

# Important



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

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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.

A large, stylized handwritten signature in black ink.

Signature

# 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: Town of Plympton  Check if part of a larger corporation

Address: 5 Palmier Rd. Plympton, MA 02367

Contact information (Owner/Manager): Town Administrator

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

Number of workers on-site: ~17  
Town House

## 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: waiting room, one person at a time in offices

## 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: bathroom limitations - one person into larger space at a time

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**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: mandatory temp checks for employees, public - over 100.3 = density

**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 ↳ will do if/when appropriate
- Implemented additional procedures. Please describe them here: supply plexi-guards, hand sanitizer, disinfectant wipes