

May 8, 2020

To: Foundry / ALCO Tenants

**RE: Re-opening RI and what to expect on Campus**

We are all in a once in a 100 year situation which has posed challenges previously never envisioned. We are encouraged by the ingenuity and attention to detail that we have seen from so many during this time and will be doing our best to assist as our economy, buildings and campus re-open for use.

During the past months we have been diligently working to keep up with preventative maintenance items as well as repairs and ongoing projects to maintain and improve the campus. We have also rededicated cleaning efforts in common areas to include door handles, elevator buttons, common toilet room counters and faucets, as well as posting informational signage regarding social distancing and face coverings.

Our hope is that everyone continues to be diligent to follow the guidelines, slow the spread, and keep everyone safe.

Thank you for your trust in us as we navigate a new path to normal. If you have any questions please reach out to us through phone or email, while we are on campus our office will remain closed to visitors.

Respectfully,

The Foundry Management

## **What is The Foundry doing?**

### **Management & Maintenance**

- Our team is working both onsite and remotely, we have staggered staff to maintain continuity, our office will remain closed to in-person visits, please call or email. We will schedule certain meetings in person with PPE and social distancing at our discretion.

### **Elevators**

- Please practice social distancing within elevator cars, limiting occupancy or waiting for an empty car, and in elevator lobbies waiting for the elevator to arrive.

### **Cleaning**

- M-F our cleaning of suites and common areas includes all tasks we were doing pre-Covid-19, we have added the following:
  - A full time day porter will be cleaning common area touch points up to three times per day (to be adjusted to align with building occupancy) this includes building entry door handles, elevator buttons, common toilet room door handles and counters. Within common toilet rooms we will have a sheet that cleaning staff will initial documenting the date and time of cleaning.
  - In the event that one of your employees tests positive for Covid – 19, we have a cleaning company which can be engaged with protocol, equipment, and solution to get your suite cleaned and operational again as quickly as possible.
  - If you would like certain cleaning tasks performed within your suite, or would like to request cleaning staff avoid certain areas of your suite, ie private offices, etc, please reach out to us to discuss.

### **Following State Guidance**

- The State of Rhode Island has provided guidance on many aspects related to Covid-19, which they have included on [reopeningri.com](http://reopeningri.com) and which we have including some attachments to this correspondence and posted around the buildings.

## **What The Foundry is not doing?**

- We will not be screening your employees, the State has determined this is the responsibility of the employer. (The screening occurring at the north entry of 235 Promenade Street are here because we have State agencies in the building and are not engaged by The Foundry, however their presence is all in an effort to ensure safety within the building.)
- We are not reaching out to tenants to inquire of your staffs health, however if someone within your company does test positive for Covid – 19 please let us know so that we can be aware for contact tracing, common area cleaning, and for our cleaning companies safety, we will not disclose identity's.

(The following information is available on the State's website, reopeningri.com, but we enclosed portions of it here for immediate reference.)

# COVID-19 business checklist

## Minimizing in-person interactions

### To work smart, ask yourself:

- How can you eliminate most in-person tasks?
- What can be done using videos or teleconferencing?
- Can you sell your service or product online?
- Can your product be delivered, picked up or left in a safe lockbox for pick up?
- Can paperwork be emailed, mailed or dropped off somewhere to be processed?

### If your work cannot be done remotely:

- Can you do emergency services only by appointment, drop off, etc.?
- If someone must come into the business, can times be staggered to limit the number of people physically present at one time?
- Can you schedule appointments to limit the number of people in your business?
- Can it be done outside in small groups while keeping to social distancing and COVID-19 safety guidelines? Can those groups be rotated around the clock?
- Can you put 5-10 people in shifts around the clock to produce your product?

### How can you make essential on-site staff safer?

- Did you close the lunchroom and stagger breaks outside?
- Can you separate workers by six feet in each direction?
- Can your employees/customers do their work/shop and be protected? What ways can you protect everyone?

## Health and safety guidelines

Be creative in applying social distancing guidelines to keep both employees and customers safe.

Ask yourself:

- Have you limited the physical contact between your employees and customers as much as possible?

