



# Department of Municipal Licenses and Inspections

Mary E. McGrath, R.S., Director

1 J.F.K. Memorial Drive Braintree, Massachusetts 02184

Building Division Telephone: 781-794-8070

Fax: 781-794-8022

Health Division Telephone: 781-794-8090

Fax: 781-794-8098

Charles C. Kokoros  
Mayor

Date: June 4, 2020

To: All Operators of Semi-Public Swimming Pools in Braintree

From: Marybeth McGrath, Director 

RE: **Phase II Reopening Plan-Public and Semi-Public Swimming Pools**

I hope this communication finds you and your families doing well at this challenging time.

As you may be aware, within the Commonwealth's Phased Reopening Plan, Public and Semi-Public Swimming Pools will be permitted to reopen in Phase II, following all requirements and restrictions, as set forth in the Commonwealth of MA Executive Office of Energy and Environmental Affairs (EEA) Safety Standards for Public and Semi-Public Swimming Pools released on June 4, 2020.

Please be advised that as of this date, we do not have a specific Phase II effective reopening date for public and semi-public swimming pools. We anticipate that date being announced by the Governor within the next few days. However, I have attached the EEA mandatory safety standard requirements for your review and implementation, should you choose to open your semi-public swimming pool.

As a reminder, all public and semi-public swimming pools must continue to meet the requirements of 105 CMR 435.00: Minimum Standards for Swimming Pools, State Sanitary Code: (Chapter V), in addition to any stricter state or local standards developed to control the transmission of COVID-19.

The following are some of the required safety standards necessary to operation:

- Face covering and social distancing requirements within the pool facility;
- Maximum occupancy in a pool facility or pool area cannot exceed 40% of the existing facility capacity;
- Hot tubs and whirlpools are not permitted to open in Phase II;
- Locker rooms and changing areas are not permitted to open in Phase II;
- Pool deck furniture must be adequately spaced to maintain social distancing, and a plan must be in place to clean and disinfect furniture;
- Required signage posted;
- Required staff training.

Please review the entire (EEA) Safety Standards for Public and Semi-Public Swimming Pools document for complete requirements.

In order to open your semi-public swimming pool, you MUST:

- Develop a COVID-19 safety plan outlining how you will prevent the spread of COVID-19;
- Self-certify that you will operate in compliance with all applicable and mandatory safety standards.  
\*\* A template is attached to assist you.
- Produce this self-certification, if requested by the local health department, Department of Labor Standards (DLS) or Department of Public Health (DPH).

Attached to this documentation to assist you with the Phase II Reopening Plan requirements are:

- COVID Order No. 35
- EEA-Phase II Safety Standards for Public and Semi-Public Swimming Pools
- Template COVID-19 Safety Control Plan;
- Self-Certification Control Plan Checklist;

We are available to assist you with any questions you may have regarding the Phase II Reopening Plan requirements, so please do not hesitate to contact this department at (781) 794-8090 or at:  
[mmcgrath@braintreema.gov](mailto:mmcgrath@braintreema.gov)



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**ORDER CLARIFYING THE PROGRESSION OF THE COMMONWEALTH'S  
PHASED WORKPLACE RE-OPENING PLAN AND AUTHORIZING  
CERTAIN RE-OPENING PREPARATIONS AT PHASE II WORKPLACES**

COVID-19 Order No. 35

**WHEREAS**, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

**WHEREAS**, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

**WHEREAS**, the Federal Centers for Disease Control have advised that COVID-19 is spread mainly by person to person contact and that the best means of slowing the spread of the virus is through practicing social distancing and protecting oneself and others by minimizing personal contact with environments where this potentially deadly virus may be transmitted;

**WHEREAS**, on March 23, 2020, in order to restrict all non-essential person-to-person contact and non-essential movement outside the home as a means of combatting the spread of COVID-19 within the Commonwealth, I issued COVID-19 Order No. 13, which designated certain COVID-19 Essential Services, as defined in the Order, temporarily closed the brick-and-mortar premises of businesses and organizations that do not provide COVID-19 Essential Services, and prohibited gatherings of more than 10 people;

**WHEREAS**, on March 31, 2020, April 28, 2020, and May 15, 2020, I issued COVID-19 Orders No. 21, 30, and 32, respectively, which extended the period in which COVID-19 Order No. 13 would continue to restrict the operation of businesses and organizations that do not provide COVID-19 Essential Services;

19 workplace safety rules issued pursuant to Section 2 of COVID-19 Order No. 33 or otherwise by the Department of Labor Standards (“DLS”), the Department of Public Health (“DPH”), or any other agency authorized to issue similar health and safety rules.

