



COVID-19 Workplace Playbook:
Stay Healthy. Stay Open. Stop the Spread.

General guidance for reopening your business, and staying open safely, during COVID-19.

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Table of Contents

1

Keep exposed and symptomatic people home

2

Avoid the 3 I's: informal situations, indoors, and inconsistent groups

3

Remember the 3 W's: watch your distance, wear your mask, and wash your hands

4

Respond to positive cases

5

Additional Resources

- COVID-19 101
- Applying guidance
- Definitions and helpful references

Of Rhode Island workers who tested positive for COVID-19, more than half reported going to work while sick.

Section I: Stop spread by keeping exposed and symptomatic people home.

- (1) Identify those who may have been exposed or who have symptoms.
- (2) Plan access and accountability.
- (3) Support employees to make this more doable.

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Keep symptomatic and exposed individuals at home | Key Questions

Identify those who may have been exposed or who have symptoms.



Ask yourself, your employees,
and all other visitors:

1. Are you a close contact of someone who tested positive for COVID-19 who hasn't completed quarantine?
2. Do you have symptoms of COVID-19? Sudden loss of taste or smell, cough, shortness of breath, or difficulty breathing?

More than just temperature. Should I check employee temperatures? Temperature checks can be a helpful tool to supplement but should not replace screenings for the full list of symptoms.

Please do not enter if you:

- Have had any of the symptoms listed below in the past three days.¹
- Are a close contact of a person who tested positive for COVID-19 and have not completed your quarantine period.² Learn more at [//health.ri.gov/covid/whattodo](https://health.ri.gov/covid/whattodo)

For the safety of our staff and guests, please **SELF SCREEN** for symptoms of COVID-19. Please do not enter if you have any of the following symptoms:¹



fever
or chills



muscle or
body aches



sore throat or
runny/stuffy nose



headache, nausea,
vomiting or diarrhea



fatigue



cough, shortness
of breath or
difficulty breathing



sudden loss of
taste or smell

1. You may enter if symptoms experienced can be explained by known allergies or non-infectious illnesses.

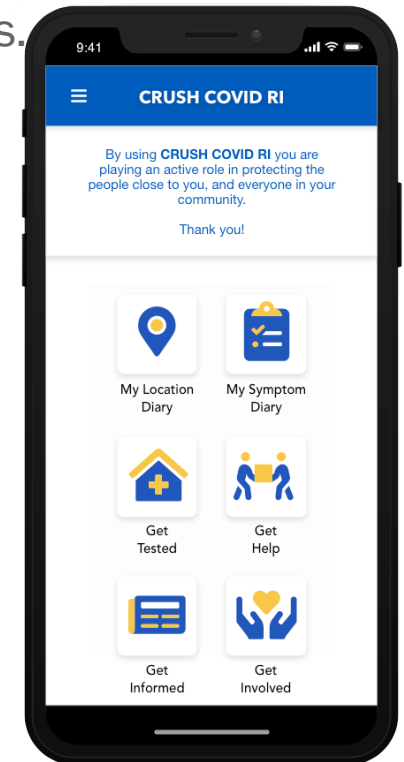
2. Does not apply to people who come into contact with people with symptoms of COVID-19 during the course of their daily work while wearing full and appropriate personal protective equipment (PPE).

Keep symptomatic and exposed individuals at home | Daily Accountability

Case studies suggest active screening, where a designated staff member checks for screening status, is an effective tool for reducing transmission of COVID-19 in workplaces.

Directing staff and visitors to self-screen by displaying a poster meets the minimum RIDOH requirement for screening. **Active screening holds entrants accountable to their role in stopping the spread.**

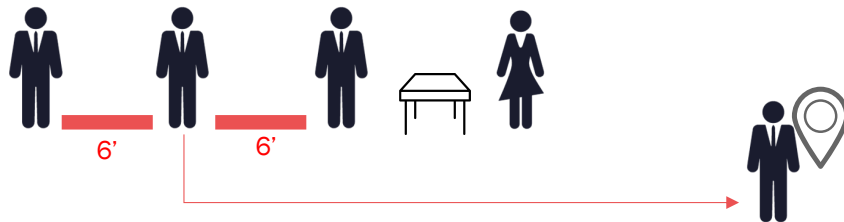
- **Designate a staff member** to ask screening questions or ensure that entrants have self screened.
- **Find a system that works for your workplace.** Consider using the CRUSH COVID RI mobile app or another phone or application system to streamline your screening process.
- **Ensure all screening questions are asked.** It's very important to ask about whether the individual is a known close contact of a positive case or has any COVID-19 symptoms like loss of taste/smell. Checking someone's temperature can supplement, but **should not** replace, screening questions.
- **Consider all entry points and think beyond employees.** Screen every person that enters, including visitors and service providers. Provide information in preferred languages or easiest modes of communication.



Keep symptomatic and exposed individuals at home | Here's how it works

This is an illustrative example of how to conduct active screening. For this example, we will use John's process of entering the workplace.

