sector specific COVID-19 workplace safety standards for Pet Grooming Services are issued to provide owners and operators of Pet Grooming services workers and customers with instructions to help protect against the spread of COVID-19 as pet grooming services re-open.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix upon which these guidelines are based can and does change frequently, and the owner or operator for each Pet Grooming Service is accountable staying abreast of any updates to these requirements.

Standards for Responsible Pet Grooming Sites in Massachusetts:

No activity in Pet Grooming Services can occur without meeting these sector specific COVID-19 workplace safety standards for Pet Grooming Services. These standards apply to all Pet Grooming sites until rescinded or amended by the State.

The following workplace specific guidance is organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Ensure separation of 6 feet or more between individuals where possible
 - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing; remove chairs and / or use distance markers to assure spacing (e.g., grooming workstations, counter space, office space)
 - Maintain physical distancing in businesses with multiple groomers by limiting the number of groomers working together at the same time, working at every other table, and allowing only one worker and one pet at a time in the pet bathing area.
 - Physical partitions must separate workstations that cannot be spaced out, (partitions must be taller than a standing worker)
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Stagger lunch and break times, regulating max number of people in one place and ensuring at least 6 feet of physical distancing
- Ensure proper distancing with customers
 - Communicate with clients via telephone or video-chat to avoid in-person conversations
 - Customers are not permitted in the business or facility; Pets must be dropped off curbside

- Grooming salons must supply leashes to guide pets so there is no hand-off of an owner's leash at time of service
 - Customers should call or text upon arrival to the salon to arrange for drop off or pick up of their pet
 - Install visual markers to encourage customers outside to remain at least 6 feet apart
- Require face coverings for all workers and customers, except where unsafe due to medical condition or disability
- Grooming services may be provided only in mobile units, salons, or stores
- Contactless payment methods are encouraged

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Avoid sharing tools and supplies between workers
- Post visible signage throughout the site to remind workers of hygiene and safety protocols
- Prior to accepting a pet, ask the owner if anyone in the house has COVID-19. Grooming cannot be allowed if someone in the client household is confirmed to have or suspected of having COVID-19

III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Do not allow visitors or customers on site, pet drop-off must occur outside. Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Workers should be encouraged to self-identify to the owner or operator of the business symptoms or any close contact to a known or suspected COVID-19 case
- Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

IV. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- Disinfect tools between customers (e.g., shampoo bowls, shears, combs, brushes)

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#) (Updated 3/21/20)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website

mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website

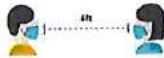
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

PET GROOMING

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Ensure at least 6 feet of separation between individuals

Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing; remove chairs and / or use distance markers to assure spacing (e.g., grooming workstations, counter space, office space)

Maintain physical distancing in businesses with multiple groomers by limiting the number of groomers working together at the same time, working at every other table, and allowing only one worker and one pet at a time in the pet bathing area

Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing worker)

Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Communicate with clients via telephone or video-chat to avoid in-person conversations

Customers are not permitted in the business or facility; Pets must be dropped off curbside

Grooming salons must supply leashes to guide pets so there is no hand-off of an owner's leash at time of service

Customers should call or text upon arrival to the salon to arrange for drop-off or pick up of their pet

Require face coverings for all workers and customers, except where unsafe due to medical condition or disability

Grooming services may be provided only in mobile units, salons, or stores

Recommended best practices

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Contactless payment methods are encouraged



HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Avoid sharing tools and supplies between workers

Post visible signage throughout the site to remind workers of hygiene and safety protocols

Prior to accepting a pet, ask the owner if anyone in the house has COVID-19. Grooming cannot be allowed if someone in the client household is confirmed to have or suspected of having COVID-19



STAFFING & OPERATIONS

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission

Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Do not allow visitors or customers on site, pet drop-off must occur outside. Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

Recommended best practices

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home

Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)

Keep cleaning logs that include date, time, and scope of cleaning

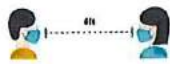
Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Disinfect tools between customers (e.g., shampoo bowls, shears, combs, brushes)

