

COVID-19 Control Plan: DEM Headquarters, 235 Promenade Street

In accordance with Rhode Island Department of Health (“RIDOH”) regulations, the Rhode Island Department of Environmental Management (“DEM”) has developed this COVID-19 Control Plan for its headquarters at The Foundry. It applies to all employees and visitors to the DEM offices at 235 Promenade Street in Providence. This plan will be implemented and updated periodically as conditions and guidelines evolve over time.

- **Location:** RI Department of Environmental Management, 235 Promenade Street, Providence, RI 02908
- **DEM Contact Person :** Terrence Gray, Deputy Director for Environmental Protection Terry.Gray@dem.ri.gov; 401-255-6267
- **HR Representative:** Jeff Pagano, DEM HR Liaison Jeffrey.Pagano@hr.ri.gov

Policy on face masks and coverings.

- Employees and visitors must wear a face covering unless they can easily, continuously, and measurably maintain at least six (6) feet of distance from other employees and/or visitors or are unable to wear a face covering as provided in current executive orders and RIDOH regulations.
- DEM has provided each employee with one cloth face covering. Additional cloth face coverings may be provided in the future; employees are encouraged to also use their own face coverings as needed.
- DEM employees should clean their face coverings between uses or dispose of them between uses (if disposable).
- In high traffic areas, such as hallways, rest rooms, elevators, and the shuttle bus, employees and visitors/customers must wear face coverings and should maintain a minimum of six feet of distance between themselves.

Physical distancing and organizing personnel. To ensure physical distancing in the workplace:

- All employees authorized to telework are encouraged to continue to do so until policies and procedures are developed for a gradual return to our workspace.
- Meetings and conferences should be conducted remotely using Skype, MS Teams, Zoom, or another applicable video or telephone conferencing system.
- Signage/instructions have been posted in multiple locations through DEM headquarters to inform and/or remind employees and visitors/customers of the need to physically distance from one another.
- In workspace areas where six feet of physical distancing cannot be maintained, employees and visitors, are advised to wear their face coverings and to limit the duration of time spent in these areas.
- Work stations with lower walls are being retrofitted with new higher glass. Customer facing areas, such as reception desks, will also be retrofitted with barriers and shielding. These customer facing areas shall remain either closed, or access restricted, until such shielding is in place.

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- Employees travelling outside the office for work purposes should do so alone in their vehicle.

Responding to a positive case or outbreak. To ensure proper management of a positive COVID-19 case or outbreak:

- DEM will comply with state policies and protocols including those outlined in the COVID 19 State Employee Toolkit (<http://employeehandbook.ri.gov/>).
- When, through health screening protocols, employees respond affirmatively to screening questions the employee will not be allowed into the workplace and shall advise their supervisor and the HR disabilities unit immediately.
- Supervisors shall immediately contact HR when employees are observed to be symptomatic. Any symptomatic employee in the workplace will be sent home immediately.

Minimizing access by COVID-19-positive or symptomatic individuals.

- Employees who feel sick or exhibit any symptoms of COVID-19 must stay home. The employee must notify their supervisor and the HR disabilities unit if they test positive for, have been exposed to, or have symptoms of COVID-19.
- Health screening will be in place for all state employees and visitors to DEM headquarters in accordance with state employee guidance.

Communication with employees.

- Signage, titled “RI Employee Rules to Stay Safe at Work” (attached), shall be posted in a clear and prominent location in every division/office describing the rules for wearing a face covering, physical distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home. Copies of that sign shall also be placed in every shared (pooled) state vehicle.

Cleaning and Sanitizing. To ensure proper cleaning and decontamination of the workspace:

- The Foundry has implemented procedures to ensure compliance with RIDOH regulations and the cleaning and sanitizing of offices and restrooms. See attached.
- All employees will be instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after cleaning, after removing gloves (where applicable), and after using the restroom.
- In addition to the hand-washing facilities available within DEM headquarters, each division shall provide employees access to hand sanitizer within the office by ensuring wall-mounted units are stocked or by providing bottles in common and accessible areas within the office.
- The status of hand sanitizer in each division must be checked at least daily and replenished when needed by a designee within that office.
- High touch areas such as door handles, copy machines, printers, common area counters, etc. should be wiped and sanitized at least twice per day by a designee in each office.
- Employees using a shared (pooled) state vehicle shall sanitize the vehicle with sanitizer wipes from the office. The vehicle’s handles and surfaces touched (i.e., steering wheel, seatbelt, directional, radio knobs etc.) within the vehicle with which one comes into contact should be wiped with the sanitizing cloth. Disinfecting should occur upon first entering the vehicle and upon the employee’s final exit from the vehicle, prior to returning to the office.

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- Supplies for cleaning and sanitizing shall be requested by each division through the Office of Management Services. If supplies are needed, please coordinate with management in your office or division. Paper towels may be used to apply sanitizer to surfaces if wipes are not available.

Staying up to date on industry-specific guidance: To ensure that DEM stays up to date on guidance:

- DEM will continue to update its plan in accordance with guidance received from Rhode Island Department of Administration for state employees.
- DOA will also continue to update the State Employee Tool Kit: <http://employeehandbook.ri.gov/>