- **Step One:** John's getting ready for his day. **Prior to leaving his house**, John completes his daily screening on the free CRUSH COVID RI app on his phone to check for his own potential symptoms. John has no symptoms and can leave his house.
- **Step Two:** John arrives to work and waits outside in a line, marked with six-foot physical distancing, to speak with a **designated staff member who verifies all entrants** responses to the CRUSH COVID RI screening tool. John is only in line for three minutes.
- Behind John in line is William. William does not have access to a smartphone, so the designated staff member provides William with a paper version of a COVID-19 screening sheet.
- **Step Three:** The designated staff member checks John's CRUSH COVID RI app responses **and** takes his temperature. John does not have a temperature. He receives a bracelet from the designated staff member indicating he completed his daily screening and enters the workplace.
- On his form, William indicated that he had two symptoms related to COVID-19 – a cough and nausea. William is sent to an **outdoor isolation area**. Here, William fills out a document attesting to every worker he has been in close contact with and picks up a flyer on resources that help him keep his pay while he isolates. William goes home sick and schedules a test without ever entering the workplace.



Keep symptomatic and exposed people at home | Plan/Organize entryways

Make a plan for how employees and visitors enter and exit your workplace. This should include a space for entrants to isolate if they do not pass screening requirements.

Control the flow of people entering your building or worksite by:

- Creating designated points of entry and exit throughout the workspace.
- Building an outdoor isolation area (e.g. tent) where individuals who do not pass the screening requirements can go to fill out a document attesting to every worker they have been in close contact with and pick up a flyer on resources that help them keep their pay while they isolate.
- Placing a worker to conduct active screening at each of the site's entryways.
- Communicating clearly new plans of entry to the workspace or site with employees and visitors.



Watch your distance

- Provide space, ground markings, and signage so that workers can maintain social distance while passing through the screening area.
- Encourage employees to only use your building's main entrance and consider creating a schedule to stagger arrivals.
- Reconfigure workplaces, as necessary, to enable adequate social distancing between stations.

Keep symptomatic or exposed individuals at home | Support quarantine or isolate

PAID LEAVE OPTIONS: Employees in Rhode Island can access a range of federal and state paid-leave supports, depending on the size of their company, and their employment status.

- The *Families First Coronavirus Response Act* (FFCRA) requires certain employers to provide employees with up to 80 hours of paid sick leave and expanded family and medical leave for reasons related to COVID-19, including isolation, quarantine, or caring for sick relatives.
- In Rhode Island, most employers are required to provide up to 40 hours of sick leave a year to full-time employees.
- Workers who do not have paid sick days through their employers – including the self-employed and independent contractors – or who have already used available leave can access Pandemic Unemployment Assistance if they test positive for COVID-19, are quarantining after being exposed to a close contact, or are caring for someone with COVID-19.
- Learn more: https://health.ri.gov/publications/factsheets/COVID19_ReliefForEmployees.pdf

OTHER SUPPORTS: The state and community-based organizations have developed a range of tools to support individuals and families who must stay home while they are sick.

- To be connected to more services, Rhode Islanders should call 2-1-1.
- Learn more: <https://health.ri.gov/publications/factsheets/Do-You-Need-Support-for-COVID-19.pdf>

II: Minimize the 3 I's in the workplace.

Informal settings:

Discourage informal gatherings in common areas,
break rooms, meeting areas, and carpooling

Indoors:

improve ventilation and take it outside

Inconsistent groups:

reduce contacts by sticking with pods

We are seeing the most spread from situations that are informal,
indoors, and with inconsistent groups.

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MINIMIZE THE 3 I's | Informal Settings: Common Areas, Break Rooms, and Meetings

Informal situations in workplaces have been linked to increased spread. Here are ways to help your workplace keep its guard up.

Close common areas where possible. Limit the number of people allowed at the same time and post signs that state capacity limits. Instruct employees to avoid these areas when possible. Rearrange or remove furniture, and/or mark spaces to make it easier for people to stay at least six feet apart from each other.

Encourage employees to eat meals or take breaks outdoors as weather permits or in their own workspaces, as is practical.

Discourage employees from eating food together or sharing food with each other.

Enforce: Empower your managers and team leaders to enforce policies throughout your organization.

Embrace technology: Move workplace traditions like coffee hours or birthday celebrations to a virtual format.

[See Phase III Reopening Guidance for more information](#)



MINIMIZE THE 3 I's | Informal Settings: Carpooling

As an informal, indoor setting, carpooling has been linked to increased spread. Here are some ways to prevent spread when ridesharing.

Discourage carpooling with non-household members when possible.

If carpooling is absolutely necessary:

- Encourage all carpooling employees to wear masks during their commute.
- Open windows when possible.
- Encourage regular asymptomatic testing.
- Enforce having employees stay home if they are sick or potentially exposed.
- Develop structured pods so staff who carpool are not working with many other employees.

Identify other alternatives:

- Provide, or offset cost of, ride sharing (e.g. Uber, LYFT, etc.) for employees.
- Encourage use of public transportation.
- Work with a shuttle company to develop bus routes for night workers.

MINIMIZE THE 3 I's | Indoors: improve ventilation and take it outside

Rhode Island has done a great job taking it outside. Cold and inclement weather can make this more difficult. Continuing to provide adequate airflow indoors is more important than ever.

