

To All Staff,

March 12, 2020

Taking into account Maine's first report of the COVID-19 virus combined with Governor Mills' recommendation today to postpone all large gatherings, we have decided to give all staff the option to work from home.

I encourage everyone to monitor recommendations and follow best practices from the Maine Centers for Disease Control and Prevention (CDC) regarding COVID-19. If you prefer to work from home, please alert your supervisor immediately and create a plan to take work home with you. All supervisors should let me know who will be working from home so that we can keep track.

In an effort to make this process easier for all staff, we are rolling out the EMDC's G Suite service. This cloud-based software from Google makes it easy for staff to share working documents, access files from home, and co-work via a feature called Google Hangout. More information regarding G Suite will be sent as soon as possible including an email sign in.

This is just a precautionary measure but I want everyone to be comfortable and still working!

Thanks,
Lee