

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: Town of Peru Check if part of a larger corporation

Address: 3 East Main Road Peru, MA 01235

Contact information (Owner/Manager): Caleb Mitchell, Town Administrator

Contact information (HR representative), if applicable: _____

Number of workers on-site: Varies

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: Public by appointment only (see endnotes)
Members of Public must sign in when they enter building (date, time) Log book maintained

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: see endnotes
We ask all staff members to take responsibility for cleaning their office and immediate workplaces

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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: see endnotes
Read educational materials regarding social distancing, Sanitation and other Covid-19 best practices

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: see endnotes
The Town has established cleaning protocols with a contracted service

Endnotes

Signs will be placed at main entryways reminding people to wear face masks before entering the building.

Hand sanitizer, disinfectant wipes, and cleaning supplies are available in custodial closets for staff to use in their offices and workplaces

The Select Board and Town Administrator ask all staff and volunteers:

*Read educational materials provided to each department, committee, commission, or board regarding social distancing, Sanitation, and other COVID-19 related best practice

*If you become ill, or if you have been knowingly exposed to COVID-19, please stay at home. Inform your supervisor or Town Administrator to arrange for time off and coverage of duties. You may ask for medical clearance from your primary care provider before you return to work, so request documentation.

The Town has established cleaning protocols and expectations with a contracted service. In the event an employee is diagnosed with COVID-19, the Town will comply with MASS State recommended cleaning and disinfecting guidelines for the workplace and location.