Tips to increase ventilation:

- Open windows and put a box fan in the window.
- Use a dedicated exhaust fan.
- Use a portable air purifier. A portable air purifier with a HEPA filter can be used in rooms when you cannot open windows or use fans.
- Upgrade the HVAC system that is already being used.
- If your workplace or areas of your workplace have limited ventilation, consider limiting or reducing occupancy in those areas.

MINIMIZE THE 3 I's | Inconsistent groups

Stable groups are defined groups of employees who consistently work together.



Benefits of stable groups:

- Each employee has a limited number of contacts, which means fewer employees need to quarantine or isolate if a coworker becomes ill.
- Tracking employees' contacts is easier if anyone becomes ill.
- Fewer workspace areas and equipment must be shut down and/or cleaned if someone is ill.



Examples of stable groups:

- Create multiple shifts of employees, each becoming its own stable group.
- Designate team of employees (e.g., cashiers at grocery store) as a stable group that works together.
- Establish teams based on where they are co-located in the workplace.



Best Practices for Stable Groups

- **Members must stay consistent**, i.e., employees must remain with the same group members so employers can easily verify who may be **exposed**.
- Groupings should take into consideration workers who **interact with each other at, and outside of, work** (e.g. commute together, live together, are on same team, socialize outside of work often, etc.).
- Individuals **should not interact with members of other groups** because this increases the number of potential direct contacts and possible exposures.
- Members should still **keep six feet of distance** from each other, and **must wear masks if they don't live together**.
- The number of people in a group **should be as few as feasible** and no more than 25 people (depends on size and structure of business)

III: Protect your workforce and their households by practicing the 3 W's

Watch your distance

Wear a mask

Wash your hands

Make the 3 W's an expected and natural part of your workplace.

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REMEMBER THE 3W's | Protect your workforce

The 3 W's are important ways to protect your workforce and their households.

Watch your distance

- ✓ Stay at least six feet apart from others.
- ✓ Make distancing the norm by rearranging or removing furniture and workstations.
- ✓ Mark spaces and one-way paths in common areas, particularly around higher-traffic areas such as restrooms and stairwells.
- ✓ Masks do not replace the requirement for distancing or other preventive measures.

Wear a mask

- ✓ Wear a mask that's at least two layers thick and fits snugly but comfortably over your nose, mouth, and chin without any gaps.
- ✓ Communicate your policy. Post signs as reminders. Consistently reinforce good mask wearing practices.
- ✓ Keep extra masks on hand in case someone forgets theirs.
- ✓ Wear masks both indoors and outdoors.

Wash your hands

- ✓ Wash your hands often with soap and water for at least 20 seconds, or carry and use hand sanitizer that contains at least 60% alcohol.
- ✓ Wash hands when visibly soiled, before eating, after using the restroom, and between uses of shared equipment.
- ✓ Provide sanitation stations if the workplace is in a location where a traditional sink for handwashing is not available

REMEMBER THE 3W's | Outside of work

Distributing COVID-19 Care Kits can encourage employees to be safe at home.

Kits can include:

- ✓ Masks for each household member
- ✓ Hand sanitizer
- ✓ Cleaning wipes
- ✓ Thermometer(s)
- ✓ Information about COVID-19 prevention in the home, in appropriate languages
- ✓ Information on business-specific protocols and procedures
- ✓ Information on supports available from the business, state, and federal government

IV: Responding to Positive Cases



When the unfortunate happens, be prepared to respond quickly to stop the spread of COVID-19.

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STEP 1 | Take Action when Notified of a Confirmed Case

Actions to take when you identify or are notified of a positive case:

1. Exclude the individual from the workplace immediately, and instruct the positive individual to isolate.
2. Help provide the appropriate employee supports for maintaining isolation at home—including mechanisms for remote work.
3. Create a list of direct contacts that were likely exposed, starting from two days prior to symptom onset or test date (whichever came first).
4. Exclude all direct contacts from the workplace and instruct them to quarantine. The state requirements for quarantine can be found [here](#). As an employer, you have the ability to extend these quarantine requirements further.
5. Notify RIDOH of the case and of the case's direct contacts using the [Reporting Form](#).
6. Schedule a [deep cleaning](#) for all areas potentially exposed by the case.
7. Inform any lab-confirmed positive cases to answer RIDOH's call and to participate in a brief interview and contact tracing.
8. Request any probable cases get [tested](#) as soon as symptoms start.

Additional Helpful Hints:

- Employers sometimes learn about lab-confirmed, positive cases before a laboratory result is received at RIDOH.
- When this happens, it is helpful if an employer finds out which test site the case used and on what date
- When possible, have a copy of the positive lab result from employees to expedite the RIDOH contact-tracing process.

Note: All employees (including contractor, temporary staff, security guards, cleaning staff, and vendors) should be reported to RIDOH.

STEP 2 | Inform Employees, Increase Vigilance, and Maintain Confidentiality

Reducing stress and preventing further spread among employees within the workplace is largely reliant on communication from business owners, company managers, and HR representatives.

Key Messages:

- Remind staff that **everyone has a responsibility** to report test results or potential exposures relative to COVID-19 to their employer.
- Reinforce with employees that **confidentiality must be maintained** and that discrimination or stigma in the workplace will not be tolerated.
- Ensure staff are aware that case information has been **reported to RIDOH** and that leadership will be working to assess all risks of exposures.
- Reiterate the definition of a **direct, prolonged contact** and outline **prevention measures** being taken to reduce employee fear and worry.
- Communicate **symptom screening procedures** and any employer policies that support employees who need to stay home because they are experiencing symptoms.

