



# MEETING POSTING

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## TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting notices and agenda must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

<b>Committee/Board/s</b>	Nantucket Board of Health – <b>EMERGENCY MEETING</b>
<b>Day, Date, and Time</b>	Sunday, April 19, 2020, 1:00 pm
<b>Location / Address</b>	☐ REMOTE PARTICIPATION VIA ZOOM AND YOU TUBE Pursuant to Governor Baker's March 12, 2020 Order Regarding Open Meeting Law (Attached) Information on viewing the meeting can be found at <a href="https://www.nantucket-ma.gov/138/Boards-Commissions-Committees">https://www.nantucket-ma.gov/138/Boards-Commissions-Committees</a>
<b>Signature of Chair or Authorized Person</b>	Stephen Visco

**WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!**

### Nantucket Board of Health

3 East Chestnut Street  
Nantucket, MA 02554

**Commissioners:** Stephen Visco (Chair), Malcolm MacNab (Vice-Chair),  
Rita Higgins, Helene Weld, James Cooper

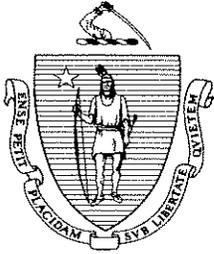
### AGENDA:

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

### YOU TUBE LINK:

<https://youtu.be/zmOD5dc-3Ak>

1. Public Announcement – This meeting is being audio and visual recorded
2. Review Emergency Orders of the Board of Health
  - a. Construction Phased Work Plan
  - b. Landscape Phased Work Plan
  - c. Essential Worker Mask order
3. Board Member updates and concerns
4. Adjourn



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS  
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

**WHEREAS**, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

**WHEREAS**, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

**WHEREAS**, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

**WHEREAS**, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

**WHEREAS**, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

**WHEREAS** section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

**NOW THEREFORE**, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of  
March, two thousand and twenty.

A handwritten signature in cursive script, reading "Charles D. Baker". The signature is written in black ink and is positioned above a horizontal line.

CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts

**EMERGENCY ORDER NO. 5  
COVID-19 BACK TO WORK  
PROGRAM FOR CONSTRUCTION  
PHASE 1**

**PURPOSE:**

To provide the construction community on Nantucket with the ability to begin working again and completing projects with a very limited scope and number of workers on-site while still practicing social distancing and procedures to help prevent the spread of COVID-19, the Board of Health of the Town of Nantucket hereby issues the following Emergency Order No. 5 to establish the Phase 1 Back-to-Work Program for Construction and Landscaping on the Island of Nantucket.

The intent of this program is to be able to address the most important aspects of unfinished construction so that all work can be advanced to a point that protects the project from the dangers of prolonged exposure to weather, and to allow a certain limited amount of construction to complete much needed year round housing, workforce housing and employee housing. Without the work listed below dwellings and other buildings will sustain damage that will render materials unusable and existing dwellings uninhabitable and the years-round affordable housing crisis will be worsened.

This Phase I level of work is limited to the work described below and is permissible subject to approval by the Building Commissioner subject to adherence with the general COVID-19 protocols enforceable by the Board of Health and the requirements of this Order. These protocols shall remain in place until the state of emergency is lifted or until further order of the Board of Health. New construction and renovation starts are not permitted, and only the work described herein will be allowed.

**Status of Emergency Order No. 1**

The purpose of this Emergency Order No. 5 is to expand upon and clarify Emergency Order No. 1, as supplemented on April 2, 2020 (“Emergency Supplemental Order”).

All projects described in the Emergency Supplemental Order will continue to be authorized in accordance with the terms of the Emergency Supplemental Order, provided that said projects are conducted in accordance with the requirements of this Emergency Order No. 5.

Only the projects listed in the Emergency Supplemental Order and this Emergency Order No. 5 will be permitted to begin or continue, and all other construction shall be prohibited until the moratorium is lifted or further allowances are incorporated in phases.

For purposes of the Emergency Supplemental Order and this Emergency Order No. 5, projects comprising “other work necessary to render occupied residential buildings fully habitable” shall mean work on a residential building used for dwelling purposes ~~that has a Certificate of Occupancy for residential use issued prior to March 20, 2020~~, and where the work relates to the habitability of the structure, such as work on kitchens and bathrooms, plumbing and electrical

**Commented [11]:** Nantucket has traditionally taken a relaxed approach to the issuance of a CO, and there are many “finished” structures that may not actually have a CO issued. I thought this was already agreed upon to delete. It was shown as deleted in the draft discussed at length on Friday.

work, including activation of existing utilities, emergency repairs and the completion of work on renovations started prior to March 20, 2020. This section shall not apply additions, unless they fit into one the categories described below, or any other work deemed non-essential by the Building Commissioner.

### Part 1: Allowable Construction

1. For the purposes of this Order, “unfinished construction” shall mean work on any dwelling, building or structure for which a building permit was issued, and work actually commenced prior to March 20, 2020 and which work was stopped in accordance with Emergency Order No. 1.
2. For purposes of this Order, the terms site, jobsite and project shall all be deemed to mean all work occurring on the same property whether the work is occurring in one or more buildings or pursuant to one or more permits.
3. Beginning on [date], work on the following construction projects may resume in accordance with the terms of this Order.

Commented [12]: I recommend Tuesday, April 21.

#### Partially framed structures, dwellings or additions

- To allow the continued construction of partially framed structures to be framed so that the structure can be made weathertight, including the installation of roofing materials, windows and siding, but no interior finishing such as dry-wall, flooring, electrical, plumbing or HVAC work.

#### Unfinished roof work

- To allow for the completion of any roofing work on new structures and structures undergoing renovation.

#### Unfinished sidewall work

- To allow for the completion of any exterior sidewall work that was affected by the emergency order.

#### Other Residential Construction

- Any work deemed to be specifically for (1) year round housing; (2) workforce housing; or (3) employee housing, as allowed by the Building Commissioner.

