

INDOOR AND OUTDOOR EVENTS

MA COVID-19 Checklist



These sector specific COVID-19 workplace safety are issued to establish minimum standards for any indoor or outdoor event (such as a wedding, party, etc.), that is not specifically addressed by sector-specific COVID-19 safety standards.

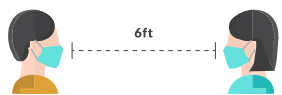
No activity at any indoor or outdoor event shall occur without meeting these COVID-19 workplace safety standards. These standards apply to all enterprises permitted to operate until rescinded or amended by the State, unless where sector-specific standards are applicable to part or all of the enterprise's activities, in which case enterprises must follow those sector-specific standards. The owner of the enterprise shall be responsible for meeting these standards. Such indoor and outdoor events include but are not limited to events held at:

- Indoor and outdoor event spaces
- Ballrooms
- Private party rooms
- Public places, like parks

An event that is held for the primary purpose of watching a performance must follow the Theaters and Performance Venues guidance.

Large capacity event venues and activities organized to draw together large crowds must continue to remain closed until Phase IV. This includes venues used for group or spectator sports, entertainment, business, and cultural events including:

- Stadiums, arenas, and ballparks
- Dance floors
- Exhibition and convention halls
- Street festivals and parades and agricultural festivals
- Road races and other large, outdoor organized amateur or professional group athletic events



SOCIAL DISTANCING

Ensure >6ft between individuals

- Each operator of an indoor event must monitor attendee entries and exits and limit occupancy at all times to:
 - 8 persons per 1,000 square feet of accessible, indoor floor space, and no more than 25 persons
- Each operator of an outdoor event must monitor attendee entries and exits and limit occupancy at all times to:
 - 25% of the facility's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder, and no more than 50 persons
 - Facilities for which no permitted occupancy limitation is on record may allow 8 persons per 1,000 square feet of accessible space, and no more than 50 persons
- Occupancy counts in all cases must include all attendees, staff, or other workers
- 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
 - Physical partitions must separate workstations that cannot be separated by 6 feet or more (partitions must extend to at least 6 feet in height)
 - For customer facing enterprises, install visual social distancing markers to encourage customers to remain 6 feet apart (e.g., lines to make payments, lines to use the restroom) and physical barriers for checkout stations where possible
 - Mark rooms and hallways to indicate 6 feet separation
- Stagger lunch and break times for workers, regulate the maximum number of people in one place, and ensure at least 6 feet of physical distancing
- Require face coverings for all workers and attendees, except where an individual is unable to wear a face covering due to a medical condition or disability



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Ensure access to handwashing facilities on site for both event attendees and workers, 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)
- Post visible signage throughout the site to remind workers and event attendees of hygiene and safety protocols
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers and attendees
- Provide regular sanitation of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site



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 and 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
- Adjust workplace hours and shifts (working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion
- Event venue operators are urged to inform clients of the Commonwealth's current [out-of-state travel order](#) and to encourage them to inform any out-of-state guests of the order. Event venue operators are encouraged to post information on their websites about requirements for out-of-state travelers
- Workers may not come in to work if feeling ill
- Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control to stay home or re-assign duties to reduce contact with other workers and attendees
- 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 assist the LBOH as reasonably requested to advise likely contacts 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 attendees of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- Maintain a log of workers and attendees to support contact tracing (name, date, time, contact information) if needed
- Whether seated or standing, attendees should not gather in groups of more than 6 people
- Remove non-essential amenities (magazines, customer-facing water or coffee, close coat rooms, etc.) in waiting or other common areas
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the [Reopening Plan website](#), applicable to the amenity or service. Examples include:
 - Food services: Must follow the latest restaurant guidance, provided however that staffed buffets and passed food service is permitted. Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed. Restaurants must adhere to the capacity limits specified in this guidance for any events hosted at the restaurant.
 - Bars: Must remain closed until Phase 4, provided however that drink service may be provided by servers and alcoholic beverages do not have to be accompanied by food orders.
 - Musical and other performances: Must follow the latest theater and performance venue guidance, including distance between performers and between performers and attendees. Any performers arriving from other states must follow the Commonwealth's current [out-of-state travel order](#). Performances at indoor venues may not include singing or the playing of wind or brass instruments
 - Dance floors: Must remain closed until Phase 4



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 high traffic areas and high-touch surfaces (e.g., doorknobs, rolling carts, bathrooms)
- In the event of a positive case, shut down the site for a deep cleaning and disinfecting of the workplace in accordance with CDC guidance
- Open windows and doors to increase airflow where possible