Template language to inform employees of positive cases:

A member of our group has tested positive for COVID-19, and you have likely been in close contact with the infected person.

RIDOH recommends that close contacts stay home and follow the recommendations at health.ri.gov/covid/whattodo.

Following quarantine instructions from RIDOH can slow the spread of COVID-19.

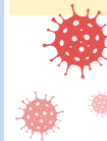
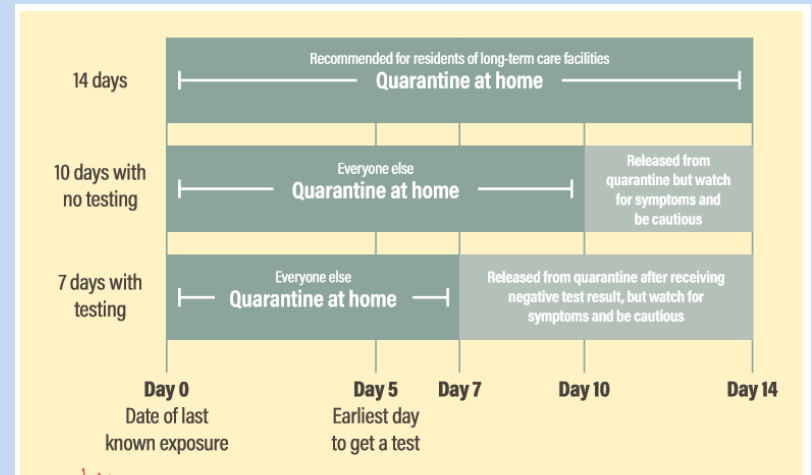
STEP 3 | Determine Close Contacts

Based on [CDC guidance](#), a close contact is someone who was within six feet of an infected person for at least 15 minutes (starting 48 hours before illness onset)

What Counts as Close Contact?

- You were within six feet of someone who has COVID-19 for a total of 15 minutes or more.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (hugged or kissed them) regardless of if you were wearing a mask or not.
- You shared eating or drinking utensils.

Reminders About Quarantine and Close Contacts:



If you get symptoms of COVID-19, isolate at home, call your healthcare provider, and get a COVID-19 test.

Learn more at health.ri.gov/covid/whattodo

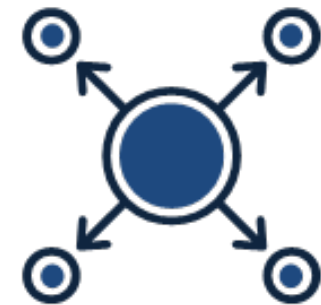
Quarantining Essential Employees

Workers in the following categories may work during quarantine only if needed for staffing *and* in consultation with RIDOH:

- Healthcare and public health officials
- Law enforcement and public safety
- First responders
- Social service providers

While at work, the quarantined worker must:

- ✓ Only be on site during working hours, and then immediately return to quarantine
- ✓ Wear a mask at all times (or higher-level PPE, as indicated)
- ✓ Monitor temperature and symptoms every four hours
- ✓ Cease working and isolate immediately if symptoms develop



Please review this [RIDOH Guidance](#) for additional details for this scenario.

STEP 4 | Permit Appropriate Employee Return from Isolation

After testing positive and completing isolation, a follow-up test is NOT RECOMMENDED OR REQUIRED to return to work. Neither RIDOH nor the CDC recommend the test-based strategy to [return to work](#).

A. Return to work from **isolation** [if asymptomatic](#):

- At least 10 days have passed since the date of the first positive test (the date you were tested; not the date positive results arrived), **AND**
- No symptoms have developed throughout these 10 days

B. Return to work from **isolation** [if symptomatic](#):

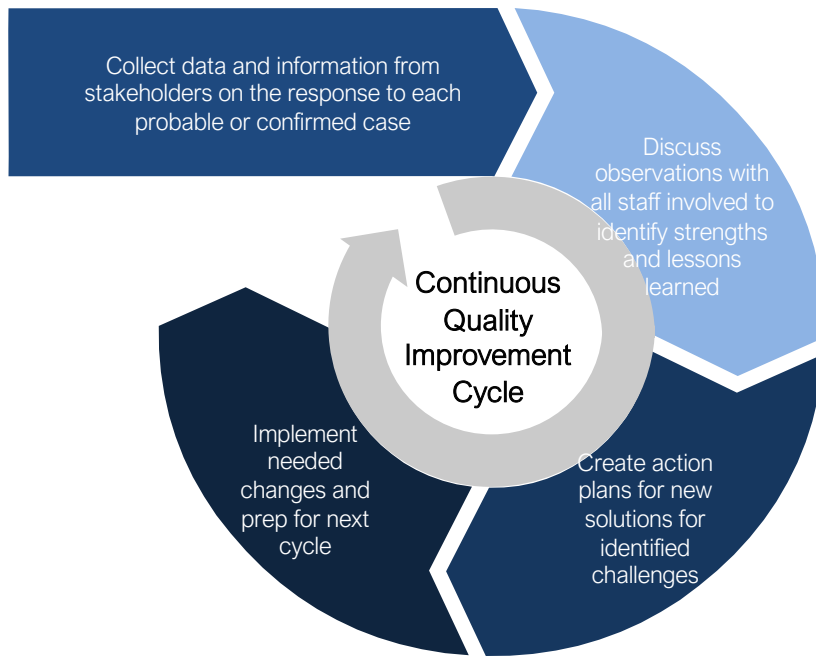
- At least 10 days have passed since symptoms first appeared, **AND**
- At least 24 hours have passed since last fever without fever-reducing medications, **AND**
- Symptoms have generally improved