Phase II enterprises may not open their premises to customers and the public generally until authorized to do so by subsequent Order.

**2. Designation of Phase II Enterprises**

Phase II enterprises are businesses or other organizations that meet each of the following conditions:

They are

- not currently permitted to open their premises as an Essential Service or Phase I enterprise pursuant to Section 1 of COVID-19 Order No. 33;
- not closed by any COVID-19 Order separate from or in addition to COVID-19 Order No. 13;
- not excluded or excepted from the terms of this Order in Section 4; and
- not designated on the chart below as a Phase III or Phase IV enterprise.

	<p>All Phase II, III, and IV enterprises will be required to comply with general and, where applicable, sector-specific COVID-19 workplace safety rules administered by DPL, DPH, and local boards of health. Workplace safety rules will include a variety of mandatory context-specific COVID-19 safety measures such as occupancy limitations, operational modifications, social distancing rules, and specialized cleaning requirements.</p>
<p>Phase II</p>	<p>Enterprises that meet all of the conditions specified above and including</p> <ul style="list-style-type: none"> <li>• Retail Stores including stores in enclosed shopping malls</li> <li>• Restaurants providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000, including beer gardens/wineries/distilleries meeting these criteria</li> <li>• Hotels, motels, inns, and other short-term lodgings (no events, functions, or meetings)</li> <li>• Limited organized youth and adult amateur sports activities and programs—no contact and no games or scrimmages, and indoor facilities limited to youth programs</li> <li>• Professional sports practice and training programs--no inter-team games and no admission for the public</li> <li>• Personal Services provided at a fixed place of business or at a client location             <ul style="list-style-type: none"> <li>○ Step 1: Services involving no close personal contact (photography, window washers, individual tutoring, home cleaning, etc.)</li> <li>○ Step 2: Services involving close personal contact (massage, nail salons, personal training for individuals or no more than 2 persons from same household, etc.)</li> </ul> </li> <li>• Non-athletic instructional classes in arts/education/life skills for youths under 18 years of age in groups of fewer than 10</li> <li>• Driving schools and flight schools</li> <li>• Outdoor historical spaces—no functions or gatherings and no guided tours</li> <li>• Funeral homes—increased capacity to permit 40% occupancy for one service at a time within the facility</li> </ul>

	<ul style="list-style-type: none"> <li>○ Theaters and concert halls</li> <li>○ Ballrooms</li> <li>○ Stadiums, arenas, and ballparks</li> <li>○ Dance floors</li> <li>○ Exhibition and convention halls</li> <li>● Private party rooms</li> <li>● Street festivals and parades and agricultural festivals</li> <li>● Road races and other large, outdoor organized amateur or professional group athletic events</li> </ul> <p>This listing is subject to amendment.</p>
--	---

### **3. Rules for Phase II Limited Organized Sports Activities and Programs**

*Amateur Sports:* Effective immediately, organizers of sports activities and programs for youths and adults and facilities that host such programs or activities may open their premises to employees to begin preparations, consistent with the provisions of Section 1, for authorized Phase II activities. In addition to complying with generally applicable COVID-19 workplace safety rules, organizers of sports activities and programs for youths and adults and facilities that host such programs or activities shall be subject to the following directives during Phase II:

- a. Programs for contact sports must limit activities exclusively to no-contact drills and practices. Programs for no contact sports where ordinary play allows for social distancing may include ordinary play.
- b. Games, scrimmages, and tournaments shall not be permitted for any organized sports activities.
- c. Programs must separate participants into groups of no more than 10 participants, including coaches and staff.
- d. Indoor athletic facilities shall be open and available exclusively for the use of supervised sports programs, including sports camps, for youths under the age of 18.

