

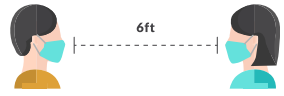
SECTORS NOT OTHERWISE ADDRESSED

MA COVID-19 Checklist



These COVID -19 Specific Standards for Sectors Not Otherwise Addressed establish minimum standards for any Phase I or Phase II enterprise that is permitted to re-open but is not specifically addressed by sector-specific COVID-19 safety standards.

No activity in any Phase I or II enterprise 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 These standards apply to all enterprises permitted to operate until rescinded or amended by the State, unless where sector-specific standards are applicable to part or all of the enterprise's activities, in which case enterprises must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.



SOCIAL DISTANCING

Ensure >6ft between individuals

- 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
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- 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 customers as necessary, except where an individual is unable to wear a face covering due to a medical condition or disability
- Contactless payment methods are encouraged



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
- Provide regular sanitation of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
- Post visible signage throughout the site to remind workers and clients of 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 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
- Adjust workplace hours and shifts (working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion
- Encourage customers or outside vendors to make appointments in advance to receive service or deliver materials if possible
- Close waiting areas and ask customers to wait outside or in cars until it is time for their appointment if applicable
- Remove non-essential amenities (magazines, customer-facing water or coffee, close coat rooms, etc.) in waiting or other common areas
- For services provided in-home and for in-home installation or delivery of products, delay the service or delivery if the customer indicates potential COVID-19 positive person in the household
- 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 customers
- 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 customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- 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 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