

## 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](mailto: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):  
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\_\_\_\_\_

**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):  
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\_\_\_\_\_

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- 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.)
- Designate 6' spacings in high traffic areas to ensure that employees and customers maintain six feet of distance between themselves.
- 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.)
- Modified workspaces to allow for six feet apart between employees. Please describe your approach here (attach extra pages if needed):  

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- 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):  

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- Made plans to address carpooling practices or shared vehicles, such as company cars or delivery vehicles (if applicable).
- Implemented other procedures. Please describe them here (and attach extra pages if needed):  

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**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):

- 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.
- Developed a COVID-19 sick policy and communicated it to employees. (Please retain a copy of this communication or communications.)
- 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:  

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



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

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- 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):

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**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:

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- (Optional) chosen to supplement screening questions with temperature checks.
- Implemented other procedures. Please describe them here (and attach extra pages if needed):

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**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.)



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- Implemented other procedures (please describe them.)

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**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):

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- 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):

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- 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](mailto:planquestions@reopeningri.com).