The Secretary of the Executive Office of Energy and Environmental Affairs (“EEA”) shall issue guidance to implement these directives and all generally applicable COVID-19 workplace standards for organizers of youth and adult sports programs and operators of facilities that host those programs. Organizers of youth and adult sports programs shall follow the EEA guidance; provided, however, that when the program is governed by formal league rules or other binding agreements or affiliations, the organizer shall comply with any COVID-19 and other health and safety rules applicable under those authorities. The requirements of items (a) – (d) above shall apply in all circumstances.

*Professional Sports:* Effective immediately, professional sports organizations may open their premises to employees and other workers for the activities provided for in Section 1 and may also open their premises to employees for on-premises athletic practices and training,

On November 1, 2020 or the date this Order is rescinded, whichever is sooner, any approval issued under this Section, including any amended license issued by an LLA as a result of this Order, shall automatically revert back to its status prior to the approval of the change for expansion of outdoor table service or in the description of a licensed premises.

#### **5. Sector-Specific Rules**

The Director of Labor Standards and the Commissioner of Public Health shall issue, subject to my approval, COVID-19 workplace safety rules for certain, specific Phase II enterprise workplace sectors (“Sector-Specific Rules”) to address the particular circumstances and operational needs of those specific workplace sectors. These Phase II Sector-Specific Rules shall supplement the generally applicable COVID-19 safety rules applicable to all workplaces in the Commonwealth. Phase II enterprises shall adopt and comply with all Sector-Specific Rules applicable to their workplaces.

#### **6. Limitations on Gatherings**

A Phase II enterprise that is authorized to open its brick-and-mortar premises to workers under the terms of this Order shall not be subject to the 10-person limitation on gatherings established in Section 3 of COVID-19 Order No. 13 in its normal operations of those premises; provided, however, that Phase II enterprises must comply with the social distancing requirements in the Commonwealth’s generally applicable COVID-19 workplace safety rules, any more specific limitations on gatherings and meeting sizes included in any applicable Sector-Specific Rules, and any other similar restrictions specified in this Order.

Section 3 of COVID-19 Order No. 13 shall otherwise remain in effect for businesses or organizations not permitted to open their brick-and-mortar premises as COVID-19 Essential Services, or Phase I or Phase II enterprises.

#### **4. Exceptions**

This Order shall have no application to any of the following businesses, organizations, workplaces, or facilities:

- a. Any municipal legislative body, the General Court, or the Judiciary
- b. Federal governmental entities
- c. Any health care facility or provider licensed by the Department of Public Health or the Board of Registration in Medicine
- d. Any of the following workplaces or facilities with specialized functions and populations:
  - Public and private elementary and secondary (K-12) schools
  - Residential and day schools for special needs students



*The Commonwealth of Massachusetts*  
*Executive Office of Energy and Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LIEUTENANT GOVERNOR

Kathleen A. Theoharides  
SECRETARY

Tel: (617) 626-1000  
Fax: (617) 626-1081  
<http://www.mass.gov/eea>

**Memorandum**

From: Executive Office of Energy and Environmental Affairs

Date: June 4, 2020

Subject: Safety Standards for Public and Semi-Public Swimming Pools - Phase II

---

The Executive Office of Energy and Environmental Affairs (EEA) is providing guidance for the operation of public and semi-public<sup>1</sup> outdoor swimming, wading, and special purpose pools (including but not limited to hot tubs and whirlpools) at recreational facilities in Phase II of the Commonwealth's Reopening.

All public and semi-public pools must continue to meet the requirements of 105 CMR 435.00: Minimum Standards for Swimming Pools, State Sanitary Code: (Chapter V) in addition to any stricter state or local standard developed to control the transmission of COVID-19.

During Phase II, outdoor pool facilities may reopen, but indoor facilities may only reopen to supervised youth sports leagues and summer sports camps for participants under 18 years old in accordance with the *Workplace Safety and Reopening Standards for Businesses and Other Entities Providing Outdoor Adult Sports Supervised Youth Sports Leagues, Summer Sports Camps* guidance. Hot tubs and whirlpools should be closed in Phase II. Operators are allowed to prepare facilities and train staff upon issuance of this guidance in advance of Phase II.

