State of Rhode Island and Providence Plantations

Department of Human Services

Office of Rehabilitation Services

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TO: ORS All Staff,

FROM: Joe Murphy, Administrator, VR

DATE: May 11, 2020

SUBJECT: COVID-19 Reopening RI: What will ORS work look like during each phase.

**Overview:**

The Governor’s Office, the Dept. of Health, and DHS/ORS have been closely monitoring service delivery and workflow because of the COVID-19 crisis. As an agency, we continue to work under a teleworking process for rehabilitation counselors, supervisors, and others who would be able to do their work remotely. The Governor lifted the stay-at-home order on May 8, 2020. This is the likely plan for DHS-ORS during the upcoming phases. More detail is at <https://www.reopeningri.com/>.

**Phase One:**

ORS will continue with the following telework procedures:

**Remote work:** All employees who can work from home should continue working from home. Gatherings continue to be limited to 5 or fewer. The Governor’s office and DHS continues to allow businesses to allow limited onsite visits for staff (e.g., to pick up equipment) who have been working remotely.

Remember:

• Don’t come in if you are sick.

• When you are in the office, continue washing hands and following other hygiene best practices.

• Maintain six-foot spacing and wear a face covering. We have some available.

• Limit group sizes per RI Department of Health guidance.

As part of phase one, we need to instruct 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. We 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. Also, we have made a plan for or arranged for cleaning of the business establishment at least once per day. These are common sense ideas but part of the Governor’s advisory.

Continue to follow the guidance put out earlier in the month regarding those individuals that you are working with who are actively looking for work right now. We want to thank you all again for your hard work and dedication. The State and our customers are going to need our services and expertise. All other business practices put in place since March will continue. The lobby will remain closed during phase one.

**Phase Two and Phase Three:**

Have not been announced. Once details are announced, further guidance will be provided.