

# REOPENING RI

## COVID-19 Inspection Checklist

- High Touch Cleaning** - businesses must ensure cleaning and disinfecting of commonly touched surfaces, such as shared workstations, elevator buttons, door handles and railings. Equipment and areas within the work environment should also be regularly cleaned.
- Public Restrooms Open or Hand Sanitizer Available** - businesses are required to ensure restrooms are open, have running water and are stocked with hand soap. If access to restrooms or running water is limited, the establishment must always provide hand sanitizer with at least 60% alcohol content to employees and customers.
- Employee Masks** - employees must wear masks when they cannot easily, continuously, and measurably maintain at least 6 feet of distance from other employees and/or visitors for the duration of his or her work and/or time in a building. Businesses are also required to supply masks for their employees to wear during their shift.
- Capacity** - A business cannot exceed more than 66% of its capacity. For Retail, restaurants, gyms, museums, close-contact businesses, office-based businesses, only 1 customer is allowed per 100 square feet.
- Customer Masks** - businesses must inform customers that they are required to wear a mask while inside by posting signs at the entrance.
- Physical Distancing** - A business cannot allow crowding of its customers and/or employees. Businesses should designate 6' spacings in high traffic areas to ensure that employees and customers maintain six feet of distance. When possible, businesses should implement staff management policies to reduce the number of employees in the workplace at the same time, such as using telework, flexible work hours, or staggered shifts.
- Point of Contact Designated** - each business must designate a point of contact (POC) to follow up and work with the Rhode Island Department of Health (RIDOH) in the event of a COVID-19 outbreak, including but not limited to testing employees, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to outbreak containment. This individual will also monitor and ensure compliance with these regulations.
- All Entrants Screened** - businesses must have a screening process for COVID-19 and communicate this to their employees. Screenings can be conducted verbally, by app, by phone, or by another method of the employer's choosing including, the posting of an informational poster that communicates the screening requirements. Businesses can also opt to supplement screening questions with temperature checks. At a minimum, screening is accomplished by posting the COVID-19 Screening tool.
- Required Posters** - signs must be posted for employees and customers in each business describing that business's COVID-19 rules, including but not limited to wearing of masks, social distancing, and screening requirements. Additionally, a business must have posters at its entrance specifying that sick individuals should stay home. The five required posters are 1.) screening tool, 2.) employer poster, 3.) employee poster, 4.) mask poster, and 5.) business checklist.
- Daily Cleaning** - businesses must be thoroughly cleaned each day, and business owners are required to keep an accompanying work log of the areas cleaned. These logs must be made available upon inspection.
- Control and Response Plan** - each business needs to document its COVID-19 protocols pursuant to 216-RICR-50-15-7.4.1(A)(1), which must be made available upon inspection. More information about what needs to be included can be found on <https://www.reopeningri.com>.