



ADVANCING INTEGRATED HEALTHCARE

RI Office Reopening

Care Transformation Collaborative of R.I.

CTC-RI COVID-RELATED TEAM MEETING
JUNE 3, 2020

Welcome to the New Normal

As we return to work and begin this “new normal” in our workplace, we understand that many of you are concerned about safety. We want you to be assured that we are taking everyone’s concerns seriously and we are doing our best to ensure the safety of our staff as we transition back to the office.

The nature of how we work is evolving, and additional changes may need to be implemented along the way. If you have concerns about working in the office, please do not hesitate to discuss them with your manager or with Human Resources.



Before You Come to the Office

Have you had any had of these symptoms in the last 3 days?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Nausea or vomiting
- Diarrhea
- Runny nose or stuffy nose
- Repeated shaking with chills
- Muscle pain
- Headache
- Fatigue
- Sore throat
- New loss of taste or smell

If you have any of these symptoms, stay home and inform your manager.



What Are We Doing in Our Office? *Employee Requirements*

Not all employees will be in the office at the same time. An in-office/remote schedule will be built as more staff returns, but as of 6/2020, please email all staff so we maintain no more than 3 people in the office at a time.

Masks are required when not in your office/cube space.

- If you do not have a face mask, disposable masks will be provided to you. No one will be allowed in our suite without a face mask.
- Cloth face masks should be washed daily while disposable masks must be disposed after 1 use.

Frequent handwashing for at least 20 seconds, is strongly encouraged, especially at the beginning and end of your day. Hand sanitizer dispensers are also available throughout the office.

Cleaners are provided so please clean your workstation at the beginning and end of your day.

No food in the HCA fridge, so please bring in your own cooling packs and utensils. Refrigerators have been emptied and HCA is not permitting staff to use them (shelf-stable creamers will be placed by the Keurig machines)

HCA water cooler/Keurig: Use a fresh cup, or if you bring a mug it must have a removable mouthpiece for refilling. Be sure to throw away your pod when done

What Are We Doing in Our Office? *Social Distance Requirements*

Maintain 6' from others in the office and continue using Zoom for meetings at this time.

Directional arrows will be on the HCA floor to reduce face-to-face contact.

The HCA kitchen will be available to 1 person at a time, 1-way access. Be sure to look before entering the kitchen:

- A microwave has been added to the breakroom and the back copy room.
- A second Keurig is available in the conference space.
- Please eat at your desk.

