



Town of Brookline

Massachusetts

Town of Brookline Business Reopening Packet FOR RESTAURANTS

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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:

- (i) 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.
- (ii) 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) should have completed and posted these forms by May 25th. Since that time, the state released additional checklist items for Restaurants, included here. Town and state inspection staff will be doing spot checks to ensure your Control Plan is in compliance with these requirements; you may need to add more detail to your Control Plan now that these additional state guidelines have been released. We recommend for ease of these inspections that you prepare a sketch of your revised seating areas (indoors and/or outdoors) to demonstrate compliance with these state guidelines. 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

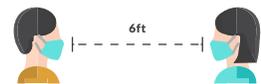
The following poster should be displayed in an area within the business premises that is visible to employees and visitors. Thank you for your efforts to get back to business while keeping Massachusetts safe

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



These workplace safety standards for restaurants are posted in advance of the Governor's initiation of Phase 2 to allow restaurants time to prepare to operate in compliance with these mandatory health and safety standards. Restaurants may not provide any service beyond carry-out or delivery until specifically authorized to do so in Phase 2 of the Commonwealth's Workplace Re-Opening Plan. The Governor will initiate Phase 2 of the Re-Opening Plan by formal Executive Order and only following a careful review of public health data.

Restaurants may provide outdoor table service at the commencement of Phase 2 of the Commonwealth's Reopening Plan. Restaurants will be authorized at a later date and by a subsequent Phase 2 Order to commence indoor table service if the public health data reflects continued positive progression



SOCIAL DISTANCING

Ensure >6ft between individuals

- When indoor table service is permitted, restaurants are encouraged to structure operations to operate as much as possible through outdoor table service and to strictly limit indoor table service in order to assure effective compliance with social distancing requirements and to limit activities within confined spaces
- Restaurants must comply with the following sector specific social distancing rules for providing dining services in all customer seating areas:
 - Tables must be positioned so to maintain at least a 6 foot distance from all other tables and any high foot traffic areas (e.g., routes to bathrooms, entrances, exits); tables may be positioned closer if separated by protective / non-porous barriers (e.g., structural walls or plexi-glass dividers) not less than 6 feet high installed between tables and high foot traffic areas
 - The size of a party seated at a table cannot exceed 6 people
 - Restaurants may not seat any customers at the bar, but subject to any applicable building and fire code requirements, bar areas may be re-configured to accommodate table seating that complies with all spacing and other requirements in these COVID-19 safety standards
 - All customers must be seated; eat-in service to standing customers (e.g., around bar areas) is prohibited
 - Restaurants may provide carry-out or delivery service, but all safety standards for table separation, size of party, and hygiene must be maintained for any indoor or outdoor table seating that is available to carry-out patrons
 - All other amenities and areas not employed for food and beverage service (e.g., dance floors, pool tables, playgrounds, etc.) must be closed or removed to prevent gathering of customers
- Ensure separation of 6 feet or more between all individuals (workers, vendors, and customers) unless this creates a safety hazard due to the nature of the work or the configuration of the workspace:
 - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, stagger workstations on either side of processing lines so workers are not face-to-face, use distance markers to assure spacing including in the kitchen area)
 - Establish directional hallways and passageways for foot traffic if possible, to minimize contact (e.g., one-way entrance and exit to the restaurant). Post clearly visible signage regarding these policies
 - Prohibit lingering in common areas (e.g., waiting areas, bathrooms) and ensure social distancing in common areas by marking 6 feet spacing with tape or paint on the floor and signage
 - All customer-facing workers (e.g., servers, bus staff) must minimize time spent within 6 feet of customers
- Designate assigned working areas to workers where possible to limit movement throughout the restaurant and limit contact between workers (e.g., assigning zones to servers)
- Stagger work schedules and staff meal and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, vehicles) by more than one individual at a time
- Require face coverings for all customers and workers at all times, except where an individual is unable to wear a face covering due to medical condition or disability
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Customers may remove face coverings while seated at tables