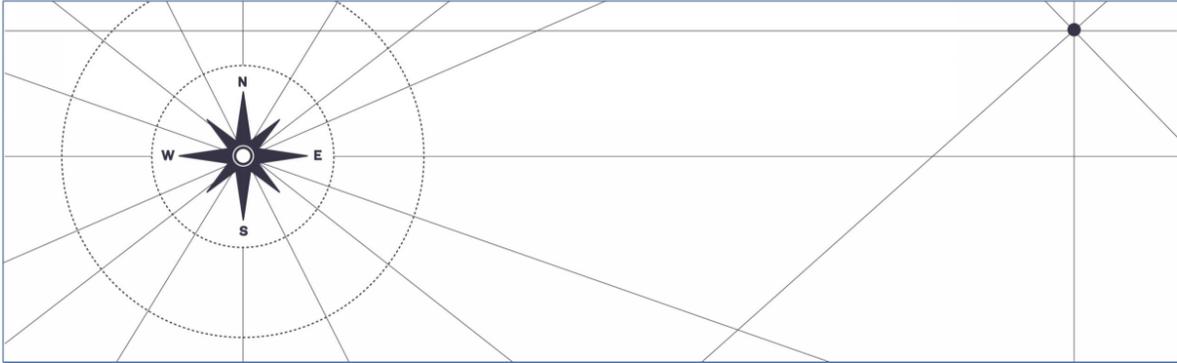
- Can shoppers call before coming in to request an item that can be ready at the counter?
- Do you have spacing set up for lines of customers? Inside and out?
- Do you have someone at the door to limit the number of people coming in and out of the store?
- Do you have hand sanitizer or wipes available for use by your employees and customers?
- Have you placed as much distance between your employees and customers as you can, especially at checkout?
- How can you limit the contact between cashier and customer at checkout?
- Do you take credit cards with limited touch abilities?
- Are you wiping down doors, handles and surfaces on a very frequent basis?
- Would gloves and/or masks make sense for very specific tasks?

## **Screening information**

Here is recommended screening information regarding procedures for employees entering the workplace:

Upon entering our workplace every day, all employees will complete a verbal health screening. You will be asked if you are experiencing any of the following symptoms: cough, fever of 100.4F, shortness of breath/difficulty breathing, chills, runny nose, stuffy nose, sore throat and diarrhea. You will also be asked if you have returned from international travel or travel on a cruise ship within the last 14 days; if you have traveled domestically (within the U.S.) on an airline within the last 14 days; and if you have had known exposure to someone with, or under investigation for, COVID-19. The questions in these screenings may change as the Centers for Disease Control and Prevention (CDC) and the Rhode Island Department of Health issue further guidance. It is important to note that no information will be recorded as part of this screening process.

Based on your responses, you will either be allowed to enter the facility for the workday or instructed to leave the building and to call your supervisor for further instructions.



# REOPENING RI: TESTING THE WATER

Update on Phase I

May 4, 2020

RHODE  
ISLAND

## THE PLAN

Our strategy to reopen the economy is a phased approach to maintain flexibility.



# IN PHASE I: STAY CLOSE TO HOME

We're focused on getting back to work – while protecting health and safety.

- The stay-at-home order lifts, but we should still aim to stay close to home. The goal is to limit our networks.
- Everyone who can work from home should continue to work from home. Employees of office-based businesses who need to go to the office may do so on a very limited basis.
- Elective medical procedures resume under safety guidelines.
- All Rhode Islanders who have deferred healthcare needs, including immunizations, well visits, or specialty care, are encouraged to reach out to their primary care doctor. Many specialty providers such as orthopedists, neurologists, and cardiologists remain open for telehealth and needed care. Telehealth is covered and encouraged, including for mental health care.
- Some parks open, and public parking is now available. Pick a convenient park for a walk or a run (and please limit your time).
- Non-critical retailers that were previously closed reopen with capacity restrictions, though preorders are encouraged, and shoppers should limit browsing time.
- Continue ordering delivery and take-out from restaurants. Options will begin to expand – hopefully including outdoor dining later in Phase I.
- Nursing homes, assisted living and other congregate care facilities remain closed to visitors.

# ADDITIONAL WORKPLACE RULES

In order to reopen safely, we all have to do more.

- Providing additional cleaning guidelines.
- Screen employees for symptoms.
- Signage with guidance for employees, customers, and visitors.
- Plus, developing setting-specific guidelines.

**REOPENING RI** 05.04.20  
**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 70% 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.

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

reopeningri.com | health.ri.gov/covid  
An official publication of the State of Rhode Island

RHODE ISLAND

# WE ALL HAVE TO DO OUR PART

## Guidance for all Rhode Islanders

- Don't go out if you are sick.
- Continue washing hands and following other hygiene best practices.
- Maintain six-foot spacing.
- Wear a face covering.
- Limit group sizes per RI Department of Health guidance.

