

COVID-19 Health & Safety Plan and Layout

Non-Athletic Instructional Classes

The public has an expectation and a right to be safe while visiting Non-Athletic Instructional businesses. The businesses have a responsibility to ensure their attendees the safest environment practicable and to adopt a Health & Safety Plan (HASP) to address the current COVID 19 pandemic and to guard against the spread of the virus. This HASP must be submitted to the City of Somerville before opening.

To be approved by the City of Somerville Inspectional Services Department to open an indoor recreation facility, you must:

1. Complete a State COVID-19 Control Plan
2. Complete this COVID-19 Health & Safety Plan (HASP) and Layout
3. Submit both documents by email to the City of Somerville Inspectional Services Department at isd@somervillema.gov
4. Receive confirmation that your HASP and Layout was approved by the Inspectional Services Department

This HASP details how the Commonwealth reopening guidelines will be applied to your specific business. **Keep the printed HASP and Layout on hand in your facility.**

SECTION ONE: Business Information

Contact Name:	
Business Name:	
Business Address:	
Phone Number:	
Email Address:	

SECTION TWO: Compliance with State COVID-19 Safety Standards

Checklist

- Have you completed a State COVID-19 Control plan? If yes, please make sure to have it available on premise for inspections.

- Is your business in compliance with State COVID-19 workplace safety standards?

Narrative:

Please describe in detail how your business is meeting the state COVID-19 workplace safety standards for Social Distancing, Hygiene Protocols, Staffing & Operations, and Cleaning & Disinfecting:

Feel free to attach additional pages if you need more space.

Certification

By signing below, I certify that I have completed a State COVID-19 Control Plan and that my business is in compliance with all of the State COVID-19 workplace safety standards.

Signature

Date

SECTION THREE: Compliance with Somerville Specific COVID-19 Safety Standards

The City has developed the following list of **additional, clarified, or strengthened safety standards** that will apply to all Non-Athletic Instructional Classes in Somerville. The standards below are required **in addition to all of the state standards**. **Check each box** to indicate that you understand and have implemented each standard, describe how you will implement each standard, and **sign** the certification at the bottom.

Checklist: Social Distancing

Face Coverings

- All customers must wear a face covering at all times, even while doing strenuous activities.

Please describe how you will meet this requirement

Group Size Limit

- Limit of 10 people per facility or according to Commonwealth guidelines. (Whichever is lower)

Please describe how you will meet this requirement

Checklist: Staffing & Operations

Advanced Reservations

- All customers of indoor recreation facilities must reserve time or attendance in advance

Please describe how you will meet this requirement

Checklist: Hygiene Protocols

HVAC Standard for facilities

- All facilities must meet the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) COVID-19 guidelines, including:
 - [ASHRAE Position Document on Infectious Aerosols](#)
 - [ASHRAE COVID-19: Resources Available to Address Concerns](#)

Please describe how you will meet this requirement

Certification

By signing below, I _____ certify that my business is in compliance with all of the (print name) above Somerville specific workplace safety standards.

Signature

Date

SECTION FOUR: Layout Plan

Attach a layout or floor plan of your facility which shows how your facility will be modified to meet the social distancing requirements of the Commonwealth’s guidelines. This must be drawn to scale so that the Inspectional Services Department can understand how your layout achieves compliance with the Commonwealth’s guidelines and Somerville’s modifications. However, this layout can be hand-drawn or a marked up version of an existing floor plan for your facility that you already have.

Include your layout plan here, or attach your plan to this document.