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CITY OF EASTHAMPTON

BOARD OF HEALTH

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Public Health
Prevent. Promote. Protect.

Official Order of the Board of Health: All Essential Businesses Open to the Public

(Updated: July 16, 2020)

In addition to state requirements, the Easthampton Board of Health is ordering all grocery stores, pharmacies, convenience stores, food establishments, and all essential businesses that remain open to the public adhere to the following requirements. Certain establishments have specific requirements which are designated below in separate categories; however, all businesses must adhere to the first and last category in addition to their specific requirements.

As the Commonwealth re-opens, mandatory safety standards have been published by the state. In addition, sector specific safety requirements may also be released for specific businesses. If a local requirement in this order is similar to a state requirement, the stricter of the two must be followed.

For a list of vendors who sell personal protective equipment (PPE) and/or cleaning supplies, visit: [https://www.mass.gov/info-details/reopening-purchasing-hygienic-or-protective-supplies-for-the-workplace#who-sells-hygienic-and-protective-supplies?-](https://www.mass.gov/info-details/reopening-purchasing-hygienic-or-protective-supplies-for-the-workplace#who-sells-hygienic-and-protective-supplies?)

State requirements:

Mandatory safety standards:

<https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>

Sector specific standards:

<https://www.mass.gov/resource/reopening-sector-specific-protocols-and-best-practices>

The following documents and postings are required by the state. Please ensure you are in compliance.

NOTE: You do not need to send the signed copies to the Health Department or update us when you have completed this; however, if the Health Department, MA Department of Labor Standards, or the MA Department of Public Health receive a complaint and conduct an inspection, you will be required to produce these documents.

- [COVID-19 control plan template](#) – Template that satisfies the written control plan requirement for self-certification:
 - [Compliance attestation poster](#) – Poster that customer facing businesses are required to print, sign, and post in an area within the business premises that is visible to workers and visitors
 - [Employer](#) and [Worker](#) posters – Posters that businesses can print and display within the business premises to describe the rules for maintaining social distancing, hygiene protocols, and cleaning and disinfecting
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Local Requirements

All Essential Businesses that Remain Open to the Public

1. All essential businesses open to the public must deploy strategies to reduce COVID-19 exposure for their customers and employees including but not limited to:
 - Access to handwashing facilities, including those available in public restrooms, and allowing employees sufficient break time to wash hands, as necessary.
 - Alcohol-based hand sanitizers provided for all customers upon entry.
 - Disinfecting wipes at point of entrance for customers to disinfect carts, hand baskets, and other similar items.
 - Post signage, in a conspicuous location, alerting customers to use hand sanitizer, disinfecting wipes, or to wash their hands upon entering and where the location of each is located.
 - Procedures to ensure that both employees and customers remain at least 6 feet apart at all times. Procedures should include a marked “social distancing line,” which begins 6 feet away from all checkout counters.
 - Procedures to sanitize frequent touchpoints throughout the day, including point of sale terminals and registers.
 - Employees who are sick should not report to work and if, when reporting to work, they have symptoms of COVID-19, they should be sent home.
2. Accommodate employees who fall within the higher-risk populations, as defined by the CDC guidelines, with lower-exposure work assignments, or allowing them to stay home.
3. Provide gloves for cashiers/employees.

4. Do not allow customers to use reusable containers such as bulk item containers.
5. Disinfect high-touch areas frequently throughout the day. Read the label of the disinfectant to ensure the minimum contact time is being completed. Some disinfectants have a contact time up to 10 minutes where the surface must remain wet and the disinfectant is NOT wiped off.
 - For a list of EPA approved disinfectants that are effective against COVID-19, please visit: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
6. Disinfect counters, credit/debit card machines, etc. **after each customer.**
7. Designate an employee to wash carts and basket handles after customer use.
8. Closure of any salad bar or other self-serve prepared or other open food stations such as coffee, frozen drinks, soda fountains, etc. (excluding retail/convenience stores-please refer to the [Retail Safety Requirements](#) published by the state DPH for self-serve requirements in retail/convenience stores effective 9/28/20).
9. Elimination of any open free samples or tastings.
10. Partitions (i.e. plexiglass) shall be erected between employees and the public at all cash registers, drive-thru windows, and/or any area where a customer and an employee interact.
11. All employees shall wear a cloth face covering, in addition to gloves, at all times. Medical grade face coverings such as surgical masks/N95 masks, shall be avoided as those supplies are in critical need for first responders and medical personnel.
 - Information on face coverings can be found: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - The City of Easthampton may have face coverings to donate if needed. Please contact the Health Agent at: beichstaedt@easthamptonma.gov
 - Post face covering sign alerting public of this requirement: [Face Covering Sign](#)

Food Establishments:

1. Strongly recommend: Take-out orders shall be processed over the phone. Cash transactions shall be avoided if possible.

Grocery Stores & Large Food Retailers

1. Each store shall limit occupancy to 40 percent of its maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder in order to provide for in-store social distancing while preserving sufficient access for the public to supplies of food and necessities.

2. Store staff shall monitor the number of customers entering and exiting the store in order to demonstrate compliance with the maximum permissible occupancy level. One or more staff members shall be designated to count the number of customers entering/exiting the store.
3. The occupancy count shall include customers & employees.
4. If lines form outside the store, staff should monitor the line to ensure customers are maintaining appropriate distance from each other.
5. Stores shall be closed to the public for a sufficient time overnight to allow for stores to be properly sanitized and restocked.
6. If a store offers online delivery or curbside pickup capabilities, customers should be encouraged to use those methods before coming into the store.
7. Aisles shall be designated with signage and/or floor markings as one-way to maximize social distancing between customers.
8. Stores shall limit entry to a single door or set of doors and shall limit exiting to another single door or set of doors.
9. Social distance markings shall be marked outside of the establishment in the event a line forms.
10. Hand sanitizer or a handwash station shall be provided at the entrance and exit.
11. Disinfectant wipes shall be provided for customers to sanitize shopping carts or baskets.

Grocery Stores & Pharmacies

1. Grocery stores and pharmacies must provide alternative hours, at least one hour every day in the early morning, for adults 60 years and older in order to limit their potential exposure. These hours must be **conspicuously posted** and should be enforced by the owners of the establishments.

Screening Requirements of All Essential Businesses:

1. Screen employees upon arrival to work. Screening questions should include:
 - Are you experiencing:
 - a) Fever or chills
 - b) Cough
 - c) Shortness of breath/difficulty breathing
 - d) Fatigue
 - e) Muscle or body aches
 - f) Headache
 - g) New loss of taste or smell

- h) Sore throat
- i) Congestion or runny nose
- j) Nausea or vomiting
- k) Diarrhea

- Have you recently been in contact with a positive COVID-19 case?

NOTE: If an employee answers yes to any of these questions, they shall be **excluded** from work and contact their primary care physician.

2. If an employee is positive for COVID-19, please follow the CDC's return to work guidelines that can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
3. If an employee has been in contact with someone who has tested positive for COVID-19, that employee should not come to work for 14 days and self-quarantine.
 - Information on self-quarantine:
https://easthamptonma.gov/images/COVID19_Quarantine_Guidance_for_Contacts.pdf

This order will remain in effect until otherwise rescinded by the Board of Health. Failure to comply may result in permit suspension and/or fines. This order may be enforced by any agent of the Board of Health and/or the Easthampton Police Department.

1st offense: verbal warning

2nd offense: \$150 civil fine

3rd & subsequent offenses: \$300 civil fine

Effective date: Monday, September 28, 2020



Margaret Hebert, Chair, Board of Health