This guidance applies until amended or rescinded. Any questions regarding this guidance can be sent to [outdoor.recreation@mass.gov](mailto:outdoor.recreation@mass.gov)

---

<sup>1</sup> Pursuant to 105 CMR 435.00 a Semi-Public Pool means a swimming, wading or special purpose pool on the premises of, or used in connection with a hotel, motel, trailer court, apartment house, condominium, country club, youth club, school, camp, or similar establishment where the primary purpose of the establishment is not the operation of the swimming facilities, and where admission to the use of the pool is included in the fee or consideration paid or given for the primary use of the premises. Semi-public pool shall also mean a pool constructed and maintained by groups for the purposes of providing bathing facilities for members and guests only.

## General

- ❖ Pool operators should review and follow the Commonwealth's [Guidance on Safety Practices for Non-Healthcare Service Workers](#), [General Business Guidance](#) for Reopening Massachusetts, the Centers for Disease Control and Prevention (CDC) [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#), and review the Environmental Protection Agency (EPA) [list of disinfectants meeting EPA criteria for use against the novel coronavirus](#). Pool operators should consult with venue designer in selecting a disinfectant.
- ❖ According to the CDC, there is currently no evidence that the virus that causes COVID-19 can be spread to people through the water in pools. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water. Criteria for maintaining proper water chemistry, pursuant to 105 CMR 435.00, is noted in the section: *Maintaining Chemical Standards and Turnover*.
- ❖ The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants; these hazards can include mold and *Legionella*. After a prolonged shutdown, building owners and employers should ensure that their building does not have mold and that the water system is safe to use to minimize the risk of Legionnaires' disease. Guidance on how to do this is available from the CDC <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.
- ❖ Consider operating hours set aside for high-risk populations (e.g. adults 60 years or older).

## Social Distancing

- ❖ Recreational activities, including swimming and wading, should be conducted with adherence to social distancing recommendations of 6 feet between individuals and the proper use of face coverings in public settings where other social distancing measures are difficult to maintain. Swimming lessons are not allowed in Phase II.
- ❖ Face coverings should be worn by patrons and staff in accordance with Covid-19 Order 31: *Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible* to prevent against the transmission of COVID-19 while at the facility. Face coverings should not be worn while in the water (diving masks, goggles, and snorkels may be worn): <https://www.mass.gov/info-details/covid-19-state-of-emergency>
- ❖ Social distancing of at least 6 feet is required for all individuals outside of a household group and applies to deck areas, bathrooms, or wading areas. No one should congregate in the water or on the pool deck.
- ❖ Pool operators, taking into consideration bather load, any building occupancy limits, and social distancing on deck areas should manage capacity to accommodate social distancing to the greatest extent possible, such as setting a maximum number of individuals that can be in a pool facility or pool area at one time. This number should not exceed 40% of existing facility capacity.
- ❖ Hot tubs and whirlpools should be closed in Phase II.

- ❖ Locker rooms and changing areas should be closed in Phase II. Restroom or shower facilities (if access is required) can be accessed through a locker room, but operators must ensure that guests do not use the lockers or changing area.
- ❖ Indoor and outdoor pool facilities must provide access showers in compliance with 105 CMR 435. If outdoor showers are not available, facilities may meet this requirement by providing access to indoor showers. If outdoor showers are available, facilities should keep indoor showers closed.
- ❖ Physical barriers such as plastic partitions, orange cones, rubber mats, tape and other easily cleanable products may be used to maintain social distancing.
- ❖ Consider using one-way signs on walkways and pool deck or visual guidelines for maintaining 6 feet distance in all restroom facilities to support social distancing and control flow of traffic.
- ❖ Make regular announcements or post clear signage to remind pool staff and patrons to follow social distancing guidelines.
- ❖ Facilities should limit the number and spacing of items of pool deck furniture on premises to maintain social distancing.
- ❖ Exceptions to the social distancing guidance include:
  - Anyone rescuing a distressed swimmer, providing first aid, or performing cardiopulmonary resuscitation, with or without an automated external defibrillator.
  - Individuals in the process of evacuating an aquatic venue or entire facility due to an emergency.
- ❖ Organized activities in the pool, including but not limited to, swim lessons, ball games or swim tournaments should not be allowed.