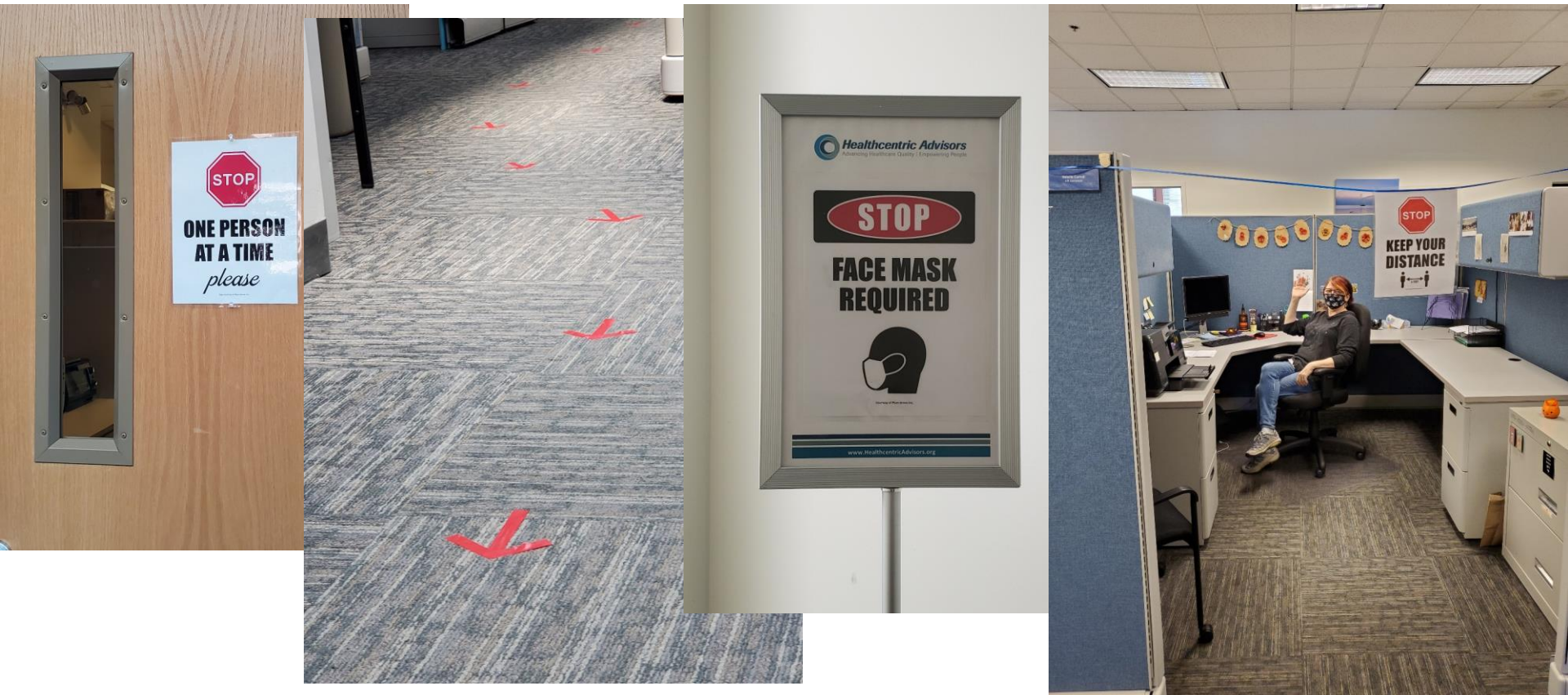
Do not enter anyone's office or cube, 6' distance markers will be placed on the HCA floors.

IT Support will continue to be handled remotely, use Ticketmaster, do not enter Carol's office.

Do not return anything to the HCA or CTC-RI supply cabinet.

Do not use anyone else's supplies or equipment. If you use the printers, please wipe down any touched surfaces after use.

What Are We Doing in Our Office? *Social Distance Requirements*



What Are We Doing in Our Office? *Visitors & Deliveries*

At this time, HCA conference rooms are not open to external visitors. CTC-RI will update with information on internal meetings when we get more information.

Anyone entering our suite for any reason must wear a mask, this includes deliveries and service people.

Disposable masks are available in the event someone arrives without one.

Any non-staff who enters our suite must complete a contact form in the event they need to be notified of a possible exposure, this includes deliveries and service people.

No visitors will be allowed into our offices unless there is a required need.



What is the Foundry Doing in Our Building?

M-F after-hours cleaning of suites and common areas.

Cleaning of touch points up to 3 times per day, includes entry door handles, elevator buttons, common toilet doors & counters.

The Foundry is not screening people as they enter the building, however the DEM does have a screener posted at the north entry (by the café).

In the event of a positive Covid-19 case, the Foundry has a cleaning company that can be engaged with the appropriate protocol and equipment to clean our suite.

The bus is currently running – **no word yet on cleaning, capacity restrictions.**



In The Event of a Positive Case in the Office

The HCA and CTC-RI offices will immediately be closed for 14 days and all employees will return to teleworking for the duration of the 14-day closure.

RIDOH will be immediately contacted for contract tracing.

Any employees impacted will be informed.

The Foundry will be informed to arrange for appropriate cleaning.



It May Look and Feel Different...

...But it's not all gloom!

Share a smile, sure you're wearing a mask, but you're eyes smile right along!

Wave, flash a peace sign, give a Vulcan or Wakanda greeting to your officemates. Make your touch-free greeting uniquely yours!

Remember, we're all in this together, share a laugh or a story with a coworker, even from 6' a laugh still feels good.

Be sure to say thank you, tell someone why you appreciate them, etc. Gratitude lifts both the receiver and the giver.



Thank You

This has been a time of unprecedented change and anxiety. We thank you for working with us as we make the necessary changes and adapt to the 'new normal'.