C. Return to work from **isolation** [if immunocompromised](#):

- At least 20 days have passed since symptoms first appeared, in consultation with a medical provider

STEP 5 | Debrief Each Response to Identify Best Practices and Challenges

Continuous improvement is imperative for response success:



Benefits of Using a Quality Improvement Cycle

- Employers can learn about underlying root causes of illness transmission in the workplace.
- Employers can incorporate lessons learned from previous responses to cases into new protocols and procedures.
- Employers can share insights between departments to help each other be prepared for another exposure in the workplace.
- Employers can stay updated on the latest guidance and changes to policy throughout the pandemic.

CHECKLIST | Responding to positive COVID-19 cases

Response Checklist

- Designated isolation area for employees who have symptoms
- Representative identified to work with RIDOH in case of positive COVID-19 case(s)
- Representative aware of/trained in procedures to report positive COVID-19 case(s) to RIDOH [using this survey link](#)
- Employees understand sick leave policies and understand not to stay home if they feel ill

Need Help?

- Overview:
<https://health.ri.gov/covid/>
- Email:
RIDOH.COVID19Questions@health.ri.gov
- Phone:
401-222-8022 (General Info Line)
- Business Cluster Monitoring:
[Click here >>](#)

Case Interview and Workplace Contact Tracing Process

Employee Case Interview:

In high-risk settings, such as manufacturing, RIDOH may initiate a case investigation interview with the COVID-19 positive employee. As part of this interview, it will be determined if a case attended work during their infectious period and potentially exposed others in the workplace. Essential information about risk behaviors, mitigation strategies, and potential sources of infection are explored. It is important to stress the importance of protecting the patient's confidentiality and any information learned should be restricted to only those individuals who corporate leadership deems absolutely "needs to know" given the sensitive nature of these conversations. For all other settings, workplaces should consider a similar process to identify areas that may need cleaning, possible sources of infection, and ways to reduce the risk of transmission.

Workplace Contact Tracing:

Workplaces should contact trace two days before symptom onset or asymptomatic test date to identify close contacts with direct, prolonged exposure to the positive employee. **Note that mask wearing does not eliminate individuals as close contacts.** During this process, the identity of a positive case is not provided to the close contacts. Typically HR and/or management conducts this activity and ensures no other direct, prolonged contacts were missed—including customers. The employer should use the [RIDOH COVID-19 for Businesses](#) webpage to for direction on reporting information to RIDOH.

Quarantine/Isolation Notification:

Employer should reiterate the RIDOH guidance that any positive case will be placed on isolation for 10 days from symptom onset and close contacts will be placed on quarantine for 7 days if they test negative after 5 days, or a 10 days with no test, starting from the date of last exposure to the positive case. Employers should discuss protocol on essential employees with RIDOH.

V: Additional Resources

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OVERVIEW | Symptoms of COVID-19

- Fever or chills
- Cough (new)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose (new)
- Nausea or vomiting
- Diarrhea

Please do not enter if you:

- have had any of the symptoms listed below in the past three days¹
- are a close contact of a person who tested positive for COVID-19 within the past 14 days²

For the safety of our staff and guests, please **SELF SCREEN** for symptoms of COVID-19. Please do not enter if you have any of the following symptoms:¹



fever or chills



muscle or body aches



sore throat or runny/stuffy nose



headache, nausea, vomiting or diarrhea



fatigue



cough, shortness of breath or difficulty



sudden loss of taste or smell

OVERVIEW | Probable Case of COVID-19

CDC defines a probable case as an individual who meets the following criteria.

One of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

or

Two of the following symptoms:

- Fever
- Chills (rigors)
- Muscle aches (myalgias)
- Headache
- Sore throat
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

Any employee who meets probable case definition should notify RIDOH by reporting through the [RIDOH Reporting Survey](#).
The employee should then receive a test, isolate, and not return to work until RIDOH guidelines are met.

REVIEW | Isolation Versus Quarantine

- Isolation and quarantine help protect the public by preventing exposure to people who have, or may have, a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to ensure if an individual becomes sick they do not expose others.

ISOLATION

Isolation is for people who are already sick.



Isolation separates and restricts the movement of sick people so they can't spread disease to healthy people.



Isolation is a routine procedure in hospitals and healthcare facilities.



Isolation is usually voluntary, but officials have the authority to isolate people who are sick if necessary.

QUARANTINE

Quarantine is for people who are not sick, but may have been exposed.



Quarantined people may or may not become sick.



Quarantined people should stay at home or another location so they don't spread disease to healthy people.



