



Town of Brookline

Massachusetts

Town of Brookline Phase 1-4 Business Reopening Packet

Department of Public Health and Human Services

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To assist businesses in the Town of Brookline comply with the Massachusetts reopening requirements during the COVID-19 Pandemic, the Brookline Department of Public Health and the Planning Department's Economic Development Division have put together a packet of resources to assist in opening your business.

Businesses will be allowed to open at designated phases established by the state's reopening plan at <https://www.mass.gov/reopening>. Be sure to review the dates you are allowed to open based on your type of business and also review any sector-specific protocols and best practices on the state website. The reopening plan includes minimum safety standards for businesses to meet across four categories:

- Social Distancing
- Hygiene Protocols
- Staffing and Operations
- Cleaning and Disinfecting

Required forms, posters, and hygiene/protective supply resources are in this packet and via <https://brooklinecovid19.com> under Business Resources. When you are ready to open, you must:

- complete the two page Covid-19 Control Plan and have it at your business in case of an inspection; you do not need to post this Control Plan or submit it to any agency for approval.
- sign and post the attached Compliance Attestation Checklist Poster in an area this is visible to workers and visitors. We suggest you do this on or near your front door so that inspectors and customers can easily see you are in compliance with these state standards.

Already operating businesses (such as restaurants and grocery stores) also need to complete and post these forms by May 25th. Town and state inspection staff will be doing spot checks to ensure compliance with these requirements. Again, you do not need to submit any paperwork for approval prior to reopening. The enclosed Employer Guidance & Rules to Keep You Safe at Work posters and hygiene/protective supply resources are included here for your use. If you have questions about complying with the state's reopening plan, you can call the Health Department at 617-730-2300 or attend one of our Virtual Town Hall Meetings for businesses and nonprofits impacted by COVID-19:

Thursdays at 9 am via Zoom: <https://us02web.zoom.us/j/88644465341>

Phone: +1 312 626 6799 Webinar ID: 886 4446 5341

Brookline Interactive Group's YouTube & Facebook Live via <https://brooklineinteractive.org>

HOW TO STAY INFORMED ABOUT BUSINESS RESOURCES & UPDATES:

Subscribe to Business News Flash emails <https://www.brooklinema.gov/list.aspx#newsFlash>

Refer to <https://brooklinecovid19.com> - including frequently updated **Business Resources**

Follow us on Social Media:

Instagram @brookline_planning Twitter @brooklinema Facebook @BrooklineHealth



TEMPLATE (I/II)

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: _____ Check if part of a larger corporation

Address: _____

Contact information (Owner/Manager): _____

Contact information (HR representative), if applicable: _____

Number of workers on-site: _____

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: _____

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: _____



TEMPLATE (II/II)

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.

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: _____

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

Implemented additional procedures. Please describe them here: _____

Important



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

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.

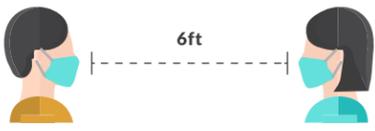
Signature

EMPLOYER GUIDANCE

Mandatory safety standards for workplaces



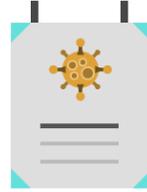
SOCIAL DISTANCING



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 by employees and adequate supplies to do so



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

STAFFING & OPERATIONS



Provide training for employees regarding the social distancing and hygiene protocols



Employees who are displaying COVID-19-like symptoms do not report to work



Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

CLEANING & 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



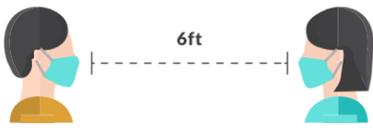
Disinfection of all common surfaces must take place at intervals appropriate to said workplace

RULES TO KEEP YOU SAFE AT WORK

Mandatory safety standards for workplaces



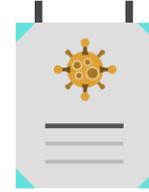
SOCIAL DISTANCING



Remain at least six feet apart from others to the greatest extent possible, both inside and outside workplaces



Follow established protocols to ensure social distancing



Review signage for safe social distancing



Use a face covering or mask at all times

HYGIENE PROTOCOLS



Ensure there are hand washing capabilities throughout the workplace



Wash your hands frequently and properly



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, etc.

