



From the Desk of the Director: COVID-19 Update

Dear colleagues,

First, thank you for your continued cooperation and patience as we adapt to the evolving challenges posed by the COVID-19 pandemic. It is because of your dedication and your efforts that we can continue serving Rhode Islanders in their time of need without interruption.

The Administration began **phasing-in verbal health screenings** at high-traffic areas on the State's campuses last week. Prior to screening implementation, you will receive a message from your director and/or agency leadership with a detailed outline of what to expect.

The State's screening process **does** include:

- A verbal prompt that will ask you to respond "Yes" or "No" to questions about:
- Whether you have experienced any symptoms of COVID-19;
- Whether you have traveled via any mode of transportation in the last 14 days; and
- Whether you have a known exposure to someone who has tested positive for COVID-19.

If you answer "Yes" to any of these questions, the screener will politely ask you to leave the building and further instruct you to call **both** your supervisor and the Human Resources Disability Management Unit (DMU) hotline at 401-574-8401.

Note: Commuters are still allowed to come to work.

This State's screening process **does not** include:

- Temperature checks (these are reserved for high priority areas with health care workers and emergency responders); or
- The recording of personal information in any way, shape or form. Confidentiality is important, and we are implementing this screening process as an additional measure to help stop the spread of COVID-19.

Click [here \[r20.rs6.net\]](https://r20.rs6.net) to watch a video about COVID-19 verbal health screening from Director of Administration Brett Smiley.

In addition, we understand our employees need additional flexibility to navigate these unprecedented circumstances. The Division of Human Resources has been working tirelessly to ensure that employees have options to take care of their personal and family needs during this challenging time, including:

- Teleworking
- Additional flexibility around sick leave

Today, the Division has revised the State's COVID-19 Policy (see attached) to incorporate additional guidance and directives from Gov. Raimondo and the Department of Health (RIDOH). Below, we have highlighted the key changes made to the policy since it was last revised on March 13.

Domestic Travel

Employees who have returned from non-work-related travel from any state via any mode of transportation (plane, bus, train, car, etc.) in the 14 days prior to the issuance of this updated policy and moving forward are required to stay home and self-monitor for any symptoms for the specified quarantine period as determined by RIDOH and the Centers for Disease Control and Prevention.

Out-of-State Commuters

Governor Raimondo has encouraged employees who live out-of-state and work in Rhode Island to telework, if possible. If you are interested in and eligible for teleworking, please contact your supervisor about filling out a teleworking form.

Temporary Sick Leave Measure

Employees who must be out of work because of family responsibilities (including caring for children who are engaged in distance learning) and who are unable to telework may request to discharge up to 20 days of accrued sick leave. See attached for Frequently Asked Questions (FAQs) about this new sick leave flexibility.

Thank you for your cooperation.

Sincerely,



Brett Smiley
Director
R.I. Department of Administration