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- All workers must wash their hands frequently, and table servers must wash their hands or apply hand sanitizer between each table interaction
- 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
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances, exits, and in the dining area



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Post visible signage throughout the site to remind workers and customers of hygiene and safety protocols
- Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed
- Condiments and similar products (e.g., salt, pepper, and salad dressing) should not be pre-set on tables and should instead only be provided upon request either in single-serving portions (e.g., individual packages or cups) or in serving containers that are sanitized between each use
- Menus must be one of the following: 1) paper, single-use menus disposed after each use, 2) displayed menu (e.g., digital, whiteboard, chalkboard), 3) electronic menus viewed on customers' phones / mobile devices
- Utensils and place settings must be either single-use or sanitized after each use; utensils should be rolled or packaged. Tables should not be pre-set to reduce opportunity for exposure
- Tables and chairs must be cleaned and sanitized thoroughly between each seating



STAFFING & OPERATIONS

Include safety procedures in the operations

- When possible, reservations or call ahead seating should be encouraged; managers must ensure that diners waiting for tables do not congregate in common areas or form lines
- Restaurants may not provide customers with buzzers or other devices to provide alerts that seating is available or orders are ready; restaurants should instead use no-touch methods such as audio announcements, text messaging, and notices on fixed video screens or blackboards
- 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, and requirement and proper use of face coverings
 - Modifying practices for serving in order to minimize time spent within 6 feet of customers
 - Self-screening at home, including temperature or symptom checks
 - Reinforcing that staff may not come to work if sick
 - 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
- Restaurant operators should establish adjusted workplace hours and shifts for workers to minimize contact across workers and reduce congestion at entry points
- Limit visitors and vendors on site; shipping and deliveries should be completed in designated areas
- Workers should not appear for work if feeling ill
- Restaurants must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.3 and above), cough, shortness of breath, or sore throat;
 - 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, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) 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
 - Workers who are sick or feeling ill must be sent home.
- Anyone showing signs of illness may be denied entry
- Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine
- Notify workers that they may not work if they test positive for COVID-19 (they should be isolated at home) or are found to be a close contact of someone with COVID-19 (they should be quarantined at home)



STAFFING & OPERATIONS

Include safety procedures in the operations

- Testing of other staff may be recommended consistent with guidance and / or at the request of the LBOH. Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- Designate the Person in Charge (105 CMR 590) for each shift to oversee implementation of the guidelines in this document
- Restaurants will be allowed to maximize outdoor dining space, including patios and parking lots where available, where municipal approval is obtained
- When taking reservations and when seating walk-in customers, restaurants should retain a phone number of someone in the party for possible contact tracing
- Encourage use of technological solutions where possible to reduce person-to-person interaction (e.g., contactless payment, mobile ordering, text on arrival for seating)
- Workers who are particularly high risk to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

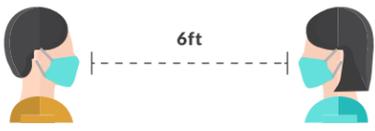
- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases)
- Implement procedures to increase cleaning / disinfecting in the back-of-house. Avoid all food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned
- In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening

EMPLOYER GUIDANCE

Mandatory safety standards for workplaces



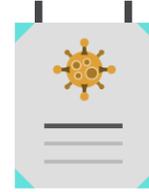
SOCIAL DISTANCING



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



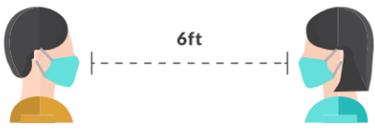
Disinfection of all common surfaces must take place at intervals appropriate to said workplace

RULES TO KEEP YOU SAFE AT WORK

Mandatory safety standards for workplaces



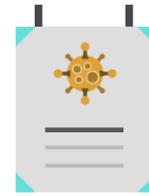
SOCIAL DISTANCING



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	Yes			X				
New Balance	www.newbalance.com/NBmask	617-925-1410	Yes		X					
New England Laser	laserengineeringinc.com	978-774-4626	Yes			X				X
Noble Supply & Logistics	www.noble.com	508-944-5722	No	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			X	X			
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