确保个人之间至少有6英尺的距离，除非这种距离因工作类型或工作环境配置而不可行。

- 重新布置或重新配置工作区中可能聚集的区域（例如，休息区、就餐区）以保持社交距离；重新设计工作空间以确保物理距离（例如，单独的桌子、使用距离标记以确保间隔）
- 物理隔断必须将无法分开的工作站隔开（隔断至少6英尺高）
- 在食堂等地方安装视觉社交距离标记，以鼓励工人保持6英尺的距离（例如，在食堂中划线）
- 食堂必须实践物理距离和适当的卫生措施，并允许室内外就座，根据餐厅指导
- 标记房间和走廊，以表示6英尺的间隔

错开午餐和休息时间，控制在同一地点的人数，并确保6英尺的物理距离。

- 除因医疗状况或残疾而无法佩戴外，所有员工都必须佩戴口罩
- 设立管理工人流量的单行通道，以减少接触（例如，单行通道入口和出口到房间，单行通道）。在明显的位置张贴有关这些政策的标识
- 指定工作区域（例如，楼层、建筑、工厂区域）的人员，以限制在设施中的移动和限制工人的接触

- 减少使用容纳多人的有限空间（例如，电梯、控制室、车辆），同一时间在这些空间内工作的所有员工都必须佩戴口罩

- 提供教育工人的最新安全信息和预防措施，包括但不限于：
  - 社交距离、洗手、正确佩戴口罩
  - 在家自检，包括体温和症状检查
  - 如果生病，不要上班
  - 如何在症状加重时寻求医疗建议
  - 哪些潜在的健康状况可能使个人更容易感染或遭受严重病例

设施必须在每班次开始时检查工人，确保以下内容：

- 工人没有表现出任何症状（100.0和以上）或寒战，咳嗽，呼吸急促，喉咙痛，疲劳，头痛，肌肉/身体疼痛，流鼻涕/鼻塞，新的味觉或嗅觉丧失，恶心，呕吐或腹泻
- 工人没有被要求自我隔离或隔离由医生或当地公共卫生官员

如果工人未能满足上述条件，必须将其送回家。

附加细节可参见 https://www.mass.gov/info-details/reopening-massachusetts
MANDATORY SAFETY STANDARDS

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) if needed.

For guidance on business-sponsored travel, refer to the Commonwealth’s current out-of-state travel order: mass.gov/MAtraveler.

Employers are strongly discouraged from requiring or allowing business-related travel to destinations other than those appearing on the Department of Public Health’s list of COVID-19 lower risk States. Employers that permit employer-paid or -reimbursed travel to those States should take measures to ensure employees comply with this order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States.

Workers must stay home if feeling ill.

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 customers of important health information and relevant safety measures as outlined in the Commonwealth’s Mandatory Safety Standards for Workplace.

Laboratories should maintain operating hours that allow for on-going off-hour sanitation and cleaning.

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.

Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles.

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:

- Cafeterias: Must follow the latest restaurant guidance.

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.

Employers are encouraged to have workers continue to telework if feasible (e.g., office work, data analysis, notebook recording); external meetings should be remote to reduce density in the laboratory.

Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines.

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).

Recommended Best Practices

Open windows and doors to increase airflow where possible.

Additional details on Sector-Specific Protocols can be found at https://www.mass.gov/info-details/reopening-massachusetts.