**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.

**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Workers on Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Distancing**

* All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
  + Aisle traffic is one-way
  + Aisle floors and area at Point of Sale (POS) have been marked for 6 ft. distancing
  + Vendor deliveries are scheduled so they do not coincide with one another
  + Signage has been posted at entryway detailing maximum customer capacities
  + One employee is designated to monitor the number of customers in the store
* Establish protocols to ensure that employees can practice adequate social distancing
  + Employees have been told to maintain 6 ft social distance at all times possible.
  + Employees have been instructed to pass facing away from each other
  + Schedules have been developed to minimize number of employees on shift
* Provide signage for safe social distancing
  + Signage has been posted at entryway, at POS and any other high visibility locations in the store
* Require face coverings or masks for all employees
  + Store is providing face coverings to best of our ability.
  + Employees have been instructed to use face coverings at all times they are in the store and to avoid removing their covering for any reason provided medical conditions prevent such actions.

**Hygiene Protocols**

* Provide hand washing capabilities throughout the workplace
  + Store’s bathroom is available to all employees and customers and stocked with anti-bacterial soap and towels.
* Ensure frequent hand washing by employees and adequate supplies to do so
  + Employees are instructed to wash hands frequently throughout their shift.
* Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
  + One employee per shift has been designated to regularly sanitize high touch areas throughout the store.

**Staffing and Operations**

* Provide training for employees regarding the social distancing and hygiene protocols
  + Every employee has been trained on store’s safety, distancing and hygiene protocols.
  + Every employee has been provided this link to Mass.gov <https://www.mass.gov/doc/stop-the-spread-of-germs-respiratory-diseases-like-flu-and-covid-19/download>
* Employees who are displaying COVID19-like symptoms do not report to work
  + We have instructed employees not to come to work if they experience any symptoms they fear could be COVID-19 related.
* Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan

**Cleaning and Disinfecting**

* Establish and maintain cleaning protocols specific to the business
  + Each shift has an employee responsible for frequently disinfecting high touch surfaces.
  + Each high touch surface is wiped down a minimum of 1x per hour
  + If an employee identifies an action by another employee or customer that they consider unhygienic then that matter will be addressed immediately.
* When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed
  + If an active employee is diagnosed, we will immediately shut down our store to complete a full disinfecting of the store.
  + All employees will have their temperature taken before reporting for their shift for a period of two weeks
* Disinfection of all common surfaces must take place at intervals appropriate to said workplace
  + Each shift has an employee responsible for frequently disinfecting high touch surfaces.
  + Each high touch surface is wiped down a minimum of 1x per hour
  + If an employee identifies an action by another employee or customer that they consider unhygienic then that matter will be addressed immediately.

Important Links:

* [Reopening Massachusetts](https://www.mass.gov/info-details/reopening-massachusetts#sector-specific-protocols-and-best-practices-)
* [Attestation](https://www.mass.gov/doc/compliance-attestation/download) (This poster should be displayed in an area within the business premises that is visible to employees and visitors.
* [Covid-19 Control Plan](https://www.mass.gov/doc/covid-19-reopening-control-plan-template/download) (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)