**REOPENING RI** 05.04.20  
**Rules to keep you safe at work**

**Going to work**

- Stay home if you're sick; return to work only when cleared to do so.
- Undergo symptom screenings before entering your workplace.
- Wear a clean cloth or surgical mask over your nose and mouth.

**Interacting**

- Keep 6 feet distant from others at all times.
- Stay behind any shield that is meant to be between you and customers.
- Keep in-person interactions to small groups.
- Avoid communal areas.

**Hygiene**

- Clean and disinfect shared surfaces before you use them.
- Wash your hands frequently with soap and water. If unavailable, use sanitizer with >60% alcohol.
- Avoid touching your eyes, nose and mouth.
- Cover coughs and sneezes with your elbow or with a tissue you throw away.

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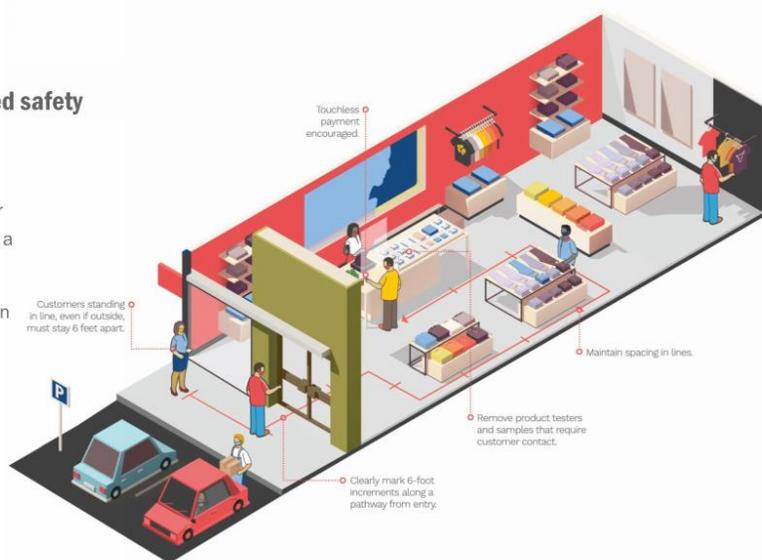


**RHODE ISLAND**

# RETAIL PREVIEW

## Non-critical retail reopens with enhanced safety measures.

- Retailers may reopen for in-store pickup and limited browsing. No more than one customer per 300 square feet is allowed in the store at a time.
- Six-foot markings guide customers to maintain safe distance while in line.
- Contactless payment is encouraged as an option.
- Check-out areas should have see-through barriers between employees and customers.



# OFFICES

**Working from home is still preferred and encouraged for those who can do business remotely.**

- Everyone who can work from home should still work from home. Remote work should continue whenever possible.
- Employees may pick up a file or print a document at the office if needed.
- Employees can visit the office on a very limited basis for reasons such as critical meetings – provided that social distancing and other rules are carefully followed.

# WHAT'S NEXT IN THE REOPENING PLAN?

**Not all Phase I changes will happen on the first day of Phase I.**

- Preparations are underway to allow for the limited reopening of other businesses – including outdoor dining at restaurants.
- Outdoor dining precautions will include seating by reservation only, no shared condiments, and spacing between tables (in accordance with guidelines).
- Regulations to allow the reopening of close-contact businesses (including hairdressers and barbers) in a future phase are under development.



**COVID**  
CORONAVIRUS  
DISEASE **19**

**For Everyone's Health and Safety**  
**A Face Covering or Mask MUST Be Worn Here—At All Times.**



- ✓ **Face coverings help prevent illnesses like COVID-19 from spreading to others while speaking, coughing, or sneezing.**
- ✓ **Your face covering can be a scarf, bandana, or a homemade mask.**
- ✓ **It should cover your mouth AND your nose.**

**FACE COVERINGS OR MASKS SHOULD NOT BE WORN BY:**

- ✗ **Anyone whose health would be harmed from wearing a face covering.**
- ✗ **Infants, babies, or children under 2 years old.**

As of April 14, 2020: Customers and employees must wear face coverings, per Rhode Island Governor Gina Raimondo's Executive Order 20-24.



For more information: [health.ri.gov/covid](https://health.ri.gov/covid)

## Rules to keep you safe at work

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### Interacting



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Keep in-person interactions to small groups.



Avoid communal areas.

### Hygiene



Clean and disinfect shared surfaces before you use them.



Wash your hands frequently with soap and water.  
If unavailable, use sanitizer with >60% alcohol.



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