

Checklist of Resources and Tips for Reopening Your Massachusetts Workplace

Below are resources and tips for employers to consider as they navigate the steps required of all Massachusetts workplaces for reopening:

Comply with Statewide Mandatory Safety Standards and Poster Requirement:

- *All* Massachusetts workplaces are required to comply with the [Mandatory Safety Standards](#) issued by the Massachusetts Department of Public Health (“DPH”) and the COVID-19 Response Command Center, in consultation with Governor Baker’s Reopening Advisory Board, as they reopen.
- Businesses that remained operating to provide COVID-19 [Essential Services](#), as defined in a series of executive orders issued by Governor Baker, were required to comply with these Safety Standards effective May 25.
- *All* Massachusetts workplaces will be required to sign and post an [Employer Attestation Poster](#) that they have complied with these Safety Standards which break down into four categories: Social Distancing; Hygiene Protocols; Staffing and Operations; and Cleaning and Disinfecting.

Comply with Sector-Specific Protocols and Best Practices

- Employers should refer to Massachusetts [Sector-specific protocols and best practices](#) to determine whether they apply to their business.
- For example, there are [Workplace Safety Standards for Office Spaces, which require that workplaces limit occupancy within their](#) office space to no more than 50 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization’s typical occupancy as of March 1, 2020. Other sector-specific protocols may include different occupancy level requirements.

Comply with City and Town Requirements

- It is also important that employers check whether the local city or town where they are located has requirements for reopening. Employers in Boston are advised to review the City of Boston’s [Return to Workplace Framework for Commercial Spaces](#), which in addition to incorporating the Workplace Safety Standards for Office Spaces, supplements them with additional operational recommendations. Employers located in [Somerville](#), [Cambridge](#), and other cities and towns may be subject to reopening requirements that are in sync with, or vary from, those of the State, and employers are advised to check whether they are in compliance.

Review Employer Policies

- As employers formulate plans to comply with the Safety Standards, they will be required to make decisions that may result in new policies or revisions to existing ones. Employers in office spaces must establish and communicate a worksite specific COVID-19 Prevention Plan for office locations, that includes in part Isolation, Contact Tracing, and a Communication Plan if a worker is diagnosed as positive or comes into close contact with an individual diagnosed as COVID-19 positive. Employers may decide that drafting a Safety Standards Workplace Policy in compliance with the Massachusetts Mandatory Safety Standards is a good way to both satisfy mandated requirements and communicate to employees that they are considering their safety and well-being.
- Employers may also need to revisit their company leave policies. Employers with under 500 employees are now subject to the Families First Coronavirus Response Act (“FFCRA”), and employees may be eligible for a new form of paid leave available under this new law. Employers should post the DOL’s [FFCRA poster](#) where they post other such posters in their workplace, and may provide employees who request this leave with the [HRW FFCRA Request for Leave Form](#).
- Employers may also wish to review their travel, PTO/vacation, reasonable accommodation, safety, and teleworking policies, among others, to determine whether the unprecedented events of COVID-19 warrant policy revisions.