

Dear Phase 1, 2, 3, or 4 Business,

On Monday May 18, 2020, the Massachusetts Governor Reopening Advisory Board issued guidance to Local Board of Health's on a "Phase 1" Reopening of Massachusetts as it pertains to opening of business and workplaces. The Reopening Advisory Board list of business included; current essential business already open, manufacturing, construction, retail curbside, places of worship and firearms retailers. <https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>

Under the "Phase 1" before a business (**May 18th** Manufacturing, Construction, Retail-Curbside, Places of Worship and firearms/**May 25th** Laboratories and life sciences, Offices limited to less than 25 maximum occupancies, Car washes, Hair Salons, Barber Shops, pet grooming and certain outdoor recreational activity) can re-open as long as the business and workplaces adhere to very specific guidelines. These guidelines include mandatory safety standards for workplaces including social distancing, hygiene protocols, staffing and operations and cleaning and disinfecting. Phase 1 business and workplaces must self-certify that they will operate in compliance with the new safety standards and protocols and provide below:

1. Develop a written COVID 19 control safety plan outlining how will prevent the spread of COVID19.
2. Produce a self – certification that will operate in compliance with all applicable and mandatory workplace safety.
3. Complete the MDPH workplace safety standard checklist
4. Post a series of posters that can be viewed by employees/customers in the workplace.
5. Work place safety standards are enforced jointly by local Board of Health's and Division of Labor Standards.

Please refer to this link for details and useful templates of each of the items listed above.

<https://www.mass.gov/info-details/reopening-massachusetts#general-business-guidance->

The following sector-specific protocols and best practices for all Phase 1, 2,3, and 4 business information that you may find helpful will assist you with the above required mandatory safety standards for workplaces and written plans which include Social Distancing, Hygiene Protocols, Staffing and Operations, Cleaning and Disinfecting and Checklist Specific workplace standards, please see the links below:

Steps You Can Take To Train Your Employees

- Review mandatory safety standards for workplaces
<https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>
- **Review reopening Massachusetts web page for your sector**
<https://www.mass.gov/info-details/reopening-massachusetts#sector-specific-protocols-and-best-practices->
- Visit the U.S. Centers for Disease Control and Prevention web page for businesses and workplaces
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

- Use the checklist for your sector to train employees on your protocols to keep your workplace safe

Core Strategies-Specific Resources to Help with Training

Social Distancing:

- Increase social distance at work (U.S. Department of Labor)
English <https://www.youtube.com/watch?v=QmAwg8qMBRo>
Spanish - <https://www.youtube.com/watch?v=uYsy4mAugOo&list=PLY-LCLcsLXVFldr4Cg30gPOLLGSLDp6I-&index=8>
- Social distance assembly lines (U.S. Department of Labor)
English https://www.youtube.com/watch?v=7d_UgYAcIS0
- Business/Employers COVID-19 Checklist (Ohio)
<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/Businesses-Employers-COVID-19-Checklist>

Hygiene:

- How to Protect Yourself and Others (U.S. Centers for Disease Control and Prevention)
Includes 'What You Need to Know about Handwashing' (Video)
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- When and How to Wash Your Hands (Alaska Department of Health and Social Services)
<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/washyourhands.aspx>

Staffing and Operations:

- NIEHS Worker Training Program (National Institute of Environmental Health Sciences)
Includes 'Essential and Returning Workers Training Tool'
<https://tools.niehs.nih.gov/wetp/covid19worker/>
- Interim Guidance for Businesses and Employers (U.S. Centers for Disease Control and Prevention)
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Cleaning and Disinfecting:

- Cleaning (U.S. Department of Labor)

English <https://www.youtube.com/watch?v=GCglmnV-3M0&list=PLY-LCLcsLXVFldr4Cg30gPOLLGSLDp6I-&index=4>

Spanish <https://www.youtube.com/watch?v=EJ8pg5LcAmU&list=PLY-LCLcsLXVFldr4Cg30gPOLLGSLDp6I-&index=9>

- Getting Your Workplace Ready for COVID-19 (World Health Organization)
<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>
- Cleaning and Disinfecting Your Facility (U.S. Centers for Disease Control and Prevention)
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>