



## **From the Desk of the Director: COVID-19 State Employee Toolkit**

Dear colleagues,

Thank you for your continued commitment to serving Rhode Islanders. It is because of your hard work and dedication that we have been able to continue providing critical services during these difficult times.

Reopening Rhode Island slowly and safely is the State's top priority. In Phase 1 of the State's [reopening plan \[r20.rs6.net\]](https://www.r20.rs6.net), more parks will reopen, non-critical retailers will begin opening their doors under certain restrictions, and the stay-at-home order will be lifted.

While many of you will still telework during Phase 1, we wanted to share a new resource: the [COVID-19 State Employee Toolkit \[r20.rs6.net\]](https://www.r20.rs6.net) (click the "COVID-19 Employee Toolkit" tab). This page serves as a one-stop shop with everything you need to know about your workplace in a COVID-19 world, including information about restrictions on state-funded travel, measures employees can take to help mitigate the spread of COVID-19, and tools to maximize productivity while teleworking. As we move through new phases and more guidance becomes available from the Rhode Island Department of Health, we will refresh the toolkit and add new information and tools to help you best navigate adjustments to the workplace.

We understand you may still have some fears and anxiety about returning to work in the future, and that's OK. This toolkit should serve as a high-level guide of what to expect. The Division of Human Resources website ([www.hr.ri.gov \[r20.rs6.net\]](https://www.hr.ri.gov)) will continue to be a central repository for all state employee communications and HR policies for COVID-19.

Be assured that your health and well-being are of the utmost importance to us. We appreciate all that you are doing and look forward to making your transition to the workplace, whenever that may be, as seamless as possible.

Sincerely,

A handwritten signature in blue ink that reads "B Smiley".

Brett Smiley  
Director  
Rhode Island Department of Administration