

# MASSACHUSETTS: FOUR-PHASE REOPENING PLAN

Version 3: July 5, 2020

## A Guide For Wakefield Businesses

# ABOUT THIS GUIDE

The Baker-Polito Administration created a plan to safely reopen the Massachusetts economy, get people back to work, and ease social restrictions while minimizing the health impacts of COVID-19.

The Massachusetts economy will be reopened using a four-phase approach, based on public health guidance. Each phase will last a minimum of three weeks. Health-data trends will be analyzed prior to moving to a subsequent phase.

Phase 1: Start  
Phase 2: Cautious  
Phase 3: Vigilant  
Phase 4: New Normal

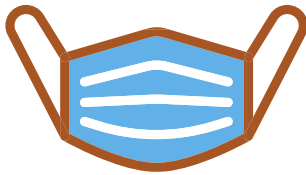
This booklet has been created with a focus on business. If you are interested in learning about other components of the reopening process, visit the Commonwealth of Massachusetts website at [www.mass.gov/reopening](http://www.mass.gov/reopening).



You may notice that there are no dates assigned to the four phases of the reopening process. The Governor's plan indicates that positive trends in data, not a specific date, will indicate when it is safe to move into the following phase. Each phase will last a minimum of three weeks.

# BASIC GUIDANCE

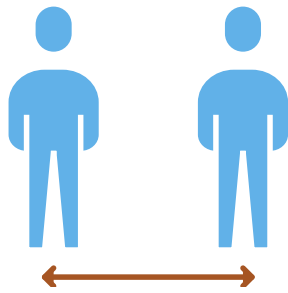
Across all phases of reopening, the Commonwealth advises that individuals follow these basic guidelines:



Cover your face



Wash your hands



Socially distance



Be vigilant  
for symptoms



Stay home if  
you feel sick

# PHASES 1 AND 2



## Phase 1: Start

Click on the following industries to view the Commonwealth's sector-specific protocols and best practices.

With restrictions and some capacity limitations:

- [Essential business](#)
- [Manufacturing](#)
- [Construction](#)
- [Lab space](#)
- [Office space](#)
- Limited personal services
  - [Hair salons](#)
  - [Pet grooming](#)
  - [Car washes](#)
- [Retail](#) (remote fulfillment, curbside)



## Phase 2: Cautious

Click on the following industries to view the Commonwealth's sector-specific protocols and best practices.

With restrictions and some capacity limitations:

- [Retail](#)
- [Restaurants](#)
  - Outdoor dining: [Wakefield's Street-Use and Liquor-License Expansion Application](#)
- [Lodging](#)
- [Driving schools](#)

Step 2 opening

- [Close-contact personal services](#)
  - Nail salons
  - Day spas
  - Personal training
  - Tanning salons
  - Tattoo, piercing, and body art

# PHASES 3 AND 4



## Phase 3: Vigilant

Click on the following industries to view the Commonwealth's sector-specific protocols and best practices.

With restrictions and some capacity limitations:

- [Fitness centers and health clubs](#)
- [Indoor and outdoor event spaces](#)
- [Indoor recreation](#)
- [Museums and guided tours](#)
- [Theaters and performance venues](#)



## Phase 4: New Normal

The Commonwealth's sector-specific protocols and best practices are currently being determined.

- Full resumption of activity, including nightclubs and large venues

# ADDITIONAL SECTORS

In addition to traditional business, the Commonwealth has put forth phased guidance for organizations in the [Health and Human Services](#) and [Recreation and Outdoor](#) industries.

## Health and Human Services



### Phase 1: Start

Hospitals, community health centers, and health-care providers, upon attestation, can provide high priority preventative care, pediatric care, and treatment for high risk patients and conditions

### Phase 2: Cautious, Phase 3: Vigilant

Ambulatory in-person routine care can be expanded. This includes less urgent preventative services, procedures, and care (e.g., routine dental cleanings, certain elective procedures) and day programs (e.g., adult day health, day habilitation, etc.)