The challenges we have faced during this crisis have shown that we, as an organization, are resourceful and resilient. We all have different concerns and considerations regarding returning to the office. If you have questions or would like to discuss your concerns, please reach out to Human Resources or your manager. We are here to help.



REOPENING RI

COVID-19 Screening Tool

Use this tool to screen employees, clients, and/or visitors for symptoms of COVID-19.

SYMPTOMS

HAVE YOU HAD ANY OF THE FOLLOWING SYMPTOMS IN THE PAST THREE DAYS?	YES	NO
COUGH		
SHORTNESS OF BREATH OR DIFFICULTY BREATHING		
FEVER		
CHILLS		
MUSCLE PAIN		
SORE THROAT		
HEADACHE		
NAUSEA OR VOMITING		
DIARRHEA		
RUNNY NOSE OR STUFFY NOSE		
FATIGUE		
RECENT LOSS OF TASTE OR SMELL		
POOR FEEDING OR POOR APPETITE (INFANTS AND CHILDREN)		

RISK FACTORS

	YES	NO
Have you been in close contact (less than six feet) with anyone with COVID-19 or symptoms of COVID-19 in the past 14 days?		
Have you traveled anywhere outside the 50 United States in the past 14 days?		
Have you traveled to Rhode Island from another state for a non-work-related purpose in the past 14 days? ¹		
Have you been directed to quarantine or isolate by the Rhode Island Department of Health or a healthcare provider in the past 14 days? If so, when does/did your quarantine or isolation period end?		
<p>IF YOU HAVE ANSWERED “YES” TO ANY OF THE QUESTIONS ABOVE, YOU WILL BE ASKED TO LEAVE THE BUILDING.</p> <ul style="list-style-type: none"> • Employees: Please contact your supervisor and your Human Resources representative. • Visitors: Please call to discuss when you can return to this facility. 		

¹ Public health, public safety, and healthcare workers are exempt. Does not apply to anyone traveling for medical treatment, to attend funeral or memorial services, to obtain necessities like groceries, gas, or medication, to drop off or pick up children from day care, or to anyone who must work on their boats.

05/12/2020



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 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?

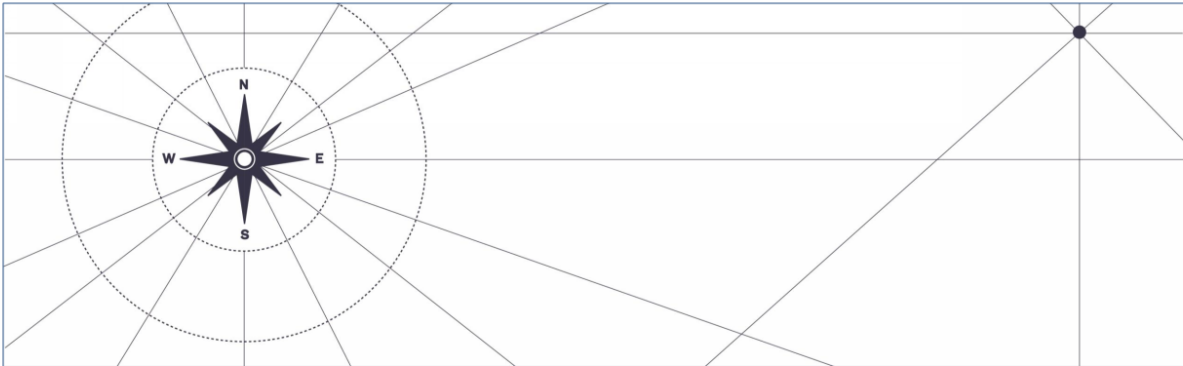
- Can shoppers call before coming in to request an item that can be ready at the counter?
- Do you have spacing set up for lines of customers? Inside and out?
- Do you have someone at the door to limit the number of people coming in and out of the store?
- Do you have hand sanitizer or wipes available 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

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.