PET GROOMING

MA COVID-19 Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ Ensure at least 6 feet of separation between individuals
- ☐ Maintain physical distancing in businesses with multiple groomers by limiting the number of groomers working together at the same time, working at every other table, and allowing only one worker and one pet at a time in the pet bathing area. Close or reconfigure worker common spaces and high density areas where workers are likely to congregate
- ☐ Install physical partitions separating workstations for areas that cannot be spaced out (partitions must be taller than a standing worker)
- ☐ Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☐ Communicate with clients via telephone or video-chat to avoid in-person conversations. Encourage contactless payment methods
- ☐ Supply leashes to guide pets so there is no hand-off of an owner's leash at time of service
- ☐ Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- ☐ Require use of face coverings for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- ☐ Ensure that customers are not permitted in the business or facility; Pets must be dropped off curbside. Customers should call or text upon arrival to the salon to arrange for drop-off and pick up of their pet



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ Post visible signage throughout the site to remind workers of hygiene and safety protocols.
- ☐ Avoid sharing tools and supplies between workers
- ☐ Prior to accepting a pet, ask the owner if anyone in the house has COVID-19. Grooming cannot be allowed if someone in the client household is confirmed to have or suspected of having COVID-19



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Provide training to workers on safety standards, up-to-date safety information and precautions including hygiene and other safety measures
- ☐ Adjust workplace hours and shifts to minimize contact across workers and reduce congestion at entry points
- ☐ Do not allow visitors or customers on site, pet drop-off must occur outside. Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- ☐ Ensure that workers feeling ill stay home. Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) to stay home
- ☐ Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☐ Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines



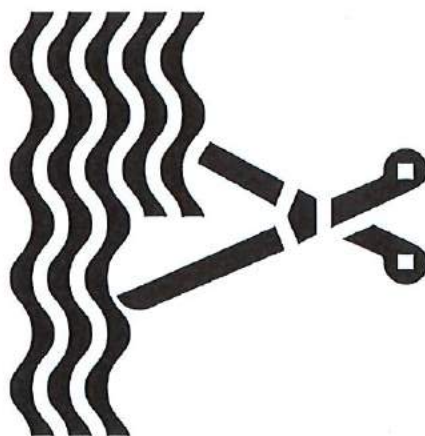
CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Conduct daily cleaning and disinfection of site (at least daily and more frequently if feasible)
- ☐ Disinfect heavy transit areas and high-touch surfaces (e.g., doorknobs, shared tools, bathrooms)
- ☐ Keep cleaning logs that include date, time and scope of cleaning
- ☐ Disinfect tools between customers (e.g., shampoo bowls, shears, combs, brushes)
- ☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance

Hair Salons & Barber Shops

Permitted to reopen on May 25, 2020





**SECTOR SPECIFIC WORKPLACE SAFETY STANDARDS FOR
HAIR SALONS AND BARBERSHOPS TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 workplace safety standards for Hair Salons and Barbershops are issued to provide owners and operators of Hair Salons and Barbershops sites and workers at those businesses with instructions to help protect against the spread of COVID-19 as Hair Salons and Barbershops re-open.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently. It is the responsibility of each Hair Salon or Barbershop to stay abreast of any updates to these requirements.

Standards for Responsible Hair Salons & Barbershops in Massachusetts

No activity in Hair Salons or Barbershops shall occur without meeting these sector specific COVID-19 workplace safety standards for Hair Salons and Barbershops. These standards apply to all Hair Salons and Barbershops until rescinded or amended by the State. The owner of the Hair Salon or Barbershop shall be responsible for meeting these standards.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Arrange chairs so work areas are spaced out at least 6 feet apart
- Install visual markers to encourage customers to remain at least 6 feet apart
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Stagger lunch and break times, regulate the maximum number of people in one place and ensure at least 6 feet of physical distancing
- Close or reconfigure worker common spaces and high density areas of facilities where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing
- Require face coverings for all customers and workers, except where an individual is unable to wear a face covering due to a medical condition or disability
- Require workers to wear gloves, gowns or smocks, and prescription glasses, safety glasses or goggles
- Install physical partitions between workstations where feasible
- Contactless payment methods are encouraged

