

MA Coronavirus Tracker: Advocacy Committee Meeting; Remote Notarization Program; Updated Massachusetts Non-Essential Services Guidance – 5.5.20

Massachusetts Advocacy Committee Meeting

As a reminder, the Association will host a regularly scheduled Massachusetts Advocacy Committee Meeting remotely by conference call this Thursday, May 7, 2020 at 10:00 a.m. Special guests include Association Retained Lobbyists Thomas Finneran and Michael Travaglini, providing an update on legislative activity and insight into action on Beacon Hill, and Greg Mecher, Chief of Staff to Congressman Joe Kennedy, III, providing thought on ongoing and future congressional activity on Capitol Hill. Your thoughtful questions and comments for the Association's Retained Lobbyists and Chief of Staff Mecher are welcome in advance.

To register or to provide comments or suggested agenda items, please send your name, title, and contact information to advocacyma@ccua.org. Meeting materials and dial-in information will be provided to registered attendees by email in advance of the call.

Remote Notarization Educational Program

The Association is earnestly working to deliver a user-friendly educational program, to be provided to members as a complimentary member benefit, on complying with Chapter 71 of the Acts of 2020, the new remote notary authority. At this time the program is expected to occur early next week and more information will be made available shortly.

Updated Guidance on Non-Essential Services – Car Dealers and Remote Fulfillment

Governor Charlie Baker has issued updated guidance to ease restrictions on certain non-essential businesses. Credit unions remained classified as essential service providers and should continue to follow previously released guidance for that categorization.

The updated guidance allows florists, as well as many other "non-essential" businesses, the ability to bring back a limited number of employees to fulfill online and phone orders for delivery, as long as they follow proper safety measures and keep the doors locked to customers. Specifically the new guidance allows a limited number of employees of florist shops and other businesses to reenter closed stores and warehouses to fulfill and ship orders taken over the phone and online. These stores are required to remain closed to the public and limit operating hours to allow for sufficient off-hour cleaning. Employees must wear face coverings and stay at least six feet apart from one another, and all deliveries must be "no-contact" deliveries to consumers. The guidelines also limit the number of employees that can work at a given time, requires workers to self-administer temperature checks before their shifts, and not report to work if they have a fever over 100 degrees.

The updated guidelines also made new allowances for car dealerships, allowing for sales to resume over the phone or online and for dealerships to follow the same remote fulfillment rules as other retailers. Test drives of vehicles are not permitted, and all processing of documents should be done electronically, dealerships must remain closed to walk-in customers, but transfer, delivery and return of new and leased vehicles or trade-ins can be conducted in person by appointment.

Specific details on these section address the following:

- Can non-essential businesses bring in a small number of employees in order to remotely fulfill online or phone orders? **YES if following the remote fulfillment guidelines below**
 - Facilities must be closed to the public, as the allowance is for the fulfillment of remote sales/orders only
 - Employees may only be engaged in the packaging and delivery/shipping of phone and online orders, not the manufacturing of those product
 - Operating hours must allow for sufficient ongoing off-hour sanitation/cleaning
 - All employees must wear face coverings while on-site
 - All employees must maintain 6 feet social distancing and employers should stagger employees within the facility to ensure social distancing
 - 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
 - Employers must stagger shift start/stop times and breaks/lunchtimes in order to minimize contact
 - Facilities must have readily accessible hand sanitizer and hand washing facilities for employee use
 - In a closed facility that is used for remote fulfillment:
 - There must be enough space within the facility for all employees present to be able to maintain six feet of social distancing
 - In a facility under 10,000 square feet, a maximum of 3 employees may be allowed on the premises at a time
 - In a facility between 10,000 – 30,000 square feet, a maximum of 5 employees may be allowed on the premises at a time
 - In a facility more than 30,000 square feet, a maximum of 7 employees may be allowed on the premises at a time
 - Employee workspaces must be cleaned frequently, following public health guidelines
 - 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.
 - 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
 - Employers must strictly adhere to any further workplace guidance
 - Facilities found in noncompliance with this order must be closed immediately
 - Facilities unable to fully comply with all of these parameters shall not operate.

- Can a car dealership be open for car sales? **YES, in a limited manner and only if following the guidelines for remote fulfillment, and the specific guidelines for car dealerships below**
 - The dealership must remain closed to the public and sales must be conducted exclusively via phone or online, and the dealership must follow the remote fulfillment guidelines specified elsewhere in this guidance document.
 - Test drives are not permitted.
 - To the maximum extent feasible, processing of documents should occur electronically. Any processing of documents that must occur in person should be done in compliance with social distancing protocols.
 - The transfer and delivery and return of vehicles (new or leased or trade-in) may be conducted in person by appointment only at the dealership, or at a customer's residence.

- The dealership service department/garage may continue to operate as an essential service.

The new guidance can be found on the “essential services FAQ” page [HERE](#). This is the first major update to the essential services list in a number of weeks.