Note: This is a summary. Please refer to full guidance at reopeningri.com

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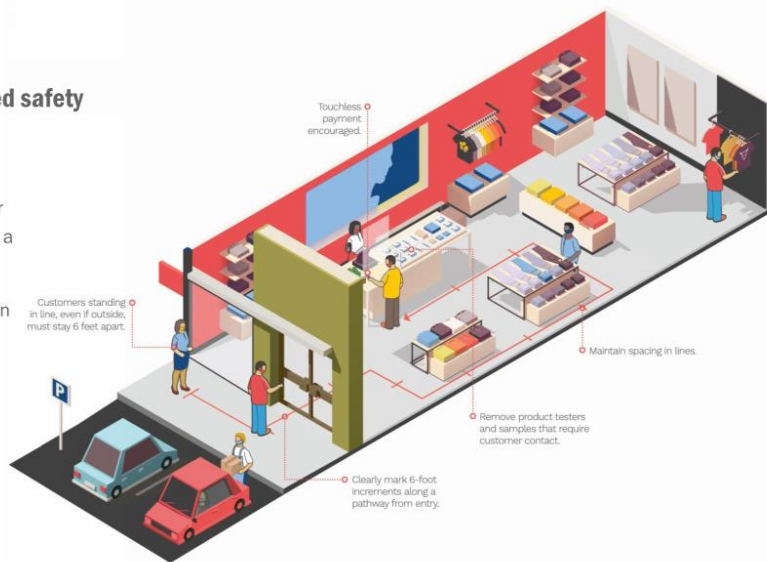


RHODE ISLAND

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

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.

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

REOPENING RI

COVID-19 Control Plan: Template

A business must develop a written COVID-19 Control Plan outlining how its workplace will prevent the spread of COVID-19. A business 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: Care Transformation Collaborative of RI

Address: 235 Promenade St., Ste.525, Providence, RI 02908

Other corporate info, if applicable: Contract with Healthcentric Advisors for administrative, IT, and human resources services.

Owner/Manager of Business and contact info: Debra Hurwitz, MBA, BSN, RN, Executive Director, dhurwitz@ctc-ri.org, 401-519-3921

HR Representative and contact info: Kara H. Butler, MBA, MHSA, CHRO & Director of Administrative Services, kbutler@healthcentricadvisors.org, 401.528.3221

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):
Purchased disposable masks and hand sanitizers. See PPT for SOP.

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):

Staff to email all when going into office to maintain no more than 3 people in the office at a time. See PPT for SOP.

REOPENING RI

- X Adjusted meeting, conference, and social gathering policies to comply with the requirements RIDOH has published on gathering sizes and gathering size restrictions outlined in active executive orders and communicated these limitations to employees. (Please retain a copy of this communication or communications.)
- X Designate 6' spacings in high traffic areas to ensure that employees and customers maintain six feet of distance between themselves.
- X Distributed social distancing instructions to employees and posted social distancing instructions/signage for visitors and customers. (Please retain a copy of this communication or communications.)
- X Modified workspaces to allow for six feet apart between employees. Please describe your approach here (attach extra pages if needed): *See PPT for HCA SOP.*

- X Documented where social distancing may not be possible and outlined mitigation measures for these circumstances. Please describe your approach here (attach extra pages if needed): *See PPT for SOP.*

- X Made plans to address carpooling practices or shared vehicles, such as company cars or delivery vehicles (if applicable). *Foundry will update staff. See PPT for SOP.*

- X Implemented other procedures. Please describe them here (and attach extra pages if needed): *See PPT for SOP.*

Responding to a positive case or outbreak. To ensure proper management of a positive COVID-19 case or outbreak, you have (check the boxes to certify):

- X Agreed to call RIDOH immediately upon being informed of a positive case amongst your workforce at 401-222-8022, or 211 after hours, so they can assist in contact tracing and provide further instruction.
- X Developed a COVID-19 sick policy and communicated it to employees. (Please retain a copy of this communication or communications.)
- X Assigned a minimum of one representative to work with RIDOH on testing employees, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to outbreak containment. Please identify that representative here and update this information on this form when it changes: *Debra Hurwitz, MBA, BSN, RN, Executive Director, dhurwitz@ctc-ri.org, 401-519-3921*

- X Prepared your company to respond to a positive case or outbreak in the workplace by, for example:
 - X Reviewing the general business guidelines with personnel and agreeing to call RIDOH in the case of an outbreak or positive case.
 - X Ensuring sick policies accommodate any quarantine or other directed isolation of the personnel "team" or "pod" in which a positive case is located.