### **General Sanitation**

Pool operators should clean in accordance with CDC Guidance: Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

- ❖ **Clean and disinfect** frequently touched surfaces at least daily and shared objects each time they are used. For example:
  - Handrails, slides, and structures for climbing or playing
  - Lounge chairs, tabletops, pool noodles, and kickboards
  - Door handles and surfaces of restrooms, showers, handwashing stations, and diaper-changing stations
  - Consult the [EOEEA May 18, 2020 Outdoor Recreation Facility Restroom Cleaning Best Practices Memorandum](#), which details the standards and processes for the cleaning and disinfecting of certain outdoor recreation facility restrooms.
- ❖ Consult with the company or engineer that designed the aquatic venue to decide which [List N disinfectants approved by the U.S. Environmental Protection Agency external icon](#) (EPA) are best for your aquatic venue.

- ❖ Limit use of shared furniture or objects to one individual or group of users at a time and clean and disinfect between use by different individuals.
- ❖ Set up a system so that furniture (for example, lounge chairs) or objects (for example, kickboards, noodles) that need to be cleaned and disinfected is kept separate from already cleaned and disinfected furniture or objects. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
- ❖ If provided, launder towels and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.
- ❖ Protect shared furniture, equipment, towels, and clothing that has been cleaned and disinfected from becoming contaminated before use.
- ❖ Ensure [safe and correct use](#) and storage of disinfectants and store them securely away from children.
- ❖ All handwash sinks shall be fully stocked with soap and paper towels.
- ❖ Alcohol-based hand sanitizer with at least 60 percent alcohol shall be available to staff.
- ❖ Close pool facilities used by a sick person and wait 24 hours before cleaning and disinfecting these pool facilities.
- ❖ Ensuring safe and correct use and storage of EPA-approved List N disinfectant, including storing products securely away from children.
- ❖ Admission/entry transactions are encouraged, where possible should be carried out through a no contact process such as online reservations, timed-ticketing, permit/sticker issuance or an on-site electronic transaction method that allows for social distancing guidelines to be followed. If not feasible, hand transactions and cash may be allowed.
- ❖ In order to manage capacity and allow for social distancing, operators may consider limiting the time individuals or groups are allowed to use pool facilities.
- ❖ Pool users may use personal floatation devices (PFD) that are U.S. Coast Guard (USCG) approved. PFDs cannot be shared. PFDs provided by the facility should be [cleaned in accordance with the USCG guidance](#).
  - No other equipment brought from home, such as pool noodles, inflatables, lounge furniture and toys, are allowed into the facility. However, Americans with Disabilities Act (ADA) approved equipment for personal use is allowed.
- ❖ Pool operators are strongly encouraged to include strategies to reduce COVID-19 exposure to the pool staff and patrons according to the following best practice guidance from CDC:
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

### **Ventilation**

Operators are required to maintain the facilities in accordance with CDC's guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

- ❖ Ensure ventilation systems of indoor spaces operate properly.
- ❖ Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, patrons, or swimmers.

### **Signs**

- ❖ Post signage at each public entrance to inform all pool staff and patrons that they should:
  - Stay home if sick or in quarantine. Avoid entering the premises if symptomatic, e.g., a fever of 100.0 degrees Fahrenheit or above, unusual coughing, shortness of breath, headaches, chills, shaking chills, sore throat, muscle aches or pains, new loss of taste or smell, or whether they have felt feverish.
  - Maintain 6 feet separation between individuals, except for in household groups.
  - Sneeze/cough into cloth, tissue, elbow or sleeve. Discard tissue in trash cans
  - Avoid hand shaking or physical contact except among household members.
  - Wash hands often with soap and warm water, and for at least 20 seconds.
- ❖ Staff, visitors, and patrons must wear face coverings at-all-times, except for when in the water.
- ❖ Post signs reminding patrons to wear facial masks or coverings in all non-swimming areas and to maintain a minimum of 6 feet of separation between individuals in other areas of the facility, including swimming areas, pool decks, and bathrooms.

### **Staff Procedures**

- ❖ Staff must receive training about social distancing and general sanitation best practices. Conducting training virtually or ensuring that social distancing is maintained during in-person training.
- ❖ Staff should complete a self-assessment for symptoms and stay home if sick.
- ❖ Operators are encouraged to develop protocols to assess staff at the beginning of each shift and ask if they have experienced unusual coughing, shortness of breath, headaches, chills, shaking chills, sore throat, muscle aches or pains, new loss of taste, or smell or whether they have felt feverish.
- ❖ Anyone that develops a fever or symptoms, such as a cough or difficulty breathing, should not perform their work duties until they have obtained medical advice from a health care provider.
- ❖ Require frequent handwashing by staff, with soap and warm water for at least 20 seconds or the use of alcohol-based hand sanitizers or disinfecting wipes to reduce the spread of COVID-19.
- ❖ Log everyone (name and email or name and phone number) who is present at the facility for a sustained period of time to enable contact tracing, including patrons, staff, and visitors.