#### Essential and Emergency Work

- Existing and newly permitted projects which comprise essential construction as defined in Emergency Order No. 1, as Supplemented on April 2, 2020, may proceed with the approval of the ~~PLUS department~~ **Building Commissioner**, provided that the project complies with said supplemental order and is conducted in accordance with this Emergency Order No. 5.
- Emergency repairs or other emergency work necessitated by circumstances beyond the control of the property owner or contractor may proceed with the approval of the ~~PLUS~~

~~department~~ **Building Commissioner**, provided that the work is conducted in accordance with this Emergency Order No. 5.

**One Person Jobs**

- Any construction work that can safely be undertaken with just one person on the jobsite.
- Workers wishing to perform one person jobs must register with the ~~PLUS Department~~ **Building Commissioner** prior to commencing work. Registration shall include the name of the worker, the property address, the type of work to be done and the dates that the worker will be on the site. A registration form provided by the Building Commissioner shall be completed and submitted prior to the commencement of any work.
- Work on a single project may be undertaken by more than one person, provided that only one worker may be on the site each day. Each additional worker must also register with the Building Commissioner. Under no circumstance shall more than one worker be on the site at a time.
- Work performed on one person jobs shall comply with the General On-The-Job Procedures To Prevent Exposure And Limit The Transmission Of The Virus contained in this order, to the extent applicable to a one person job, including: providing 24 hour advance notice and obtaining consent of the property owner, social distancing requirements if the property is occupied, hand-washing, wearing gloves and other PPE, and sanitizing all equipment and work areas.
- The Town reserves the right to reject any one person job registration if it is determined that, due to the nature of the work or its location, the work cannot safely be conducted by just one person at a time.

**Part 2: General Protocols:**

**APPLICATION PROCEDURE**

1. To request authority to proceed with an allowable project, the attached application form, except for One Person Jobs, shall be completed and submitted to the Building Commissioner. A registration form for One Person Jobs shall be completed and submitted to the Building Commissioner. Both shall be submitted either by hand delivery or mail to 2 Fairgrounds Road, Nantucket, MA, 02554 or by e-mail to [pmurphy@nantucket-ma.gov](mailto:pmurphy@nantucket-ma.gov).
2. Staff will endeavor to review and process the application in as short a time as possible and a response will be provided to the designated COVID-19 Officer by e-mail.
3. If the project is approved, a supplemental building permit will be issued by the Building Commissioner.
4. In order for construction to proceed, the COVID-19 Officer must display on the site the supplemental permit issued by the Building Commissioner and conduct the Construction Safety Stand Down as set forth below.

**Commented [13]:** This needs some cleaning up: application v. registration form. GREGG?

**Commented [14]:** Does not apply to single worker

**Commented [15]:** Does not apply to single worker

**Commented [16]:** Does not apply to single worker

## **CONSTRUCTION SAFETY STAND DOWN**

1. All construction sites with more than one worker **MUST** conduct a Safety Stand Down to disseminate and explain these Policies and Procedures to all employees, contractors, vendors and workers on the site upon the commencement of operations after issuance of approval and the commencement of each subsequent shift on that date. There shall be no work conducted on the site during the stand down, which shall take place during the first fifteen (15) minutes of each shift.
2. Each employee, contractor, vendor and worker on the site and the property owner shall sign a certificate that they have received and read this Order and that they will comply with the requirements hereof. Such signed certificate shall be retained by the COVID-19 officer and shall be available for inspection upon request. All notices must be translated for non-English speakers.
3. A copy of this Emergency Order No. 5 shall be conspicuously posted at the work site in such places as will be seen by workers and visitors to the site, including but not limited to at or near all employee entrances and break areas.
4. A laminated Placard on a form provided by the PLUS Department shall be posted at each jobsite with the name, phone number and e-mail address of each COVID-19 Officer responsible for the site. The Placard shall also include information for employees or property owners to report violations of this Order. No employee shall be penalized for making such a report.
5. Each company shall designate one or more COVID-19 officer(s) and provide their name and contact information to the Board of Health, Building Commissioner and PLUS Department. This step shall be completed by each company by completing and filing the attached form and prior to commencing work. At least one COVID-19 officer shall be on-site at all times that workers are on-site and they shall be required to ensure that the requirements of this Order are strictly adhered to by all persons on-site.
6. The COVID-19 officer shall maintain a log of each employee, contractor, vendor, and worker on the site each day. The log shall include the arrival and departure time of the worker, method of transportation (company vehicle, personal vehicle, bicycle, etc.), the worker's home address, the worker's phone number and confirmation that the worker was screened and did not show any signs of being sick.

## **ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK**

1. No person shall be permitted to enter the job site if they are exhibiting the symptoms below, and any person exhibiting any of the symptoms below, **MUST** report such

symptoms to a supervisor of the COVID-19 Officer (via phone, text or email) immediately, and head home from the job site or stay home if already there.

2. Anyone who notices another person on the job site showing signs or complaining about such symptoms, shall report such observations to a supervisor or the COVID-19 Officer (via phone, text or email) and such symptomatic person shall be directed to leave the project site immediately.

3. The COVID-19 Officer shall make a written report of every person dismissed from or refused access to a jobsite due to the presence of COVID-19 symptoms. Said report shall include the person's name, home address, symptoms shown, date and time of dismissal, areas worked in and measures taken to protect other persons working in that area. Said report shall be provided to the Health Director and all other Supervisors on the jobsite as soon as possible but no later than the end of the work day.

4. If a person is dismissed from the jobsite due to the presence of COVID-19 symptoms, all work shall stop, the all workers shall be dismissed and the person shall not be permitted to return to the site until they are cleared by a medical professional. Prior to resuming work, the contractor shall submit a site specific risk analysis to the Board of Health, the Building Department and the PLUS Department to include, but not be limited to a list of all workers, vendors, inspectors, visitors and other individuals who the suspected worker had close contact with, as well as a description of the areas in which the individual worked, the tools and equipment used and other individuals who had close contact in those areas and the actions taken to clean and sanitize the site. Work shall not resume until the risk analysis and plan are approved by the Town.