REOPENING RI

- Closing a portion or entirety of the workspace for a thorough cleaning.
- Implementing other procedures (attach extra pages if needed):
See PPT for SOP.

- Describe your plan for managing employees, including other employees in a “team” or “pod,” if or when a coworker tests positive for COVID-19 (and attach extra pages if needed):

In the event of a positive Covid-19 case, the Foundry has a cleaning company that can be engaged with the appropriate protocol and equipment to clean our suite. See PPT for SOP.

Minimizing access by COVID-19-positive or symptomatic individuals. To ensure that COVID-19-positive or symptomatic individuals have minimal access to the workplace, you have (check the boxes to certify)

- Communicated with employees the need to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19. (Please retain a copy of this communication or communications.)
- Established screenings that can be conducted verbally, by app, by phone, or by another method of the employer’s choosing including, if necessary, the posting of an informational poster that communicates the screening requirements. Describe your company’s screening process and the communications that have been issued to employees instructing them to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19: *Refer to OHIC COVID-19 Screening Tool to screen employees, clients, and/or visitors for symptoms of COVID-19. See PPT for SOP.*
- (Optional) chosen to supplement screening questions with temperature checks.
- Implemented other procedures. Please describe them here (and attach extra pages if needed):

Communication with employees. To make sure you and your employees have a shared understanding of how to operate during Rhode Island’s phased reopening, you have (check the boxes to certify):

- Shared information with your employees to remind them of the requirement to stay home if they are sick and inform them of sick-time policies.
- Posted signs or posters describing the business’ rules for wearing of masks, social distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home.
- Determined the steps you will take upon learning of an employee who has tested positive for COVID-19, including how you will work with RIDOH to identify which other employees will need to be quarantined and how you will communicate this information to the other employees while respecting health privacy laws.
- Communicated this information to your employees in their preferred language or easiest mode of communication. (Please retain a copy of this communication or communications.)
- Discussed with or distributed information to employees about how the company will address employee concerns. (Please retain a copy of this communication or communications.)



REOPENING RI

- Implemented other procedures (please describe them.)
-
-

Cleaning and decontamination. To ensure proper cleaning and decontamination of the workspace, you have (check the boxes to certify):

- Instructed workers 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.
 - Made hand-washing facilities with soap and running water available to employees and visitors/customers, or will be providing hand-sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water (sanitizer is an option only if hands are not visibly soiled.)
 - Developed procedures for monitoring the supply of soap and/or hand-sanitizer, and replenishing it as needed.
 - Made a plan for or arranged for cleaning of the business establishment at least once per day. In addition, made a plan to comply with RIDOH regulations and CDC guidelines. Please describe your plan for such cleaning here (and attach extra pages if needed): *M-F after-hours cleaning of suites and common areas. Cleaning of touch points up to 3 times per day, includes entry door handles, elevator buttons, common toilet doors & counters. In the event of a positive Covid-19 case, the Foundry has a cleaning company that can be engaged with the appropriate protocol and equipment to clean our suite. See PPT for SOP.*
 - Implemented new procedures to ensure cleaning and disinfecting of work surfaces, including equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations in compliance with CDC guidelines. Please describe your procedures here (and attach extra pages if needed): *HCA work environment covered in PPT. See for SOP.*
 - Implemented other procedures. Please describe them here (and attach extra pages if needed):
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Staying up to date on industry-specific guidance. To ensure that you stay up to date on the guidance that is being issued by the State and by your industry association or regional RI chamber of commerce regarding your particular business setting and in general, you will (check the boxes to certify):

- Consult <http://www.reopeningri.com/>, the RIDOH website, and Governor's Executive Orders on a weekly basis or whenever notified of the availability of new guidance. Stay in touch with _____

industry association(s) or chamber(s) of commerce regarding your industry's guidance or pledge pertaining to business operations (please fill in the name of at least one industry association or regional RI chamber of commerce). If you have questions regarding your local industry associations or chambers of commerce, please email: planquestions@reopeningri.com.