



**WORKPLACE SAFETY STANDARDS FOR  
INDOOR AND OUTDOOR EVENTS TO ADDRESS COVID-19  
As of October 1, 2020**

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**Purpose**

**These workplace safety standards for Indoor and Outdoor Events, are posted in advance of their effective date to allow organizers of and venues hosting Indoor and Outdoor Events time to prepare to operate in compliance with these mandatory health and safety standards. Indoor and Outdoor events remain subject to the previously issued September 22 2020 safety standards until these revised workplace safety standards go into effect on October 5, 2020.**

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 other sector- specific COVID-19 safety standards.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data for disease prevention that inform these guidelines can and does change frequently, and the organizer and operator of each event-related enterprise are accountable for adhering to all local, state and federal requirements. Event organizers and venue operators are also responsible for staying abreast of any updates to these requirements.

**Event Size Limitations by Type and Community Status**

Event Venue	Status of Municipality	
	Step 1 of Phase 3	Step 2 of Phase 3 Lower Risk Communities
Indoor Gatherings	25 persons	25 persons
Outdoor Gatherings at Private Residences	50 persons	50 persons
Outdoor Gatherings at Event Venues and in Public Settings	50 persons	100 persons

All capacity allowances are subject to additional conditions and limitations further detailed below.

Municipalities that qualify as “Lower Risk communities” as provided in COVID-19 Order No. 51 are advanced to Step 2 of Phase 3. All other municipalities remain in Step 1 of Phase 3 until public health data meets the “Lower Risk metric” as defined in COVID-19 Order No. 51.

**Notification to Local Boards of Health**

For outdoor gatherings where more than 50 attendees are anticipated, the operator of the event venue must provide notice to the Local Board of Health in the municipality where the gathering is located at least 1 week before the event is scheduled, or otherwise as soon as possible where 1 week notice is not practicable due to the nature of the event (e.g., memorial services). For events held in

public places like parks, the event organizer is responsible for providing notice. The notification must include, at minimum, the location and time of the planned event, the name and contact information of the event organizer, the number of anticipated attendees, and any other information reasonably requested by the Local Board of Health.

### **Standards for Responsible Indoor and Outdoor Events in Massachusetts**

No activity at any indoor or outdoor event shall occur without meeting these COVID-19 workplace safety standards. These standards apply to all events not exempt by executive order until rescinded or amended by the State. Where other sector-specific standards are applicable to part or all of the enterprise's activities, an enterprise must follow those sector-specific standards. Indoor and outdoor events covered by these standards include but are not limited to events held at:

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

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

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**

- 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
- Each host of an indoor event must limit the number of attendees at all times to:
  - No more than 25 persons
- Each host of an outdoor event at a private residence (such as a backyard) must limit the number of attendees at all times to:
  - No more than 50 persons
- For outdoor events held at an event venue (e.g., hotels, private clubs, and space available for lease) or in a public setting (e.g., public parks), the permitted capacity depends on whether the community is a Lower Risk Community or not:
  - For communities in Phase 3 Step 1, each host of an outdoor event at an event venue or public setting must limit the number of attendees at all times to:

- No more than 50 persons
  - In Lower Risk communities in Phase 3 Step 2, each host of an outdoor event at an event venue or public setting must limit the number of attendees at all times to:
    - No more than 100 persons
- Occupancy counts in all cases must include all attendees, but may exclude event staff or other workers
- In addition to the capacity restrictions specified above, all participants in indoor and outdoor gatherings, including gatherings at private residences, must maintain at least 6 feet of physical distance from every other participant in the gathering except where participants are members of the same household.
- Restaurants hosting events must adhere to the capacity limits specified in these standards.
- 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
- Valet parking operations should be avoided unless necessary due to physical or geographic constraints or in order to accommodate individual guests with disabling conditions
  - Valets must be provided with hand sanitizer and should use sanitizer before and after parking vehicles

## **II. 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 must 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

## **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, 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 must stay home 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 and attendees who test positive for COVID-19 to disclose to the workplace employer or event organizer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of any positive case at the workplace, the employer must immediately notify the local Board of Health (LBOH) in the city or town where the workplace is located. Event organizers and venue operators must assist the LBOH with contact tracing efforts, including advising likely contacts to isolate and self-quarantine. Testing of other workers and attendees 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
- When seated, attendees should be in groups of not more than 10.
- 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
  - 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 in step 1 communities may not include singing or the playing of wind or brass instruments. Performances at indoor venues in step 2 communities may not include singing, but may include the playing of wind or brass instruments in accordance with the performance venue guidance
  - Dance floors: Must remain closed until Phase 4

#### **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 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

**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](https://www.mass.gov/covid19)

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

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