5. COVID-19 Typical Symptoms:

- Fever
- Cough
- Shortness of Breath
- Sore Throat

6. Prior to starting a shift or other work or business on the job site, each person entering the jobsite will self-certify to their supervisor or other designated person that they:

- Have no signs of a fever or a measured temperature greater than 100.3 degrees,
- Had no cough or trouble breathing within the past 24 hours,
- Have 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 about 15 minutes (this includes riding in a vehicle with), 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.*

- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Persons exhibiting symptoms or unable to self-certify must be directed to leave the job site and seek medical attention and applicable testing by their health care provider. They are not to return to the job site until cleared by a medical professional.**

### **GENERAL ON-THE-JOB PROCEDURES TO PREVENT EXPOSURE AND LIMIT THE TRANSMISSION OF THE VIRUS**

Each employee of the company shall be issued a copy of the COVID-19 protocols as laid out below. These protocols set forth the minimum standards for safety practices necessary to prevent the spread of COVID-19. All persons working pursuant to this order are strongly encouraged to adopt any other safety measures deemed necessary to protect themselves and others.

- Stagger arrival and departure times of workers as much as possible.
- Hiring preference shall be given to workers who reside on the Island or who are able to remain on the Island for the duration of their work.
- The jobsite and all tools and equipment shall be sanitized the site between shifts.
- All workers shall be required to have a copy of the protocols issued by the COVID-19 officer, which clearly identifies the company, including any subcontractors, for which they are working.
- For any property that is occupied, the owner/occupants shall be given 24-hour notice of the scheduled work by the company that does the work. Workers shall not enter any portion of the property unless they are required to do so to perform their work or related functions.
- All workers must notify the COVID-19 officer prior to coming into any building and must wash hands immediately after entering.
- A supply of washable gloves or nitrile gloves, non-surgical masks, and disinfectants will be distributed to all workers. Gloves and masks shall be worn at all times on the job site.
- Disinfect all equipment before and after use, focusing on 'touch points', of power tools and hand tools and the like.
- Only enter offices for bathroom use and immediately wash hands. Disinfect all surfaces after use, including door handles of the bathroom and doors handles to the building.
- Social distancing will be mandatory. Workers will work independently as much as possible and shall maintain six-foot separation at all times unless workers need to be closer together to perform a specific task, and then only to preform that task.
- Communicate via phone, text, FaceTime, Zoom, etc. as much as possible. Document sharing, work lists, timesheets will be through electronic means only. No 'paper' will be allowed to be handled by other workers.
- **Supplies and materials needed for the work shall be delivered to the site by the vendor.**

**Commented [17]:** I think this needs more clarification. This was discussed yesterday to work for LARGE items like lumber, windows, etc, but not so much for small items like nails, screws, glue, etc. Also, not for the safety materials like masks, gloves, ets.

- All materials received are subject to a 24-hour quarantine. Nitrile gloves must be worn when handling the material after quarantine and while disposing of the material. Items delivered must be disinfected if possible. Finally, gloves should be discarded in the appropriate waste receptacle, and hands washed or sanitized.
- No more than **four (4)** people (Not including one COVID-19 Officer) are allowed on an individual construction site on any one time.
- Equipment specific (beyond continual disinfecting of all surfaces):
  - All basic equipment, power and hand tools shall be assigned to individuals and not shared. If it is impossible not to share equipment, it must be disinfected in between users.
  - Equipment in need of repair will be left in an area designated by the COVID-19 officer. Workers will communicate equipment issues with the COVID-19 officer via phone or text.
  - Equipment to be repaired must be sanitized prior to drop leaving or returning to the site.
- Only one person shall be in a vehicle at any time when traveling to and from the job site. Assigning of vehicles is encouraged with disinfecting of vehicles in between each use. Vehicles that are shared shall be disinfected in between each user with the COVID-19 officer being notified of the transfer. Personal vehicles are encouraged to be used in place of sharing vehicles. Should an individual travel to a work site by alternative means (NRTA, bicycle, etc.) and not by vehicle, company or personal, the COVID-19 officer shall keep a list of these individuals for their company.
- All fuel tanks, fuel tank caps, door handles and steering wheels shall be disinfected upon any fueling activity of any equipment.
- Employees shall not share any food or drink.
- Employees should be encouraged not to leave the work site during their shift.
- Employees shall not be permitted on the jobsite unless they are on a shift.
- Employees shall be encouraged to bring any food and drink needed during the work day from home.
- Employees should avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, all persons must clean up after themselves. No person shall be responsible for moving, unpacking and packing up tools or other personal belongings of another person.
- All persons on a jobsite shall respect the privacy of others and shall not discuss symptoms or the diagnosis of any particular individual except for the purposes of making the disclosures required herein.
- Any training shall be done by video if possible, and if required, in as small a group as possible, held outside and following social distancing procedures.
- All gloves, masks or other personal protective equipment (PPE) shall be properly disposed of.
- No person on a jobsite site shall act in a manner which presents an unreasonable threat to the health and safety of other persons on the site or who may enter the site in the

future.

### Part 3: Enforcement

1. This Order shall be enforced as a regulation of the Board of Health in accordance with Massachusetts General Laws, Chapter 111, Section 31.
2. Any person or company who proceeds with work in accordance with this Order agrees that the jobsite and all related equipment shall be subject to random, unannounced inspections by any person authorized to enforce this Order.
3. The Contractor and COVID-19 safety officer shall be responsible for enforcing this Order on the site and they shall be responsible for any violations, whether or not they participated in or were aware of the violation.
4. Any person or company who violates this Order will be subject to issuance of an immediate COVID-19 related Stop Work Order and an assessment of the maximum penalty authorized by law. Said penalties will be issued both to the company and to the specific person(s) violating the protocols.
5. Any person aggrieved by an order or determination issued pursuant hereto may request a hearing before the Board of Health. This request must be in writing, and received by the Board of Health within seven (7) days after the date the order or determination was served. You may attend the hearing and at that time you may produce any documentation and/or witnesses which show that why the order or determination should be reversed or modified by the Board. You may be represented by counsel at your own expense. A request for hearing Does Not operate as a stay of enforcement of an order and you will not be heard by the Board unless you are in full compliance with the terms stated herein.

