

REOPENING RI

Employer screening, team and records guidance

Screening



Screen employees with, at least, a symptom and risk factor questionnaire by phone, computer or poster.

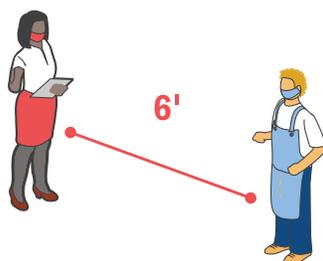


Send employees home if they have COVID-19 risk factors.



Require employees to wear a cloth face covering, in accordance with the Governor's Executive Order.

Teams and meetings



Limit gatherings to the number permitted under the latest State guidance. Maintain 6 feet apart unless closer contact is specifically permitted for your business; close communal spaces.



Maintain consistent work crews or teams; minimize employees' exposure to colleagues outside their teams; stagger work schedules to minimize the number of employees in a workspace.

Records

Develop an infection control plan. Work closely with the Department of Health in case of an outbreak.



Document date, time, location, and policies for cleaning, employee training, and sick leave.



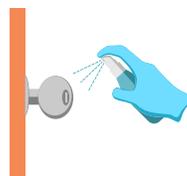
Note: This is a summary. Please refer to full guidance at [ReopeningRI.com](https://reopeningri.com)

Employer cleaning guidance

Cleaning frequencies



At least daily.



High-touch surfaces: frequently.

Procedures

Follow CDC guidance for each setting (at a minimum).

1



Clean with soap and water or another cleaning product.

2



Wait until the surface is completely dry before using disinfectant.

3



Apply disinfectant for at least one minute, following instructions on label, with proper ventilation.

4



Put disposable cleaning materials in a sealed plastic bag with regular trash.

5



Wear disposable or reusable rubber gloves for cleaning and handling trash.

6



Wash hands after cleaning, handling materials or removing gloves.

For employees, customers and visitors



Provide ready access to soap and water and/or hand sanitizer with >60% alcohol at all times.



Place posters with guidance in common areas and at entrances.



Provide ready access to cleaning materials for employees.

Training



Ensure employees know their roles in relevant procedures and protocols.

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