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require glove changes and handwashing before and after each customer
- Do not permit sharing of tools and supplies between workers (shears, combs, brushes, etc.)
- Use clean capes for each customer
- Workers should change into a clean smock or gown between each client. Consider using disposable capes and smocks. Reusable capes, towels, gowns should be laundered between each use
- Disinfect all tools between customers
- Post visible signage throughout the site to remind workers and clients of hygiene and safety protocols

III. Staffing and Operations

- Limit service to hair services only (haircuts, color, blow drying and treatments). Non-hair services are not permitted (eyebrows, beard trimming, lip waxing, manicures, etc.)
- Provide training to workers on safety standards, up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Adjust workplace hours and shifts (working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion
- Close waiting areas and ask customers to wait outside or in cars until it is time for their appointment
- Require customers to make an appointment in advance to receive service
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed
- Remove non-essential amenities (magazines, customer-facing water or coffee, coat rooms etc.)
- All workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

IV. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (at least daily, and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, rolling carts, bathrooms)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- Disinfect tools between customers (e.g., shampoo bowls, chairs and headrests, shears, combs, brushes, razors, styling tools)

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#) (Updated 3/21/20)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website
mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

HAIR SALONS & BARBERSHOPS

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

- Arrange chairs so work areas are spaced out at least 6 feet apart
- Install visual markers to encourage customers to remain at least 6 feet apart
- Stagger lunch and break times, regulate the maximum number of people in one place and ensure at least 6 feet of physical distancing
- Close or reconfigure worker common spaces and high density areas of facilities where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing
- Require face coverings for all customers and workers, except where an individual is unable to wear a face covering due to a medical condition or disability
- Require workers to wear gloves, gowns or smocks, and prescription glasses, safety glasses or goggles

Recommended best practices

- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Install physical partitions between workstations where feasible (must be taller than a standing worker)
- Contactless payment methods are encouraged



HYGIENE PROTOCOLS

- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require glove changes and handwashing before and after each customer
- Do not permit sharing of tools and supplies between workers (shears, combs, brushes, etc.)
- Use clean capes for each customer
- Workers should change into a clean smock or gown between each client. Consider using disposable capes and smocks. Reusable capes, towels, gowns should be laundered between each use
- Disinfect all tools between customers
- Post visible signage throughout the site to remind workers and clients of hygiene and safety protocols



STAFFING & OPERATIONS

- Limit service to hair services only (haircuts, color, blow drying and treatments). Non-hair services are not permitted (eyebrows, beard trimming, lip waxing, manicures, etc.)
- Provide training to workers on safety standards, up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Adjust workplace hours and shifts (working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion
- Close waiting areas and ask customers to wait outside or in cars until it is time for their appointment
- Require customers to make an appointment in advance to receive service
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed
- Remove non-essential amenities (magazines, customer-facing water or coffee, coat rooms etc.)
- All workers must stay home if feeling ill
- If the employer is notified of a positive case at the workplace, the employer shall notify the Local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

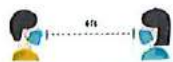
Recommended best practices

- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

- Conduct frequent cleaning and disinfection of site (at least daily, and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, rolling carts, bathrooms)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- Disinfect tools between customers (e.g., shampoo bowls, chairs and headrests, shears, combs, brushes, razors, styling tools)

**SOCIAL DISTANCING**

Ensure >6ft between individuals

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- ☐ Require face coverings for all customers and workers, except where an individual is unable to wear a face covering due to a medical condition or disability
- ☐ Require workers to wear gloves, gowns or smocks, and prescription glasses, safety glasses or goggles
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- ☐ Contactless payment methods are encouraged

**HYGIENE PROTOCOLS**

Apply robust hygiene protocols

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