



From the Desk of the Director: COVID-19 Policy Update

Dear colleagues,

First, thank you for your unwavering commitment to public service during this crisis. Together, we continue to make a meaningful difference in supporting Rhode Islanders to weather these difficult circumstances.

As more of you return to the workplace, please keep in mind that our top priority is maintaining a healthy workplace for everyone who comes to work or conduct business at State facilities. Toward that end, we have revised the State's COVID-19 Policy in accordance with the latest policies and guidance set forth by the Rhode Island Department of Health (RIDOH). The COVID-19 Policy provides clear, easy-to-follow rules, so each of us can continue to play a critical role in mitigating the spread of COVID-19.

We recommend that you review the attached policy and the key changes highlighted here:

Potential Exposure to or Infection with COVID-19

If any of the following conditions apply to you, it is imperative that you stay home and self-monitor for any symptoms related to COVID-19 and contact your supervisor and the Human Resources Disability Management Unit (DMU) at 401-574-8401.

- Have come into close contact (less than six feet for 15 minutes or more) with a person with a confirmed case of COVID-19 or symptoms of COVID-19;
- Have recently returned from travel anywhere outside the 50 United States or the District of Columbia;
- Have recently returned from travel on a cruise ship;
- Have recently returned from non-work-related travel from any location with a high community spread rate as set forth on the list

maintained by RIDOH (www.health.ri.gov/covid) by any mode of transportation; and/or

- Have been infected with COVID-19, or are presenting with any signs of illness consistent with COVID-19, such as unexplained fever, cough and shortness of breath. For more information, visit www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html.

Face Coverings

All employees are required to wear a cloth face covering unless you can easily, continuously and measurably maintain at least six feet of distance between everyone else for the duration of your shift (e.g. you have a solo office), or unless doing so would damage your health.

You must wear a covering in any entry, exit and common areas, such as hallways, restrooms, breakrooms, elevators and stairways.

Daily Health Screenings

All employees must complete a health screening before the start of every shift at the workplace, whether you are using the State's Self-Screening Portal, completing an in-person verbal screening, or, in specific low-density offices, completing a self-screening. If you answer "Yes" to any of the screening questions, you should not report to work or enter the building unless you have a letter from DMU.

Work-related Travel

All state travel, both domestic and international, remains suspended until further notice. The Department of Administration, in consultation with RIDOH and its partners, will reassess this matter at the end of November 2020.

Upcoming School Year

Finally, with the school year fast approaching, we know many of you have questions about how you will be able to provide child care if your child's school is closed for in-person learning. We understand the stress this may cause and are committed to working with you on a solution that fits your needs.

For some of you teleworking will remain an option that provides additional flexibility.

If teleworking is not an option, the federal [Families First Coronavirus Response Act \(FFCRA\)](#) provides leave options through December 31,

2020 if your child's school building is closed for in-person instruction or for the days your child is participating in distance learning under a hybrid schedule.

Thank you for all that you do.

Sincerely,

A handwritten signature in blue ink that reads "B Smiley". The signature is written in a cursive style with a blue highlight behind the letters.

Brett Smiley

Director

R.I. Department of Administration