6. Non-Criminal Disposition

This Order may be enforced by the Nantucket Health Director, Assistant Health Officer, Agent of the Board of Health, PLUS inspectors, and/or any Police Officer of the Town of Nantucket.

Whoever violates any provision of this Order may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law, Sections 1-2, 1-3, 1-4, 1-5, and 1-6 of the Code of the Town of Nantucket.

If non-criminal disposition is elected, then any person who violates any provision of this Regulation shall be subject to a penalty in the amount of three hundred dollars (\$300.00) violation. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

7. Other:

Whoever violates any provision of this Order may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense shall be one thousand dollars (\$1,000). Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

The Nantucket Board of Health may enforce this Order or enjoin violations thereof through any lawful process, and the election of one remedy by the Nantucket Board of Health shall not preclude enforcement through any other lawful means.

DRAFT

**APPLICATION FOR APPROVAL OF WORK AUTHORIZED BY EMERGENCY  
ORDER NO. 5, COVID-19 BACK TO WORK PROGRAM FOR CONSTRUCTION  
PHASE 1**

Date of Request:

Property Address:

Tax Assessor's Map and Parcel No.:

Scope of Work:

Building Permit No:

Expected Completion Date:

Describe How Scope of Work Meets Required Criteria:

Maximum No. of Workers on Site (not to exceed 4):

**By signing below, I agree to abide by the COVID-19 safety protocols and agree to allow agents of the Board of Health on the site to inspect for compliance.**

**Designated COVID 19 Officer:**

Name:

Signature:

Cell Number:

E-mail Address:

**CSL Holder or Contractor:**

Name:

Signature:

Cell Number:

E-mail Address:

**Property Owner:**

Name:

Signature:

Cell Number:

E-mail Address:

-----  
**Date Approved or Denied (circle one):**

**Signature of Building Commissioner:**

## Single Worker Registration Form

Job Site Address \_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Phone Number \_\_\_\_\_ Owners Email \_\_\_\_\_

Name of Worker \_\_\_\_\_

Workers Phone Number \_\_\_\_\_ Workers Email \_\_\_\_\_

Scope of Work  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Time Needed to Complete Work \_\_\_\_\_

Per the emergency order I hereby agree to a single worker job site.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Worker \_\_\_\_\_ Date \_\_\_\_\_

This document must be delivered to Paul Murphy, Building Commissioner, prior to any work being started.

May be delivered via email to [pmurphy@nantucket-ma.gov](mailto:pmurphy@nantucket-ma.gov), by mail or in person to Town of Nantucket Planning and Land Use Services 2 Fairgrounds Rd, Nantucket, MA 02554

**EMERGENCY ORDER No. 6  
COVID-19 BACK TO WORK  
PROGRAM FOR LANDSCAPING  
PHASE 1**

**PURPOSE:**

To provide the landscaping community on Nantucket the ability to maintain individual sites and preserve vegetation life and health while still practicing social distancing and procedures to help prevent the spread of COVID-19. The intent of this protocol is to be able to maintain health of existing landscaped areas, not to install new or substantially alter landscaped areas. Much of this work is time sensitive as lawns and plants come out of winter dormancy and immediate steps need to be taken to prevent potential long-term health problems or plant loss. This level of work shall be allowed with strictly adhered to protocols as listed below. This protocol shall remain in place until the state of emergency is lifted. Protocols will not include installation of hardscaping or new landscape installations. This exemption shall only apply to the maintenance of existing living plants.

**Status of Emergency Order No. 1**

So much of Emergency Order No. 1, as supplemented on April 2, 2020 (“Emergency Supplemental Order”) that prohibits commercial landscaping is hereby repealed and replaced with the following. All other aspects of Emergency Order No. 1 and the Emergency Supplemental Order that do not relate to commercial landscaping shall remain in full force and effect, subject to Emergency Order No. 5.

**Part 1: Allowable Landscaping**

The following landscaping activities may be performed by commercial landscaping companies, provided that the work is done in accordance with the requirements of this Order:

Initial site openings and maintenance:

- Removal of plant wraps, mounds or covers (burlap from evergreens, other covers)
- Removal of debris or dead material
- Pruning as necessary to maintain plants in good health
- Tick tubes
- Deer Spraying
- Stabilization of loose soils within planting beds
- Watering of existing vegetation

Greenhouse/growing operations:

- Planting of bare root material to maintain plant health
- Watering as needed to maintain plant health
- Potting or transfers as needed to maintain plant health
- Receipt and processing of previously ordered plant material

Irrigation System Commissioning:

- Initial startup and repair of irrigation systems
- Occupied properties – water must be on prior to work on system; no entry to living spaces is allowed. Basements or crawlspaces maybe accessed through direct exterior access points (bulkheads, panels) with no other person(s) present.
- Unoccupied properties – access to turn on water is allowed; all surfaces touched must be disinfected.

Lawns:

- Lime, Pre-emergents, pesticides or herbicides applied by properly licensed applicators
- Installation of grass/lawn to stabilize loose soils

Trees and shrubs:

- Cutting or pruning as needed to maintain plant health only or for safety purposes.
- Pre-emergents, pesticides or herbicides applied by properly licensed applicators

Golf Courses:

- Golf Courses that comply with site-specific orders of the Board of Health

Secondary Activities

- Mowing of lawns
- Installation of mulch or similar cover
- Application of fertilizers
- Other basic site maintenance
- Installation of greenhouse/stored material as needed to allow for the health of plants

**Commented [j1]:** In the previous draft these activities were to be delayed a week to allow the Board of Health evaluate compliance with the program.

One Person and Private Jobs

- Any landscaping work that can safely be performed with just one person on a site.
- Any landscaping work performed by one or more persons who actually reside on the site and who are not compensated for their work.

**Except as provided above, all other commercial landscaping is prohibited.**

**Part 2: General Protocols:**

**APPLICATION PROCEDURE**

1. To request authority to proceed with an allowable project, the attached form shall be completed and submitted to the ~~Board of Health or Building Commissioner~~ Natural Resources Department either by hand delivery or mail to 2 ~~Fairgrounds-Bathing Beach~~ Road, Nantucket, MA, 02554 or by e-mail to landscaping@nantucket-ma.gov ~~pmurphy@nantucket-ma.gov~~.
2. Staff will endeavor to review and process the application in as short a time as possible and a response will be provided to the designated COVID-19 Officer by e-mail. If email is not available a response can be made by phone.