STAFFING & OPERATIONS



Attend work trainings regarding the social distancing and hygiene protocols



Do not report to work if you are displaying COVID-19-like symptoms



Comply with plan for employees getting ill from COVID-19 at work, and return-to-work plan

CLEANING & DISINFECTING



Comply and maintain cleaning protocols specific to the business



Ensure that cleaning and disinfecting is performed when an active employee is diagnosed with COVID-19



Disinfect all common surfaces must take place at intervals appropriate to said workplace

Company Name	Company Website	COMMERCIAL PHONE	MA Manufacturer	Surgical Masks	Procedure and Other Masks	Face Shields	Nitrile Exam Gloves	Hand Sanitizer	Sanitizing Wipes	Thermometers
Airgas	airgas.com	855-625-5285 X4805	No	X		X	X			
Body Armor Outlet, LLC	www.bodyarmoroutlet.com	603-479-1919	No	X		X	X	X		
Brooks Brothers	www.brooksbrothers.com	917 225 8996	Yes		X					
CAM Office Sservices, Inc.	www.camofficeservices.com	791-932-9868	No		X		X			
Central Equipment, LLC	www.central-equipment.net	508-758-3758	Yes	X		X	X	X	X	X
Cintas Corporation	www.cintas.com	978.244.6787	No		X	X	X			
conlon products inc	www.conlonproducts.net	9786828482	No	X		X	X	X	X	X
Contollo	www.contollomassmanufacturing.com	508-841-5822	Yes		X		X	X		
Creative Touch Designs, LLC	www.ctdemb.com	19784994444	No	X		X	X	X		X
D.O.T. Fleet Parts Inc.	www.dotfleetparts.com	781-956-8723	No	X		X	X	X	X	X
DENNISON LUBRICANTS	WWW.DENLUBE.COM	7744196345	Yes				X	X		
DetraPel	www.detrapel.com	617-514-7777	Yes							
DocPPE	www.docppe.com	888-493-5554	Yes		X					
EPIC Business Essentials	www.epicbusinessessentials.com	828-395-7458	No	X		X	X			
Fastenal	www.Fastenal.com	864-569-7070	No		X	X	X			
Flagship Press	www.flagshippress.com	617-719-5215	Yes		X			X		
FloZein	www.zeinproducts.com	978-827-5101, 914-274-0512	Yes						X	
Fraen	www.fraen.com	781-439-4118	Yes			X				
Galls LLC	www.galls.com	8594337142	No	X		X	X			X
Gerison	www.gersonco.com	508-947-4000	Yes							
G-Form LLC	www.G-Form.com	617-688-5141	No			X				
Go Green Solutions Inc.	www.gogreensolutionsinc.com	978-852-7977	Yes	X		X	X	X		
Harrison Shrader Enterprises, LLC	www.hseonsource.com	207-312-4991	No	X		X	X	X	X	X
HCI, LLC - Force of Nature	www.forceofnatureclean.com	(978) 380-0257	Yes							
Industrial Protection Services	www.ipp-ips.com	603-685-8023	No		X	X	X			
Kenworth Northeast	www.kenworthne.com	401-559-0601	Yes					X	X	X
Lane Printing & Advertising	www.laneprint.com	7817674450	Yes	X		X	X	X	X	X
Lovepop	www.lovepop.com	617-433-5683	Yes							
Matouk	www.matouk.com	646-489-0229	Yes		X					
MatTek	www.mattek.com	919-413-0995	Yes					X		
Medline Industries, Inc.	medline.com	617-839-3644	No			X				
Marrow	www.marowmfg.com	508-689-4095	Yes							
MG Products	www.mgproducts.net	9783525042	No	X		X	X			
MSC Industrial Supply	https://www.msclirect.com/	781-272-4884	No		X	X	X	X		
Mursix Corporation	www.mursix.com	317-371-3560	No			X				
New Balance	www.newbalance.com/NBmask	617-925-1410	Yes		X					
New England Laser	laserengineeringinc.com	978-774-4626	Yes			X				
Noble Supply & Logistics	www.noble.com	508-944-5722	No	X		X	X	X	X	X
PolymerShapes	www.polymershapes.com	1 (866) 437-7427	Yes			X				
Proforma Eagle Print & Promotion	EaglePrintPromotion.com	617-429-3400	Yes	X		X	X			
Razz-m-tazz Promotions, LLC	www.razz-m-tazz.com	19788740502	No		X	X	X			
Richmond Hardware	https://www.richmondhardware.com/	7818430066	No	X		X	X	X	X	X
Safety Inc.	www.ESafetyinc.com	978-532-7330 x103	No			X	X			
Shawmut	www.shawmutcorporation.com	508-588-3300 x1230	Yes							
Stericycle	https://store.stericycle.com	847-943-6796	No	X		X	X	X		
Trans Med USA Inc	www.transmed-usa.com	978-649-1970	No	X		X	X	X	X	X
Unified Global Packaging Group	ugpg2.com	9788528769	Yes			X				
Universal Plastic Design, Inc.	www.universalplastics.com	413-592-4791 x123	Yes			X				
veritiv	www.veritivcorp.com	8625918461	No		X	X	X	X	X	X
WB Mason	www.wbmason.com	508-846-1490	No	X		X	X	X	X	X