



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

Dear colleagues,

With Phase 2 of the State's reopening under way as of today, additional restrictions on social gatherings, businesses and outdoor activities are being lifted.

During Phase 1, the State began to slowly and incrementally resume some of the customer-facing services that were suspended due to COVID-19. We carefully planned the resumption of these services in compliance with the latest health and safety guidance issued by the Rhode Island Department of Health (RIDOH). It is our intention to continue taking slow and steady steps toward a more normal course of business.

We strongly recommend that employees using flexible work arrangements, such as teleworking, do so through Phase 2. As was the case in Phase 1, some of you may be called back to the workplace as we resume more services.

State agencies are working hard to implement measures for shared workspaces, common areas, and lobby services that ensure the health of everyone who works in and visits our facilities. Your health is our top priority as we determine the best ways to operate in a COVID-19 world.

As we begin Phase 2, please take a moment and visit our [COVID-19 State Employee Toolkit \[r20.rs6.net\]](https://www.hr.ri.gov/r20.rs6.net) to review the latest information about restrictions on state-funded travel, site-specific guidance for different workplace settings, and instructions to keep you and those around you safe. We will continue to refresh the toolkit and add new information as we move through the phased reopening.

For a central repository for all state employee communications and HR policies for COVID-19, you can also visit [www.hr.ri.gov \[r20.rs6.net\]](https://www.hr.ri.gov/r20.rs6.net).

Thank you for all that you continue to do for the State of Rhode Island.

Sincerely,

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

Brett Smiley
Director
Department of Administration