**Commented [j2]:** In an effort to expedite these I would like to engage IT to setup a specific email address that these go to and can designate multiple people to have access to the account.

3. If the application project is approved, a ~~supplemental building permit will be issued by the Building Commissioner~~ copy signed by an Agent of the Board of Health shall be returned to the COVID-19 Officer requesting approval.
4. In order for work to proceed, the COVID-19 Officer and each crew must display a copy of the authorization on the site the supplemental permit issued by the ~~Building Commissioner~~ Board of Health/Natural Resources Department and conduct the Safety Stand Down as set forth below.

### **SAFETY STAND DOWN**

1. All sites with more than one worker **MUST** conduct a Safety Stand Down to disseminate and explain these Policies and Procedures to all employees, contractors, vendors and workers on the site upon the commencement of operations after issuance of approval and the commencement of each subsequent shift on that date. There shall be no work conducted on the site during the stand down, which shall take place during the first fifteen (15) minutes of each shift.
2. Each employee, contractor, vendor and worker on the site and the property owner shall sign a certificate that they have received and read this Order and that they will comply with the requirements hereof. Such signed certificate shall be retained by the COVID-19 officer and shall be available for inspection upon request. All notices must be translated for non-English speakers.
3. A copy of this Emergency Order No. 6 shall be conspicuously posted at the work site in such places as will be seen by workers and visitors to the site, including but not limited to at or near all employee entrances and break areas.
4. A laminated Placard on a form provided by the PLUS Department shall be posted at each jobsite with the name, phone number and e-mail address of each COVID-19 Officer responsible for the site. The Placard shall also include information for employees or property owners to report violations of this Order. No employee shall be penalized for making such a report.
5. Each company shall designate one or more COVID-19 officer(s) and provide their name and contact information to the Board of Health, Building Commissioner and PLUS Department. This step shall be completed by each company by completing and filing the attached form and prior to commencing work. At least one COVID-19 officer shall be on-site at all times that workers are on-site and they shall be required to ensure that the requirements of this Order are strictly adhered to by all persons on-site.
6. The COVID-19 officer shall maintain a log of each employee, contractor, vendor, and worker on the site each day. The log shall include the arrival and departure time of the worker, method of transportation (company vehicle, personal vehicle, bicycle, etc.), the worker's home address, the worker's phone number and confirmation that the worker was screened and did not show any signs of being sick.

### **ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK**

1. No person shall be permitted to enter the job site if they are exhibiting the symptoms below, and any person exhibiting any of the symptoms below, **MUST** report such symptoms to a supervisor of the COVID-19 Officer (via phone, text or email) immediately, and head home from the job site or stay home if already there.
  2. Anyone who notices another person on the job site showing signs or complaining about such symptoms, shall report such observations to a supervisor or the COVID-19 Officer (via phone, text or email) and such symptomatic person shall be directed to leave the project site immediately.
  3. The COVID-19 Officer shall make a written report of every person dismissed from or refused access to a jobsite due to the presence of COVID-19 symptoms. Said report shall include the person's name, home address, symptoms shown, date and time of dismissal, areas worked in and measures taken to protect other persons working in that area. Said report shall be provided to the Health Director and all other Supervisors on the jobsite as soon as possible but no later than the end of the work day.
  4. If a person is dismissed from the jobsite due to the presence of COVID-19 symptoms, all work shall stop, the all workers shall be dismissed and the person shall not be permitted to return to the site until they are cleared by a medical professional. Prior to resuming work, the contractor shall submit a site specific risk analysis to the Board of Health, the Building Department and the PLUS Department to include, but not be limited to a list of all workers, vendors, inspectors, visitors and other individuals who the suspected worker had close contact with, as well as a description of the areas in which the individual worked, the tools and equipment used and other individuals who had close contact in those areas and the actions taken to clean and sanitize the site. Work shall not resume until the risk analysis and plan are approved by the Town.
5. COVID-19 Typical Symptoms:
- Fever
  - Cough
  - Shortness of Breath
  - Sore Throat
6. Prior to starting a shift or other work or business on the job site, each person entering the jobsite will self-certify to their supervisor or other designated person that they:
    - Have no signs of a fever or a measured temperature greater than 100.3 degrees,
    - Had no cough or trouble breathing within the past 24 hours,
    - Have 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 about 15 minutes (this includes riding in a vehicle with), 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.*
    - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Persons exhibiting symptoms or unable to self-certify must be directed to leave the job site and seek medical attention and applicable testing by their health care provider. They are not to return to the job site until cleared by a medical professional.**

### **GENERAL ON-THE-JOB PROCEDURES TO PREVENT EXPOSURE AND LIMIT THE TRANSMISSION OF THE VIRUS**

Each employee of the company shall be issued a copy of the COVID-19 protocols as laid out below. These protocols set forth the minimum standards for safety practices necessary to prevent the spread of COVID-19. All persons working pursuant to this order are strongly encouraged to adopt any other safety measures deemed necessary to protect themselves and others.

- Stagger arrival and departure times of workers as much as possible.
- Hiring preference shall be given to workers who reside on the Island or who are able to remain on the Island for the duration of their work.
- The jobsite and all tools and equipment shall be sanitized the site between shifts.
- All workers shall be required to have a copy of the protocols issued by the COVID-19 officer, which clearly identifies the company, including any subcontractors, for which they are working.
- For any property that is occupied, the owner/occupants shall be given 24-hour notice of the scheduled work by the company that does the work. Workers shall not enter any portion of the property unless they are required to do so to perform their work or related functions.
- All workers must notify the COVID-19 officer prior to coming into any building and must wash hands immediately after entering.
- A supply of washable gloves or nitrile gloves, non-surgical masks, and disinfectants will be distributed to all workers. Gloves and masks shall be worn at all times on the job site.
- Disinfect all equipment before and after use, focusing on 'touch points', of power tools and hand tools and the like.
- Only enter offices for bathroom use and immediately wash hands. Disinfect all surfaces after use, including door handles of the bathroom and doors handles to the building.
- Social distancing will be mandatory. Workers will work independently as much as possible and shall maintain six-foot separation at all times unless workers need to be closer together to perform a specific task, and then only to perform that task.
- Communicate via phone, text, FaceTime, Zoom, etc. as much as possible. Document sharing, work lists, timesheets will be through electronic means only. No 'paper' will be allowed to be handled by other workers.
- Supplies and materials needed for the work shall be delivered to the site by the vendor.

