



Town of Adams • Massachusetts 01220

Inspectional Services

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Emergency Order / Workplace Safety Standards for Local Businesses and Enterprises (which includes Special Public Events and “Clubs”)

November 15, 2021

Section 1. Purpose and Authority:

Due to the Covid-19 pandemic and increased numbers of positive cases within the Town of Adams, and pursuant to Chapter 111, Sections 6, 30, 104 and/or 122, of the Massachusetts General Laws, this Emergency Order pertaining to Workplace Safety Standards for Local Businesses/Enterprises (which includes special public events and “clubs”) becomes effective immediately. All workplaces, businesses, enterprises, clubs and organizers of events within the Town of Adams shall be responsible for compliance with this Order...

Section 2. Definitions:

“Business/Enterprise” – Establishments, enterprises, or venues, whether or not permitted by the local Board of Health, whether or not generating income, that opens its services/venues to members the public (to include municipal, Commonwealth and Federal government establishments).

“Club” – Establishments such as, but not limited to, the American Legion, Elks, Lions Club, Masons, Mountain Club, Turners, etc.

“Special Public Events” – Events and activities, whether or not permitted by the local Board of Health, whether or not generating income, that opens its services/venues to members the public (to include, but not limited to, private gatherings in public settings, funerals and wedding activities).

Section 3. Masking and Social Distancing:

- Strongly encourage, at minimum, staff, workers and customers (including users of “clubs”) to wear masks or face coverings (except for individuals who are unable to wear a mask or face-covering due to a medical condition or disability).
- Strongly encourage the separation of 6 feet or more between individuals where/when ever possible.
- Establish directional pathways to manage visitor flow for foot traffic, to minimize contact (e.g., one-way entrance and exit to rooms, one-way pathways).
- Post clearly visible signage regarding these policies.
- Encourage contactless payment methods.

Section 4. Hygiene Protocols:

- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative.
- Provide regular disinfection/sanitation of high-touch surfaces and areas, such as, *but not limited to*, workstations, equipment, screens, doorknobs, credit card machines, restrooms throughout work site, etc., and maintain a log of such regular disinfecting/sanitizing.
- Supply workers at workplace locations with adequate cleaning products (e.g., sanitizer, disinfecting wipes, etc.).
- Post visible signage throughout the site to remind workers and customers of hygiene and safety protocols.
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for both workers and customers.
- Avoid sharing equipment and supplies between workers.
- Disinfect/Sanitize shared equipment before/between use by another worker.

Section 5. Staffing and Operations:

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings;
 - Self-screening at home, including temperature and symptom checks;
 - Importance of not coming to work if ill;
 - When to seek medical attention if symptoms become severe;
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus; and,
 - Encourage vaccinations.
- Facilities should screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea;
 - Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more cumulatively over an 8-hours period of time, or coming in direct contact with secretions from a person who has tested positive for COVID-19, while that person was symptomatic;

- Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official; and,
 - Workers who fail to meet the above criteria should be sent home.
- Adjust workplace hours and shifts (working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion.
 - Encourage customers or outside vendors to make appointments in advance to receive service or deliver materials if possible.
 - Close or limit access to “waiting areas” and ask customers to wait outside or in cars until it is time for their appointment if applicable.
 - For services provided in-home and for in-home installation or delivery of products, delay the service or delivery if the customer indicates potential COVID-19 positive person in the household.
 - Workers should not come in to work if feeling ill.
 - Encourage workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control to stay home or re-assign duties to reduce contact with other workers and customers.
 - Workers are strongly encouraged to self-identify symptoms or any close-contact to a known or suspected COVID-19 case to the employer.
 - Post notice to workers and customers of important health information and relevant safety measures.
 - Enterprises should maintain operating hours that allow for ongoing off-hour sanitation and cleaning.
 - Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas.
 - Limit employee movement to discrete work zones to minimize overlap where possible.

Section 6. Cleaning and Disinfecting:

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently.
- Conduct frequent cleaning and disinfection of site (at least daily, and more frequently if feasible).
- Keep cleaning logs that include date, time, and scope of cleaning.
- Conduct frequent disinfecting of high traffic areas and high-touch surfaces (e.g., doorknobs, rolling carts, bathrooms).
- In the event of a positive case, shut down the site for a deep cleaning and disinfecting of the workplace.

Section 7. Notifications:

- Workers are strongly encouraged to self-identify symptoms or any close-contact to a known or suspected COVID-19 case to the employer.
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing.
- If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health where the workplace is located and assist the local Board of Health as reasonably requested to advise likely contacts to isolate and self-quarantine.
- Testing of other workers may be recommended consistent with guidance and/or at the request of the local Board of Health.

Section 8. Non-Criminal Disposition:

a. Whoever violates any provision of this regulation may be penalized by the non-criminal method of disposition as provided in Massachusetts General Laws, Chapter 40, Section 21D (so-called “21D-ticketing”); each occurrence within any given day in which any violation exists shall be deemed to constitute a separate offense, and each provision of the statute, regulation, or Order that is violated shall also constitute a separate offense.

b. Notwithstanding the 21D-ticketing provision discussed immediately above, a code enforcement official or Board of Health agent may additionally pursue a civil complaint in a court of competent jurisdiction if warranted or deemed necessary by the Board of Health or its agent.

Section 9. Fines (via 21D-ticketing):

1st offense shall be a Warning (whether verbal or written);

2nd offense shall be no less than \$50.00;

3rd offense shall be no less than \$100.00;

4th and subsequent offenses shall be no less than \$200.00;

5th and subsequent offenses shall be review before the Board of Health and could result in the closure of the establishment/enterprise for a determinable period of time.

Section 10. Enforcement:

a. Enforcement responsibility of this regulation shall be primarily by the Adams Board of Health or its designated agent(s). Anyone who desires to register a complaint pursuant to this regulation may do so by contacting the Adams Board of Health, or its designated agent(s), and the Board’s agent shall investigate.

b. Regarding paragraph “a” above, since M.G.L. Chapter 111, Section 32, requires the Board to retain charge of any case arising under this chapter in which it has acted, the Adams Police Department should forward copies of any related responses and actions to the town Code Enforcement Officer within 24-hours of its occurrence.

Section 11. Severability:

If any portion, or sentence, clause or phrase of this Order shall be held invalid for any reason, the remainder of this regulation shall continue in full force and effect.

Section 12. Effective Date and Due Process:

a. This Emergency Order becomes effective immediately and shall remain in effect until officially rescinded. In accordance with Chapter 111, Section 30, of the Massachusetts General Laws, this Emergency Order will be heard before the Board of Health at **4:00 p.m. on Wednesday, November 17, 2021.**

b. If you feel that you are aggrieved by the entirety of this Order and would like to appeal this decision, you may make a request for a public hearing, in writing, to the Adams Board of Health, 8 Park Street, Adams, MA 01220, within seven (7) days of posting of this Order.

c. If you have any general questions, please do not hesitate to contact me. Please contact my office immediately if you would like to make application for a variance to this Order.

***This is an important legal document. It may affect your rights. You should have it translated.
Esto es documento legal importante. Puede afectar sus derechos. Usted debe tenerlo traducido.***

Sincerely,


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