**MEMO**

**To:      All Employees**

**From: Kathleen Taraian, Director of Human Resources**

**Date:  May 29, 2020**

**Re:     Returning to work June 1, 2020**

Welcome back !!!- On Monday June 1, 2020 all City of Central Falls employees will be returning to their standard work schedules at City Hall, DPW and Police/Fire- the public access will still be via appointment only.  We are adhering to the Governors’ guidelines for opening and will continue to reinforce the safety of all of our employees.

All employees are reminded 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. If you do not have a mask or fabric covering, one will be provided, at no cost, before entering the building.
* Clean their facemask between uses, or to dispose of it between uses (if disposable).
* Stay home if you are sick, have tested positive for, have been exposed to, or have symptoms of Covid-19
* 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.
* Contact Director of Human Resources Kathleen Taraian at 401-727-7405 or Ktaraian@centralfallsri.us with any questions or concerns.

To ensure the health and safety of all employees we have/are

* Adjusted our 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 (Meetings of 3 or more should be done virtually or in a space that will allow for adequate social distancing to occur)
* Posted rules and instructions for wearing of masks, social distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home.
* Modified workspaces to allow for six feet apart between employees and/or implemented mitigation measures for when it may not be possible (i.e. installation of sneeze guards)
* Added shoe disinfecting stations at all buildings
* 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.
* Assigned representatives to work with RIDOH on testing employees, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to outbreak containment.
* Communicated with employees the need to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19
* Established a screening procedure for employees that will daily include verbal screening and temporal screenings
* 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
* 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, lunchrooms, meeting rooms, and drop-off and pick-up locations in compliance with CDC guidelines.
* Consulting 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.
* Staying in touch with the Rhode Island League of Cities and Towns regarding guidance on operations.
* Completed our Covid-19 Control Plan

Have a great weekend- Stay Safe -and we look forward to seeing everyone on Monday!

Kathleen Taraian