- All materials received are subject to a 24-hour quarantine. Nitrile gloves must be worn when handling the material after quarantine and while disposing of the material. Items delivered must be disinfected if possible. Finally, gloves should be discarded in the appropriate waste receptacle, and hands washed or sanitized.
- No more than **two (2)** people (Not including one COVID-19 Officer) are allowed on an individual site on any one time.
- Equipment specific (beyond continual disinfecting of all surfaces):
  - All basic equipment, power and hand tools shall be assigned to individuals and not shared. If it is impossible not to share equipment, it must be disinfected in between users.
  - Equipment in need of repair will be left in an area designated by the COVID-19 officer. Workers will communicate equipment issues with the COVID-19 officer via phone or text.
  - Equipment to be repaired must be sanitized prior to drop leaving or returning to the site.
- Only one person shall be in a vehicle at any time when traveling to and from the job site. Assigning of vehicles is encouraged with disinfecting of vehicles in between each use. Vehicles that are shared shall be disinfected in between each user with the COVID-19 officer being notified of the transfer. Personal vehicles are encouraged to be used in place of sharing vehicles. Should an individual travel to a work site by alternative means (NRTA, bicycle, etc.) and not by vehicle, company or personal, the COVID-19 officer shall keep a list of these individuals for their company.
- All fuel tanks, fuel tank caps, door handles and steering wheels shall be disinfected upon any fueling activity of any equipment.
- Employees shall not share any food or drink.
- Employees should be encouraged not to leave the work site during their shift.
- Employees shall not be permitted on the jobsite unless they are on a shift.
- Employees shall be encouraged to bring any food and drink needed during the work day from home.
- Any training shall be done by video if possible, and if required, in as small a group as possible, held outside and following social distancing procedures.
- All gloves, masks or other personal protective equipment (PPE) shall be properly disposed of.
- No person on a jobsite site shall act in a manner which presents an unreasonable threat to the health and safety of other persons on the site or who may enter the site in the future.

### **Part 3: Enforcement**

1. This Order shall be enforced as a regulation of the Board of Health in accordance with Massachusetts General Laws, Chapter 111, Section 31.

2. Any person or company who proceeds with work in accordance with this Order agrees that the jobsite and all related equipment shall be subject to random, unannounced inspections by any person authorized to enforce this Order.
3. The Contractor and COVID-19 safety officer shall be responsible for enforcing this Order on the site and they shall be responsible for any violations, whether or not they participated in or were aware of the violation.
4. Any person or company who violates this Order will be subject to issuance of an immediate COVID-19 related Stop Work Order and an assessment of the maximum penalty authorized by law. Said penalties will be issued both to the company and to the specific person(s) violating the protocols.
5. Any person aggrieved by an order or determination issued pursuant hereto may request a hearing before the Board of Health. This request must be in writing, and received by the Board of Health within seven (7) days after the date the order or determination was served. You may attend the hearing and at that time you may produce any documentation and/or witnesses which show that why the order or determination should be reversed or modified by the Board. You may be represented by counsel at your own expense. A request for hearing Does Not operate as a stay of enforcement of an order and you will not be heard by the Board unless you are in full compliance with the terms stated herein.

6. Non-Criminal Disposition

This Order may be enforced by the Nantucket Health Director, Assistant Health Officer, Agent of the Board of Health, PLUS inspectors, and/or any Police Officer of the Town of Nantucket.

Whoever violates any provision of this Order may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law, Sections 1-2, 1-3, 1-4, 1-5, and 1-6 of the Code of the Town of Nantucket.

If non-criminal disposition is elected, then any person who violates any provision of this Regulation shall be subject to a penalty in the amount of three hundred dollars (\$300.00) violation. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

7. Other:

Whoever violates any provision of this Order may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense shall be one thousand dollars (\$1,000). Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

The Nantucket Board of Health may enforce this Order or enjoin violations thereof through any lawful process, and the election of one remedy by the Nantucket Board of Health shall not preclude enforcement through any other lawful means.

**APPLICATION FOR APPROVAL OF WORK AUTHORIZED BY EMERGENCY  
ORDER NO. 6, COVID-19 BACK TO WORK PROGRAM FOR LANDSCAPING –  
Individual/Solo Worker**

**PHASE 1**

**By signing below, I agree to abide by the COVID-19  
safety protocols and agree to allow agents of the Board  
of Health on the site to inspect for compliance.**

Name:	
Address:	
Phone:	
Mobile Phone:	
E-Mail:	
Signature:	

Approved by:

Date:

**APPLICATION FOR APPROVAL OF WORK AUTHORIZED BY EMERGENCY  
ORDER NO. 6, COVID-19 BACK TO WORK PROGRAM FOR LANDSCAPING –  
Landscape Company  
PHASE 1**

**By signing below, I agree to abide by the COVID-19 safety protocols and agree to allow agents of the Board of Health on the site to inspect for compliance.**

Name:	
Company:	
Address:	
Phone:	
Mobile Phone:	
E-Mail:	
Number of Employees:	
Estimated number of two person crews:	
Estimated number of single person crews:	

Approved by:

Date:

**\*\*All participants are required to keep daily logs for every employee/crew and these logs need to be made available to the Town of Nantucket. A sample log is shown below:**

**COMPANY NAME** **DATE**  
**COVID-19 Officer Name**  
**ST ADDRESS**  
**NANTUCKET, MA ZIP CODE**  
**TELEPHONE NUMBER**