If you are quarantined and you become ill, you can seek medical treatment from a healthcare provider.



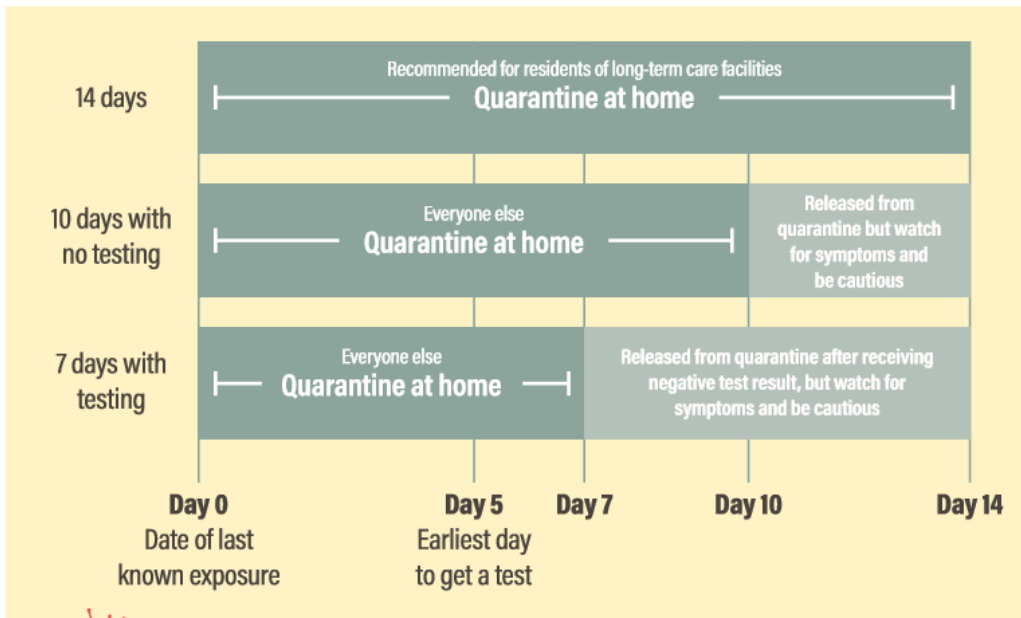
Quarantine can be voluntary, but officials have the authority to quarantine people who have been exposed to an infectious disease if necessary.

REVIEW | Workplace Protocols At A Glance: Isolation Requirements

If an employee or visitor at your worksite demonstrates symptoms related to COVID-19, please have the individual follow these procedures:

	Any Symptom (not probable case)	Probable Case	Person Tests <u>Positive</u>	Person Tests <u>Negative</u> and is not in quarantine
Symptomatic Person	Isolate and seek medical advice Test as advised, but if not tested: <ul style="list-style-type: none"> Fever free for 24 hours Symptoms improved (back to usual health) 	Isolate and seek medical advice Test recommended	Isolate for 10 or more days and use symptom-based strategy: <ul style="list-style-type: none"> Fever free for 24 hours; and Symptoms have improved; and 10 days since symptoms first appeared 	Fever free for 24 hours and symptoms improved <ul style="list-style-type: none"> Back to usual health

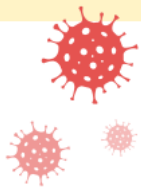
REVIEW | Workplace Protocols At A Glance: Quarantine Requirements



Quarantine if you have been in close contact with someone with COVID-19.

Close contact means you've been within six feet of someone with COVID-19 for a total of 15 minutes in a 24-hour period.

Information on the latest quarantine guidance may be found [here](#) is also detailed in Governor Raimondo's [Executive Order on Quarantine and Isolation](#).



If you get symptoms of COVID-19, isolate at home, call your healthcare provider, and get a COVID-19 test.

Learn more at health.ri.gov/covid/whattodo

BEST PRACTICE | Review the latest guidelines

First, review general workplace guidelines available at [ReopeningRI.com](https://reopeningri.com):

- [General Business/Organization Highlights](#)
- [General Department of Health Regulations](#)

Then, find your industry-specific guidelines:

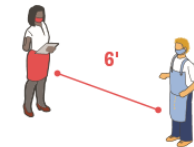
- [Child Care & Youth Activities](#)
- [Faith-Based Organizations](#)
- [Gyms & Fitness Centers](#)
- [Healthcare & Human Services](#)
- [Offices & Other Business Types](#)
- [Restaurants & Bars](#)
- [Retail Stores, Recreation & Historical Sites](#)
- [Schools & Colleges](#)
- [Salons, Barbershops and Other Personal Services](#)
- [Travel & Transit](#)

Implement Universal Prevention Measures:

- Cleaning daily and cleaning high-touch surfaces frequently.



- Employees are wearing masks and we've put social distancing measures in place.



- Screening all entrants for symptoms and risk factors of COVID-19, including, at a minimum, posting self-screening requirements for customers and visitors.



- Developed a COVID-19 control plan and reviewed industry-specific guidelines.



BEST PRACTICE | Revisit your COVID-19 Control Plan

COVID-19 Control Plan:

The State of Rhode Island requires all businesses to develop a written **COVID-19 Control Plan** outlining how its workplace will prevent the spread of COVID-19.

