

COVID-19 Preparedness Plan for Lowell's Boat Shop

Lowell's Boat Shop is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests and/or visitors. To ensure we have a safe and healthy workplace, Lowell's Boat Shop has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities which requires full cooperation among our organization. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by **Graham McKay**, who maintains the overall authority and responsibility for the plan. However, staff and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Lowell's Boat Shop's managers and supervisors have our full support in enforcing the provisions of this plan.

Our staff is our most important asset. Lowell's Boat Shop is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Lowell's Boat Shop's COVID-19 Preparedness is based upon Centers for Disease Control, and Prevention (CDC) and Massachusetts Department of Health (MDH) guidelines for COVID-19. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol;
- communications and training practices and protocol.

Lowell's Boat Shop has reviewed and incorporated the industry guidance applicable to our business provided by the state of Massachusetts for the development of this plan, including the following industry guidance and checklists: museums and cultural and historical facilities and guided tour, as well as recreational day camp and program health and safety. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- staff and program participants will maintain social distance
- staff and program participants will be required to wear mask when social distancing is not possible
- Education program participants will be screened each day

- Education programs will take place outside whenever possible
- Handwashing and use of sanitizers will be encouraged throughout the day
- The LBS bathroom and high touch areas will be sanitized between uses
- Due to the limited number of staff, employees are expected to easily social distance
- Access to the building and areas of the building is limited to staff and approved visitors/guests
- Health forms and waivers are to be completed and submitted prior to children's participation in programming

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- An ill employee is expected to remain home
- An ill employee is expected to self isolate if exposed to COVID-19
- An ill or exposed employee is expected to call and inform the Director
- An employee log in/out system for contact tracing has been implemented
- A thermometer and questionnaire will be used to screen and monitor temperatures
- Any employee or program participant will be sent home immediately if having symptoms or a fever
- An employee will be expected to provide medical clearance before returning to work
- If an employee or program participant is COVID-19 positive, the area will be closed for 24 hours and then sanitized
- If an employee or participant is COVID-19 positive, the Amesbury board of Health will be notified by the Director

Lowell's Boat Shop has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- Should an employee report having COVID-19 or symptoms of COVID-19, all employees would be notified
- a policy has been implemented to protect the privacy of workers' health status and health information.
- Lowell's Boat Shop is HIPPA compliant and is committed to maintaining the confidentiality of ill employees.

Social distancing – Occupants must be at least six-feet apart

Social distancing of at least six feet is maintained between occupants at Lowell's Boat Shop, when and where possible, through the following controls:

- The large volunteer program has been suspended minimizing the number of people in the shop.
- Tours have been suspended and entry by other visitors into the building is discouraged.
- The main entry has signs indicating mask and visitor regulations at Lowell's Boat Shop.
- Because of the small number of employees, it is possible for workers to maintain a physical distance of six feet and navigate the workspace without running into bottlenecks or groups of people.
- Masks are expected to be worn.
- Flexible work hours and working from home are available for those who are interested or at risk.
- In accordance with the Massachusetts guidelines for recreational day camp and program health and safety, participants in programs are screened daily
- Program participants are on a separate floor from employees, are required to wear masks, utilize disinfecting tools, and maintain social distance.
- Those picking up and dropping off the participants must do so outdoors.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.

- After using the restroom, all are asked to sanitize everything. Instructions are posted and sanitizer is available.
- Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- Source controls are being implemented at our workplaces at all times.
- Workers and program participants are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands.
- Workers are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.
- Several trash receptacles are evident throughout the building.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

- The maximum amount of fresh air is being brought into the workplace. Steps are also being taken to minimize air flow blowing across people.
- There is no air conditioning in any part of the building to be assessed
- There is no central heating system, needing assessment, in the main workspace or museum.
- The office, classroom, and paint room have electric/gas heat.
- Windows are open at all times when employees are present in milder weather.
- At times, in the colder months, the electric/gas heat is on in the office, classroom, and paintroom. A wood stove is used in the shop.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.,

- The restroom and high touch area are sanitized following a posted schedule for staff.
- Tools and equipment are not shared and are disinfected at the end of the shift.
- Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.
- Purchased sanitizer meets the 60% alcohol qualification. and all other sanitizers meet CDC guidelines.

Drop-off, pick-up and delivery practices and protocol

- One parent or caregiver is allowed to escort a child to the outside deck for children's programming.
- Adults and children are required to wear masks during drop off and pick up times.
- Deliveries require minimal interpersonal contact and can be dropped off outside or in the vestibule.

- Retail sales are at a minimum. Payment can be done over the phone with a credit card and curbside pickup is available.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated:

- **via email** to all workers on August 31,2020 and necessary training was provided.
- Additional communication and training will be ongoing by individual instruction and review of the policy as needed.
- A copy will be available on the bulletin board of the office.
- Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.
- Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, and guests about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by workers and guests
- All workers and guests will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.
- Managers and supervisors are expected to monitor how effective the program has been implemented. This will be monitored through observation of compliance and continued reminders. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness Plan has been certified by Graham McKay management and the plan was posted throughout the workplace and made readily available to employees August 31, 2020. It will be updated as necessary by Graham McKay.