- **Crew 1 (Employee Name & Employee Name)**
  1. **## Hulbert Ave. - cleaning and clearing of dead plant material**
  2. **## Eel Point Rd. – remove burlap**
  3. **Fuel stop at Gas Station Name**
- **Crew 2 (Employee Name & Employee Name)**
  1. **## Hulbert Ave. – removing compost off roses**
  2. **Went to Landfill**
  3. **## Pocomo Rd. – removing compost off roses**
- **Crew 3 (Employee Name & Employee Name)**
  1. **## Squam Rd. – remove burlap/remove compost off roses**
- **Crew 4 (Employee Name & Employee Name)**
  1. **## Cliff Rd. – spring pruning**
- **Crew 5 (Employee Name)**
  1. **Lime Applications**
    - **## Low Beach Rd.**
    - **## Underhill Ln.**
    - **## Baxter Rd.**
- **Please note that all stops are required to be logged including food, fuel, supplies, or any other stop. Any contact with any person not a part of the work crew on a job site must be logged.**



## NANTUCKET DEPARTMENT OF HEALTH & HUMAN SERVICES

3 EAST CHESTNUT STREET  
NANTUCKET, MASSACHUSETTS 02554

Telephone 508.228.7200

Tele fax 508.325.6117

### **DECLARATION OF PUBLIC HEALTH EMERGENCY - EMERGENCY ORDER 7**

Pursuant to the declaration of a public health emergency on March 20, 2020, G.L. c. 111, §122, 310 CMR 11.05, 105 CMR 300.200 and all other authorizing statutes and regulations, acting by and through its agent authorized under MGL c. 111, §31 we, the Board of Health of the Town of Nantucket, Massachusetts, hereby order the following for the protection of public health and safety and to protect against the outbreak of COVID-19 on the Island of Nantucket:

- 1) All employees of all “essential businesses” as defined in Governor Baker’s COVID-19 Executive Orders shall wear a face covering over their mouth and nose when interacting with the public and within six feet of a co-worker. The cloth face coverings recommended are not surgical masks or N-95 respirators, which should be left for medical professionals and first responders. See this link for information on making a cloth face covering: [https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/cloth-fac....](https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/cloth-fac...)
- 2) All essential businesses shall post a sign on their main entrance doors advising consumers that it is highly recommended that the consumer entering the store wear a face covering.
  - a. Essential retail establishments as defined by Governor Baker’s Covid-19 Executive Orders must limit the number of customers and staff inside the establishment at any given time so that social distancing of six feet may be maintained. All retail establishments must establish maximum occupancy loads in accordance with the “Guidance for Grocery Stores” issued by the Massachusetts Commissioner of Public Health on April 7, 2020. See this order at: <https://www.mass.gov/doc/order-grocery-stores-40-percent/download>. Maximum occupancy shall be posted at each entrance to the establishment and shall be readily visible to members of the public.
  - b. Each essential retail establishment shall designate one or more employees to serve as COVID-19 safety officers. At least one COVID-19 safety officer shall be stationed near each entrance to the establishment at all times and he/she shall be responsible to ensure the maximum number of individuals inside of the store is not exceeded. Customers queued outside of the store must maintain a minimum of six feet distance between one another.
  - c. Any portions of the store dedicated to services that are deemed nonessential pursuant to Governor Baker’s Covid-19 Executive Orders shall be closed if they require extra staffing.

d. All essential retail establishments shall comply with the March 20, 2020 order of the Department of Public Health, <https://www.mass.gov/doc/grocery-and-pharmacy-store-order/download>, including but not limited to enforcement of the prohibition on the use of reusable bags by customers.

This emergency order shall be effective beginning Friday, APRIL 17, 2020 AT 12:01AM and remain in effect until notice is given, pursuant to the Board of Health's judgement that the Public Health Emergency no longer exists.

To the extent necessary, this Order shall be enforced by Board of Health officials, Nantucket Police Officers, and Building Inspectors, as agents for the Board of Health.

Whoever violates any provision of this Order may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law, Sections 1-2, 1-3, 1-4, 1-5, and 1-6 of the Code of the Town of Nantucket.

If non-criminal disposition is elected, then any person who violates any provision of this Regulation shall be subject to a penalty in the amount of three hundred dollars (\$300.00) for each violation. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

ORDERED by Board of Health this 16<sup>th</sup> day of April 2020

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NANTUCKET**

**BOARD OF HEALTH  
COVID-19 MANDATORY POLICIES AND PROCEDURES FOR ALL  
CONSTRUCTION/LANDSCAPE SITES  
AND CONSTRUCTION/LANDSCAPE WORKERS**

**PERSONNELHANDOUT**

The following Policies and Procedures **MUST** be implemented at all times on all construction activities and construction sites.

**ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK**

1. No person shall enter the jobsite unless they first report to their supervisor or the designated COVID-19 Officer and no person shall enter or attempt to enter the jobsite if they have any of the symptoms described below.
2. Any person exhibiting any of the symptoms below, must report such symptoms to a supervisor (via phone, text or email) or the designated COVID-19 Officer immediately, and head home from the job site or stay home if already there.
3. Anyone who notices another person showing signs or complaining about such symptoms, shall report such observations to their supervisor (via phone, text or email) or the designated COVID-19 Officer and such symptomatic person shall be directed to leave the project site immediately.
4. COVID-19 Typical Symptoms:
  - Fever
  - Cough
  - Shortness of Breath
  - Sore Throat
4. Prior to starting a shift or entering the jobsite for the first time each day, each employee will self-certify to their supervisor or the COVID-19 Officer that they:
  - Have no signs of a fever or a measured temperature greater than 100.3 degrees,
  - Had no cough or trouble breathing within the past 24 hours,
  - Have 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 about 15 minutes (this includes riding in a vehicle with), 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,*

- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Persons exhibiting symptoms or unable to self-certify will be directed to leave the jobsite and to seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.**