As the seasons and science have changed, so should your COVID-19 control plan. Please revisit existing plans and update them with the latest guidance and requirements.

This document does not need to be filed with State regulators or other agencies, but must be made available in the event of an inspection of outbreak.

- **TEMPLATE:** [Download the COVID-19 Control Plan](#)

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COVID-19 Control Plan: Template

An organization must develop a written COVID-19 Control Plan outlining how its workplace will prevent the spread of COVID-19. A business/organization may fill out this template to fulfill the requirement that it complete a COVID-19 Control Plan. If you have questions, please ask them by emailing: planquestions@reopeningri.com

This plan **does not** need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the Rhode Island Department of Health (RIDOH) in the event of an inspection or outbreak.

COVID-19 Control Plan

Name of Business:

Address:

Other corporate info, if applicable:

Owner/Manager of Business and contact info:

HR Representative and contact info:

Face masks and coverings. To ensure employees comply with face covering requirements, you have (check the boxes to certify):

- Informed employees of the requirement to wear facemasks unless an employee and/or visitor can easily, continuously, and measurably maintain at least six (6) feet of distance from other employees and/or visitors for the duration of his or her work and/or time in a building.
- Procured cloth masks (or surgical masks) for all employees.
- Distributed cloth face masks (or surgical masks) to all employees who need one at no cost and have a plan to distribute additional face masks as the need arises (i.e. in the event of loss or damage).
- Informed employees of the need to clean their facemask between uses, or to dispose of it between uses (if disposable).
- Implemented other procedures. Please describe them here (and attach extra pages if needed):

Social distancing and organizing personnel. To meet social distancing requirements, you have (check the boxes to certify):

- Implemented staff management policies to reduce the number of employees in the workplace at the same time (e.g. using telework, flexible work hours, staggered shifts, organization of work crews into "pods" or "teams" to mitigate cross-team exposure, or expanding work hours.) Please describe these policies here (and attach extra pages if needed):



CHECKLIST | Is your COVID-19 Control Plan up to date?

Facility Preparation Checklist

- Cleaning conducted on all common work surfaces, offices, conference room(s)
- Cleaning conducted in break areas (dispensers, vending machines, etc.)
- Cleaning conducted in all company vehicles and equipment
- Cleaning conducted on floors, walls, multi-use areas, and restrooms
- HVAC filters cleaned, disinfected, or replaced
- Cleaning crew received training about the disinfection method and frequency
- Exit and entry points designated, if possible
- Signage and floor markings in place, directional arrows to control people flow and assist social distancing

Cleaning Policy Checklist

- Enhanced cleaning and disinfecting practices maintained
- 10% chlorine bleach solution (sodium hypochlorite solution) made daily, used when appropriate
- Disinfectants supplied near workstations and throughout the plant
- Designated storage areas for personal items
- Food/beverages removed – pre-packaged items only; “self- service” eliminated
- Hand sanitizer, disinfectant wipes, and other personal cleaning products provided
- Additional handwashing stations created, if possible
- Low-touch or no-touch solutions such as washing stations, light switches, doors, etc. implemented
- High-touch shared tools such as whiteboard markers removed/duplicated when possible

CHECKLIST | Are your employees ready to go to work safely?

Worker Preparation Checklist

- Training provided (in-person, written, and remote) of protocols for masks and self-distancing, including carpools
- Employees trained on cleaning protocols
- Protocols reviewed related to active screening, employee attendance, isolation response, quarantining, and returning to work
- Masks purchased and distributed to employees
- PPE secured and distributed to employees as needed
- Stable employee groups created, as appropriate
- Signage, checklists posted to reinforce new protocols

Workplace Access Checklist

- Protocols established for screening, entry to reception and shipping/receiving, riding elevators, and visitor policies
- Entry points controlled, including deliveries
- Gathering and lobby areas reconfigured for social distancing
- Plexiglass shields installed at entry points, as appropriate
- Sanitizer, wipes, and PPE (as appropriate) provided
- Touchscreens disabled
- Building protocols clearly communicated through signage and floor markings
- Visitors or employees not allowed to enter without masks

BEST PRACTICE | Print and display signage

All businesses are required to display signage related to COVID-19 before reopening to employees or customers.

- Signage throughout the facilities will remind and educate employees, customers, and visitors of preventive measures.
- Signage should be posted in English and Spanish.
- Clearly communicate the approved protocols for your workplace.
- Be consistent. Vendors follow the same guidelines as employees.
- Let employees know who in management they can talk to, without fear, if they see conditions that do not meet your standards.

Resources:



Required Signage:

- Business Entry Signage: [ENG](#) | [ESP](#)
- COVID-19 Checklist: [ENG](#) | [ESP](#)
- Employee Screening Tool: [ENG](#) | [ESP](#)

Additional Signage:

- Relief for Workers: [ENG](#) | [ESP](#)
- Mask Education: [ENG](#) | [ESP](#)

Additional signage and other resources can be found on [ReopeningRI.com](https://www.reopeningri.com).

