

# COVID-19 Control plan: Template



All licensed Occupational schools and testing centers in the state of Massachusetts must develop a written control plan outlining how each of its sites will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement for allowable Phase II and Phase III programs. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

## School / Testing Center Information

*please provide the following information:*

Institution name: \_\_\_\_\_

School/Testing Center / Description: \_\_\_\_\_

School / Testing Center Address: \_\_\_\_\_

Contact information (President or designee): \_\_\_\_\_

Number of faculty, staff, and students/testing center on site for Phase II: \_\_\_\_\_

## Social Distancing

*check the boxes to certify that you have:*

- ☐ Ensured that the occupancy of the facility is never greater than 40 percent of maximum permitted occupancy level of the occupancy permit on record with the municipal building department or other municipal record holder. (Schools and Testing Centers for which no permitted occupancy limitation is on record may rely on the 8 persons per 1,000 square feet method)
- ☐ Ensured that all persons, including faculty, staff and students/test takers remain at least six feet apart in classrooms and clinic settings.
- ☐ Established protocols to ensure that faculty, staff and students/test takers can practice adequate social distancing
- ☐ Posted signage for safe social distancing
- ☐ Required face coverings or masks for all faculty, staff and students/test takers
- ☐ Implemented additional procedures. Please describe on a separate sheet:

## Hygiene Protocols

*check the boxes to certify that you have:*

- ☐ Provided hand washing capabilities/hand sanitizers throughout the school
- ☐ Posted visible signage throughout the school to remind students, instructors and all others of the hygiene and safety protocols.
- ☐ Provide regular sanitization of high touch areas, such as desks, equipment, screens, doorknobs, restrooms throughout the campus
- ☐ Implemented additional procedures. Please describe on a separate sheet.

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## Staffing & Operations

*check the boxes to certify that you have:*

- ☐ Provided training for faculty, staff and students/test takers regarding the social distancing and hygiene protocols
- ☐ Ensured faculty, staff and students/test takers who are displaying COVID19-like symptoms are encouraged not report to school/testing site
- ☐ Established a plan for faculty, staff and students getting ill from COVID-19 with a return-to-school/retest plan
- ☐ Ensured that the didactic (lecture) type classes are only taught online, unless there is a requirement for in-person participation for the limited purpose to complete a degree, program or prerequisite for employment, which may then occur in the school facility.
- ☐ Implemented additional procedures. Please describe on a separate sheet.

## Cleaning & Disinfecting

*check the boxes to certify that you have:*

- ☐ Established and maintained cleaning protocols specific to the school/testing center
- ☐ Conducted frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms) during hours of operation.
- ☐ Ensured that when an individual at the school/testing center is diagnosed with COVID-19, cleaning and disinfecting is performed
- ☐ Kept cleaning logs that include date, time, and scope of cleaning
- ☐ Implemented additional procedures. Please describe on a separate sheet.