#### **GENERAL ON-THE-JOB PROCEDURES TO PREVENT EXPOSURE AND LIMIT THE TRANSMISSION OF THE VIRUS**

- Stagger arrival and departure times of workers as much as possible.
- Hiring preference shall be given to workers who reside on the Island or who are able to remain on the Island for the duration of their work.
- The jobsite and all tools and equipment shall be sanitized the site between shifts.
- All workers shall be required to have a copy of the protocols issued by the COVID-19 officer, which clearly identifies the company, including any subcontractors, for which they are working.
- For any property that is occupied, the owner/occupants shall be given 24-hour notice of the scheduled work by the company that does the work. Workers shall not enter any portion of the property unless they are required to do so to perform their work or related functions.
- All workers must notify the COVID-19 officer prior to coming into any building and must wash hands immediately after entering.
- A supply of washable gloves or nitrile gloves, non-surgical masks, and disinfectants will be distributed to all workers. Gloves and masks shall be worn at all times on the job site.
- Disinfect all equipment before and after use, focusing on ‘touch points’, of power tools and hand tools and the like.
- Only enter offices for bathroom use and immediately wash hands. Disinfect all surfaces after use, including door handles of the bathroom and doors handles to the building.
- Social distancing will be mandatory. Workers will work independently as much as possible and shall maintain six-foot separation at all times unless workers need to be closer together to perform a specific task, and then only to preform that task.
- Communicate via phone, text, FaceTime, Zoom, etc. as much as possible. Document sharing, work lists, timesheets will be through electronic means only. No ‘paper’ will be allowed to be handled by other workers.
- Supplies and materials needed for the work shall be delivered to the site by the vendor.
- All materials received are subject to a 24-hour quarantine. Nitrile gloves must be worn when handling the material after quarantine and while disposing of the material. Items delivered must be disinfected if

possible. Finally, gloves should be discarded in the appropriate waste receptacle, and hands washed or sanitized.

- No more than **four (4)** people (Not including one COVID-19 Officer) are allowed on an individual construction site and no more than **two (2)** people (Not including one COVID-19 Officer) are allowed on an individual landscape site at any one time.
- Equipment specific (beyond continual disinfecting of all surfaces):
  - All basic equipment, power and hand tools shall be assigned to individuals and not shared. If it is impossible not to share equipment, it must be disinfected in between users.
  - Equipment in need of repair will be left in an area designated by the COVID-19 officer. Workers will communicate equipment issues with the COVID-19 officer via phone or text.
  - Equipment to be repaired must be sanitized prior to drop leaving or returning to the site.
- Only one person shall be in a vehicle at any time when traveling to and from the job site. Assigning of vehicles is encouraged with disinfecting of vehicles in between each use. Vehicles that are shared shall be disinfected in between each user with the COVID-19 officer being notified of the transfer. Personal vehicles are encouraged to be used in place of sharing vehicles. Should an individual travel to a work site by alternative means (NRTA, bicycle, etc.) and not by vehicle, company or personal, the COVID-19 officer shall keep a list of these individuals for their company.
- All fuel tanks, fuel tank caps, door handles and steering wheels shall be disinfected upon any fueling activity of any equipment.
- Employees shall not share any food or drink.
- Employees should be encouraged not to leave the work site during their shift.
- Employees shall not be permitted on the jobsite unless they are on a shift.
- Employees shall be encouraged to bring any food and drink needed during the work day from home.
- Employees should avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, all persons must clean up after themselves. No person shall be responsible for moving, unpacking and packing up tools or other personal belongings of another person.
- All persons on a jobsite shall respect the privacy of others and shall not discuss symptoms or the diagnosis of any particular individual except for the purposes of making the disclosures required herein.
- Any training shall be done by video if possible, and if required, in as small a group as possible, held outside and following social distancing procedures.
- All gloves, masks or other personal protective equipment (PPE) shall be properly disposed of.
- No person on a jobsite site shall act in a manner which presents an unreasonable threat to the health and safety of other persons on the site or who may enter the site in the future.

**ANY PERSON WHO FAILS TO COMPLY WITH THIS POLICY  
WILL BE REQUIRED TO IMMEDIATELY LEAVE THE JOBSITE  
AND MAY BE SUBJECT TO LOSS OF PAY.**

I, \_\_\_\_\_, hereby acknowledge that I have received and that I have read the foregoing Covid-19 Mandatory Policies And Procedures For All Construction/Landscape Sites And Construction/Landscape Workers, and that I will comply with all requirements thereof, that I will leave the jobsite if I am sick and I will take all necessary precautions to protect myself and others from the spread of COVID-19 and any other illness or disease.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Supervisor Name:

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**From:** [Dawn Hill Holdgate](#)  
**To:** [Rita Higgins](#); [Stephen Visco](#); [Gregg J. Corbo](#); [Lauren F. Goldberg](#)  
**Cc:** [Libby Gibson](#); [Roberto Santamaria](#); [Erika Mooney](#); [Leslie Snell](#)  
**Subject:** todays meeting  
**Date:** Sunday, April 19, 2020 6:06:23 AM

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Good morning,

I am writing to request that you consider a few items during todays meeting and beyond.

On the construction order #5,

1. an allowance that the permit holder/GC or foreman of a permitted job be allowed to check in from time to time on the single worker.
2. commit to a start date of tomorrow or as soon as registered and or approved for a waiver.
3. an end date of May 4th with a commitment to evaluate and discuss the next phase over the next two weeks and have the next plan in place prior to that date.

On the newly enacted order #7,

I personally request this be repealed until such time that an open discussion can be had in a public online forum and with the support of the Select Board. I am unsure if adding additional restrictions beyond that of the Governor is necessary with our current situation of 15 days (as of yesterday) and no new cases on the island, but at the very least I would like to have an open discussion on all implications of any proposed new orders. This order as written has many more details than a request that employees of essential businesses wear masks.

Could the Board of Health request that the state allow an exception on Nantucket for inspections to be done, in a safe manner, so that the seasonal food establishments that are willing to open for take out/curbside could do so? Getting ahead of the inevitable additional people that will arrive on the island may be to everyones advantage during this time when the curve seems to be flat, locally. I am not sure if this would be considered, but might be worth discussion.

Thank you,  
Dawn Holdgate