



Rhode Island Small Business PPE Distribution Program
Information for participating associations and chambers

Thank you for agreeing to participate in Rhode Island's Small Business PPE Distribution Program. As we discussed, we are aiming to help Rhode Island small businesses who continue to have trouble accessing needed PPE and supplies. We're writing to provide some additional details on the program.

This distribution would include the following:

- Surgical masks: one month's supply for each employee. This equates to eight masks per employee and would rely upon each employee conserving their masks so that they use two masks per week. **Your specific total allotment will be communicated individually.**
- Disinfectant solution: Each business will receive a voucher for a 1 gallon container of disinfectant which can be picked up at any Rhode Island Ocean State Job Lot store. Businesses will receive vouchers for one gallon for each business under 25 employees, and two gallons for each business with 25 to 50 employees. This voucher will be sent in a future communication.

Details for businesses: We would ask that you distribute the masks and vouchers for disinfectant solution to businesses that meet the following parameters:

- 50 or fewer employees who are open or reopening including retail establishments, restaurants, and manufacturers.
- Small businesses in your geographic/sector area regardless of whether or not they are members of your organization.
- Businesses must show that they have completed their COVID-19 Control Plan that is required by the RI Department of Health. This document details methods to prevent the spread of COVID-19. In collaboration with RI Department of Health, we've released a template document to assist the business in completing their plan.
 - o English: https://www.reopeningri.com/resource_pdfs/COVID-19-Control-Template-Final-5.6.20.pdf
 - o Spanish: https://www.reopeningri.com/resource_pdfs/SPANISH-Business-Guidance-COVID-19-Control-Plan-Template-%20Spanish.pdf
- Note that we are not asking you to review the plans, only to ask businesses to demonstrate that it is complete.
- We ask that you complete the attached contact form for our records. It requests the name and address of the business, number of employees, point of contact, and email/telephone number.

Logistics: Masks are available for you to pick up at RIEMA's warehouse. Please fill out the attached form to coordinate with RIEMA. They will be in touch to finalize pick up or delivery schedules. Should you require assistance, please contact John Washburn at john.washburn@ema.ri.gov or (401) 462-7336 to discuss other options.

We hope this initiative helps RI Small Businesses, and we sincerely appreciate your willingness to be part of the distribution network. Again, we appreciate your support and willingness in helping us get PPE to our small businesses.

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