



Director's Office

One Capitol Hill | Providence, RI 02908 | 401-222-2280

James E. Thorsen, CFA, Director

January 6, 2023

Dear Colleagues,

The Department of Administration has updated its COVID-19 policy, which establishes guidelines and procedures for employees that have been infected or come into close contact with an individual with COVID-19.

The goals of the policy are to maintain a safe and healthy workplace, protect the privacy of infected and exposed personnel, and inform employees of their rights for discharging leave and remote work options as they deal with impacts related to COVID-19.

The updated policy contains the following new information:

1. The general population is no longer required to quarantine after an exposure, regardless of vaccination status. However, employees who have come into close contact with someone with COVID-19 should follow the protocols to mask and test based on your level of exposure as defined by the CDC.
2. The Disability Management Unit (DMU) is no longer requiring employees to submit test results or proof to end an isolation.
3. Protocol has changed for when an employee can remove a mask following an illness.
4. Employees are now referred to the CDC and asked to follow their travel guidance.

Please familiarize yourself with the policy in its entirety: [COVID-19 Policy UPDATED.pdf \(rigov-policies.s3.amazonaws.com\)](https://www.rigov-policies.s3.amazonaws.com)

I want to take this opportunity remind everyone that you should not come to work if you are not feeling well. Many other communicable diseases presently around in addition to COVID-19, such as the flu and RSV, can easily pass onto our co-workers if we come to the workplace feeling ill. Everyone needs to do their part in keeping our workplace healthy and safe by staying home if they are not feeling well.

Following the policy's guidelines and procedures will help ensure that the state's agencies, divisions, and departments function at an optimal capacity handling governmental duties.

Thank you,

James E. Thorsen, CFA
Director of Administration