### Phase 4: New Normal

Full resumption of activity

## Recreation and Outdoor



### Phase 1: Start

With guidelines, beaches, parks, drive-in theaters, some athletic fields and courts, many outdoor adventure activities, most fishing, hunting, and boating, outdoor gardens, zoos, reserves, and public installations can open to the public

### Phase 2: Cautious

With guidelines, campgrounds, playgrounds and spray decks, public and community pools, all athletic fields and courts, and youth sports in limited fashion can resume operation

### Phase 3: Vigilant

Additional activities and services and youth sports with games and tournaments (limited crowd sizes) can resume

### Phase 4: New Normal

Full resumption of activity

# SAFETY STANDARDS

## Mandatory Workplace Safety Standards for Reopening

In addition to sector-specific protocols, all businesses and activities must meet minimum safety standards. The Commonwealth has developed [a guide to educate business owners](#) on what supplies are needed to return to workplaces, such as face coverings and disinfecting sprays, and [a portal to connect businesses with manufacturers and distributors](#). If you are in a situation where supplies are late and you are in need, please contact the [Wakefield Lynnfield Chamber of Commerce](#).

### 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
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees

### Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing and ensure adequate supplies
- Provide regular sanitation of high touch areas, such as workstations, equipment, screens, doorknobs, and restrooms throughout the work site

### Staffing and Operations

- Provide training for employees regarding social distancing and hygiene protocols
- Employees who are displaying COVID-19-like symptoms should not report to work
- Establish a plan for employees who are diagnosed with COVID-19 and a return-to-work process

### Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to the workplace

# PROTOCOLS

## Sector-Specific Protocols and Best Practices

The Baker-Polito administration has developed specific guidance so that each industry reopens as safely as possible. Businesses are expected to implement these protocols in addition to the more general Mandatory Workplace Safety Standards.

### Mandatory Self-Certification For Businesses

In order to reopen, businesses must develop a written COVID-19 [Control Plan](#) outlining how its workplace will prevent the spread of COVID-19.

Required materials are located on [mass.gov/reopening](https://mass.gov/reopening) and include:



#### COVID-19 Control Plan Template

Businesses may [complete a template](#) to fulfill this requirement. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and be provided in the event of an inspection.



#### Compliance Attestation Poster

Businesses are required to [sign a poster](#) attesting that they have completed a COVID-19 control plan and post it in an area within the business premises that is visible to employees and visitors.



#### Other Posters

Businesses are required to [post signs and posters](#) describing the rules for maintaining social distancing, hygiene protocols, cleaning, and disinfecting.



# RESOURCES

## Helpful Links

- [Guidance document translations](#)
- Wakefield Health Department: [boardofhealth@wakefield.ma.us](mailto:boardofhealth@wakefield.ma.us), (781) 246-6375
- Wakefield Lynnfield Chamber of Commerce: [wakefieldlynnfieldchamber.org](http://wakefieldlynnfieldchamber.org)
- Reopening Massachusetts plan and detailed guidance: [www.mass.gov/reopening](http://www.mass.gov/reopening)
- Submit questions and comments relating to the Reopening Massachusetts plan: [www.mass.gov/forms/submit-questions-and-comments-about-reopening-massachusetts](http://www.mass.gov/forms/submit-questions-and-comments-about-reopening-massachusetts)
- Sign up for Massachusetts-based text message alerts: Text COVIDMA to 888-777
- Non-emergency questions and help: Call 2-1-1
- Contact the Governor's Office: [www.mass.gov/forms/email-the-governors-office](http://www.mass.gov/forms/email-the-governors-office) or call (617) 725-4005
- Business loans and support: [www.mass.gov/info-details/covid-19-resources-and-guidance-for-businesses](http://www.mass.gov/info-details/covid-19-resources-and-guidance-for-businesses)
- Town of Wakefield website: [www.wakefield.ma.us](http://www.wakefield.ma.us)