

## URGENT MEMORANDUM

TO: Marshfield Retailers  
FR: Marshfield Board of Health & Acting Health Agent  
DA: May 14, 2020  
RE: CLOSURE AND REOPENING OF RETAIL BUSINESSES

Dear Business Owner:

The Board of Health has received numerous reports and seen on social media that businesses that are not considered “essential businesses” have reopened or are planning to reopen. All such businesses are reminded that there is still a public state of health emergency in the Commonwealth of Massachusetts and in the Town of Marshfield. Until and unless the Governor of Massachusetts terminates or relaxes these “closure” orders, all such businesses must remain closed.

The Governor’s guidance allows non-essential businesses to be engaged in “remote sales only” under very strict and limited conditions. We would summarize this as follows:

- **No outside or curbside sales are allowed.**
- **Curbside pick is prohibited** for retailers unless the retailer is specifically listed on the list of essential businesses or a restaurant.
- Subject to the following guidance from the Governor, **only contactless delivery is permitted** (meaning delivery at the consumer’s residence or place of business by leaving at doorstep or in lobby).
- **Just because you incidentally sell a face covering, if your principal business is other than the manufacture of such items, then you are not an essential business.**

The Governor’s order imposes the following additional limitations:

1. Stores still classified as “non-essential” must be closed to the public.
2. Any allowance is for the fulfillment of remote sales/orders only.
3. Employees may be engaged in the packaging and delivery/shipping of phone and online orders.
4. Operating hours must allow for sufficient ongoing off-hour sanitation/cleaning
5. All employees must wear face coverings while on-site
6. All employees must maintain 6 feet social distancing and employers should stagger employees within the facility to ensure social distancing
7. Any deliveries made by employees must be ‘no-contact’ deliveries: items must be left in mailboxes, mailrooms, garages, lobbies, at doorstep, or similar no-contact drop-off points
8. Employers must stagger shift start/stop times and breaks/lunchtimes in order to minimize contact
9. Facilities must have readily accessible hand sanitizer and hand washing facilities for employee use
10. In a closed facility that is used for remote fulfillment:
  - a. There must be enough space within the facility for all employees present to be able to maintain six feet of social distancing

- b. In a facility under 10,000 square feet, a maximum of 3 employees may be allowed on the premises at a time**
  - c. In a facility between 10,000 – 30,000 square feet, a maximum of 5 employees may be allowed on the premises at a time
  - d. In a facility more than 30,000 square feet, a maximum of 7 employees may be allowed on the premises at a time
- 
- 11. Employee workspaces must be cleaned frequently, following public health guidelines
  - 12. Employers must require employees to self-administer a temperature check prior to beginning each shift. Any employee with any symptoms, including a temperature over 100.0 degrees, must not report to work and should self-isolate, contact their doctor and follow medical guidance.
  - 13. Employees in quarantine, due to exposure to a known case of COVID-19 or someone with COVID-19 like illness, must remain under quarantine for 14 days since day of exposure and not report to work
  - 14. Employers must strictly adhere to any further workplace guidance
  - 15. Facilities found in noncompliance with this order must be closed immediately
  - 16. Facilities unable to fully comply with all of these parameters shall not operate.

Anyone found in violation of this order will be subject to daily fine or further enforcement action.

Marshfield Board of Health