### **Maintaining Chemical Standards and Turnover**

According to the CDC, there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water. Water Chemistry testing kits used by the facility should be in accordance with 105 CMR 435.30. In addition to meeting the minimum standards of 105 CMR 435.00, and in order to maintain safe swimming conditions, the Department is recommending:

- ❖ Increasing the frequency of water chemistry testing to a minimum of 6 times per day for all swimming, wading, and special purpose pools. Additional testing should be conducted during peak bather load periods.
- ❖ Increasing pool shocking frequency each week during hours of pool closure.
- ❖ Ensuring swimming, wading, and special purpose pools meet the minimum turnover requirement specified in 105 CMR 435.00.
- ❖ Operators and Supervisors should close immediately for maintenance and correction if the water chemistry does not meet minimum standards. All closures, maintenance, and corrections must be documented.

### **Lifeguards and Water Safety**

- ❖ Lifeguard staff who are actively monitoring pool safety should not be asked to monitor handwashing, use of face coverings, or social distancing of others. Other staff should be assigned this task. Lifeguards must wear a face covering while out of the water if social distancing cannot be maintained and limit any close contact with other people to emergency situations.

### **Communication Systems**

- ❖ Put systems in place for:
  - Responding when staff, patrons, and swimmers self-report they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
  - Notifying local health authorities of COVID-19 cases that have been brought to their attention.
- ❖ Provide online and other means of communication to alert pool staff and patrons to any pool status updates or changes, such as closures to maintain social distancing and general cleaning practices.

### **Vending/Rentals**

- ❖ Food service shall follow all applicable food service and restaurant [guidance](#) for such activities.
- ❖ Snorkels, goggles, etc., may not be rented or provided by a facility.

# Important



In order to reopen your business, please complete and sign the following checklist once you have completed your COVID-19 Control Plan template

---

The following poster should be displayed in an area within the business premises that is visible to employees and visitors. Thank you for your efforts to get back to business while keeping Massachusetts safe

# Welcome



Please know that we take our responsibility to keep Massachusetts safe very seriously. Be assured we have taken the following steps to comply with state mandatory safety standards for workplaces:

Workers are wearing face coverings and we've put social distancing measures in place



We provide hand washing capabilities and we are regularly sanitizing high-touch areas



Our staff has received training regarding social distancing and hygiene protocols



We have established thorough cleaning and disinfecting protocols



We ask you to do your part as well by wearing your face mask and maintaining social distance. Thanks—and we hope to see you again soon.

\_\_\_\_\_  
Signature



## TEMPLATE (I/II)

# COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace 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. 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.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

### BUSINESS INFORMATION | please provide the following information

Business name: \_\_\_\_\_  Check if part of a larger corporation

Address: \_\_\_\_\_

Contact information (Owner/Manager): \_\_\_\_\_

Contact information (HR representative), if applicable: \_\_\_\_\_

Number of workers on-site: \_\_\_\_\_

### SOCIAL DISTANCING | check the boxes to certify that you have:

- Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Established protocols to ensure that employees can practice adequate social distancing
- Posted signage for safe social distancing
- Required face coverings or masks for all employees
- Implemented additional procedures. Please describe them here: \_\_\_\_\_

### HYGIENE PROTOCOLS | check the boxes to certify that you have:

- Provided hand washing capabilities throughout the workplace
- Ensured frequent hand washing by employees and provided adequate supplies to do so
- Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
- Implemented additional procedures. Please describe them here: \_\_\_\_\_

# COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace 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. 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.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

## STAFFING & OPERATIONS check the boxes to certify that you have:

- Provided training for employees regarding the social distancing and hygiene protocols
- Ensured employees who are displaying COVID-19-like symptoms do not report to work
- Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

## CLEANING & DISINFECTING check the boxes to certify that you have:

- Established and maintained cleaning protocols specific to the business
- Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
- Prepared to disinfect all common surfaces at intervals appropriate to said workplace
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_