BEST PRACTICE | Reduce the risk of transmission at your workplace

Cleaning and Disinfecting Your Facility:

- **Clean surfaces using soap and water**, this reduces germs, dirt, and impurities on the surface
- **Use an EPA-approved disinfectant.** Disinfecting kills germs on surfaces.
 - [EPA approved disinfectant list](#)
- **Practice routine cleaning** of high-touch surfaces.
 - Keep a log of cleaning/disinfection schedules.
 - High-touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Ventilation:

- Open windows and put a box fan in the window.
- Use a dedicated exhaust fan.
- Use a portable air purifier.
 - A portable air purifier with a HEPA filter can be used in rooms when you cannot open windows or use fans.
- Upgrade the HVAC system that is already being used.
- If your workplace has limited ventilation, consider enforcing additional capacity restrictions.

BEST PRACTICE | Develop a COVID-19 Rapid Response Team

A recommended approach to improve coordination and communication when responding to a case of COVID-19 is the development of a *COVID-19 Rapid Response Team (RRT)*

- Depending on organization or business size, having an RRT comprised of leadership, human resources, operations management, fiscal, and the affected workplace unit's supervisor can be an effective way to make crisis decisions quickly when notified of a positive case. **For example:**
 - Each workplace unit has a designated COVID-19 Champion that is notified by supervisors of a positive case.
 - The COVID-19 Champion requests an RRT conference call to be initiated to discuss the situation, assigns cleaning and contact tracing actions, provides the appropriate leave types, and develops communication mechanisms.
- Additionally, when COVID Champions report cases to RIDOH, additional guidance can be provided to the employer:
 - Answer RRT member questions and support communications development and messaging, as needed.
 - Verify direct contact information and quarantine/isolation periods, as needed.
- Your RRT should be familiar with all isolation/quarantine regulations.

Key Resources

Resource	Source	Overview of Contents	Link to Access
Reopening RI	State of Rhode Island	Vital Workplace Resources, Guidance by Sector	https://reopeningri.com/
Quarantine & Isolation Guidance By Population	RIDOH	Guidance for general public and non-clinical workers, critical infrastructure workers, and healthcare workers	https://health.ri.gov/publications/guidance/COVID-19-Quarantine-and-Isolation-Guidance-by-Population.pdf
Highlights of COVID-19 Phase III Guidance and Executive Orders	State of Rhode Island	Overview of Phase III as it relates to business settings	https://reopeningri.com/wp-content/uploads/2020/07/Highlights-of-Phase-III-guidance-and-executive-orders.pdf?189db0&189db0
RIDOH's COVID-19 Monitoring Survey	RIDOH	The business report form/survey allows employers to notify RIDOH of positive, symptomatic, and quarantined cases	https://survey123.arcgis.com/share/83232059c83d49eea6cf5670f5becc9a
RI Commerce COVID-19 FAQ	State of Rhode Island	Financial Resources	https://commerceri.com/covid-19/

Special Scenario—Contact Tracing for a Customer Case

Customer Cases:

- If a case attended an establishment for an extended period of time during their infectious period, RIDOH initiates contact tracing to identify all people in the establishment who are close contacts.
- This may include assessing risk for potential contacts who are employees or staff (most relative to personal service, entertainment, and hospitality industries—as well as client-facing businesses such as retail, banking, and grocers).
- Customer confidentiality will be maintained, as the identity of a positive case is not provided to close contacts at any time.
- A customer's name will not be disclosed to any individual, including the relative corporate leadership, business owner, or HR liaison. This may make contact tracing among employees a bit more difficult.
- Instead, a customer's movements and activities will be used in conversation to help identify any possible direct, prolonged contacts in an employer setting.
- Examples of this include disclosing the time period in which a customer visited, general locations where a customer spent time, and other relevant details needed to determine any close contacts who will be assessed for quarantine.

Equity and the Workplace

Employee Cases and Industry-Specific Reminders

- Minorities and people of color are disproportionately represented in the number of COVID+ cases.
- Worker's communities often have a high rate of community spread and potentially have limited or no paid leave options left.
- Workers are typically in a role that cannot be remote and that does not permit extensive social distancing.
- Transportation is often limited to carpooling.
- Languages spoken and read are often diverse, but translated materials help with health literacy.
- Employees may often lack insurance and have difficulty accessing healthcare and COVID-19 prevention supplies.
- Workers are often ineligible for stimulus and other emergency funds and need to access the WeR1 fund.
- Requiring asymptomatic testing can result in a medical expense or co-pay that workers cannot afford.
- Housing situations may impact an employee's ability to remain isolated from loved ones or household contacts who are ill
- Stigma and discrimination from employee to employee is real and some communities feel marginalized.

Additional Training Resources for Employees and Contractors

For All Employees and Vendors

- [Understanding the COVID-19 Pandemic](#)
Johns Hopkins University
- Recommended:
Modules 1, 2, 4, and 5
- [Do-It-Yourself Face Covering](#)

For Supervisors and Managers

- [COVID-19 Contact Tracing Training](#)
Johns Hopkins University
- Recommended:
 1. Basics of COVID-19
 2. Basics of Contact Tracing for COVID-19
 3. Steps to Investigate Cases and Trace their Contacts

Questions?



<https://health.ri.gov/covid/>

RIDOH.COVID19Questions@health.ri.gov

401-222-8022 (General Info Line)

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