

## State Agency Lobby Operation Guidelines

UPDATED: 6/17/2021

Authorized agencies providing services to the public may continue to operate in-person lobby services in a limited manner. Online and remote services should continue to be used where possible.

### Operations:

- **Social distancing:** Individuals must be able to easily, continuously, and measurably maintain at least a 3-foot distance between each other. Mitigation measures should be deployed to ensure employees and the public can adhere to social distancing. Such measures may include but are not limited to floor demarcations in areas where lines typically flow and the deployment of a reservation system that will limit the foot traffic in the building.
- **Face Coverings:** In accordance with [Executive-Order-21-63.pdf \(ri.gov\)](#) fully vaccinated employees (have received all recommended dose(s) of a COVID-19 vaccine authorized by the U.S. Food and Drug Administration or the World Health Organization and at least 14 days have elapsed since the administration of the final dose) may go without a mask while in most state facilities. Employees who are not fully vaccinated must wear a mask while in a state facility. Both vaccinated and unvaccinated people in some settings, such as, but not limited to hospitals, acute care facilities, nursing homes, assisted living facilities, and correctional facilities, must continue wearing a mask. Questions regarding facility-specific rules involving mask wearing should be directed to leadership of an agency for guidance. It is recommended that all visitors wear a face covering, regardless of their vaccination status while inside a state facility.
- **Protective Measures:** Where possible and appropriate, protective measures should be implemented such as installing plexi-glass barriers, requiring employees to wear gloves, providing hand sanitizer for employees and visitors, and prominently displayed signage with the latest RIDOH and Centers for Disease Control and Prevention (CDC) requirements.
- **Cleaning procedures:** RIDOH requires cleanings of government buildings at least once daily. In addition, commonly touched surfaces, such as shared workstations, elevator buttons, door handles and railings should be cleaned in accordance with [CDC guidance](#). All lobbies should adhere to general business/organization guidelines. The Division of Capital Asset Management and Maintenance (DCAMM) or your individual cleaning vendor must create an infection control plan and cleaning standards that are based on the latest guidance from both RIDOH and the CDC.
- **Human Resources:** For the latest COVID-19 related updates that effect Executive Branch employees, please visit [www.employeehandbook.ri.gov](#) and click the “COVID-19 Employee Toolkit” tab.
- **Screening:** At a minimum, employees and visitors must be screened. Screening shall include, at a minimum: visual assessment, self-screening, or a written questionnaire, or a combination of

# REOPENING RI

---

any of these screening methods regarding COVID-19 symptoms and contact in the last 14 days with other individuals who are COVID-19 positive or who have COVID-19 symptoms. Executive Branch employees who are determined to be sick in response to screening questions or who show visible signs of illness must be denied entrance and instructed to call Human Resources immediately. Visitors who are determined to be sick in response to screening questions should be denied entrance and instructed to: (1) Reschedule their appointment for a later date, and (2) Isolate in accordance with RIDOH guidance.

Employees who are fully vaccinated (they have received all recommended dose(s) of a COVID-19 vaccine authorized by the U.S. Food and Drug Administration or the World Health Organization and at least 14 days have elapsed since the administration of the final dose), fully vaccinated employees may voluntarily show proof of their vaccination to a screening captain. Following the receipt of a gold sticker, these employees are no longer required to complete a daily health screening. Fully vaccinated employees who choose not to voluntarily disclose their vaccination status and employees who are not fully vaccinated must continue to complete a daily health screening. All visitors and vendors to our state facilities must continue to complete a health screening.

For more information on the latest Human Resources, CDC and RIDOH guidance, requirements, and recommendations, please visit:

- <https://reopeningri.com/>
- <https://covid.ri.gov/>
- <https://governor.ri.gov/newsroom/orders/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>
- <http://www.hr.ri.gov/covid/>

