

To Board Members and Staff:

March 16, 2020

As you know, the coronavirus has reached Maine and is moving fast. Following Governor Mills' announcement of a [state of emergency in Maine](#) and action steps by the CDC [public health guidance](#), EMDC will take a measured approach and continue to provide services and advocate for businesses, communities and workers. For the limited staff coming into 40 Harlow Street, everyone is following hygiene practices to decrease the likelihood of contagion. Anyone with any cold or flu-like symptoms will stay home. In consultation with EMDC Board Chair, Bill Shorey, the following are steps we have taken:

- Board and committee meetings will be conducted via telephone or video until May 28th.
- All meetings, workshops and events will be postponed or replaced with phone calls or video conferences until further notice.
- All staff have the option to work remotely while maintaining a high level of responsiveness to work-related inquiries. During these challenging times, we will maintain programmatic services while ensuring that all state and federal relief programs are made available to everyone in need. For staff working remotely, we are using Google G-Suite for nonprofits. This allows staff to access and share documents and communicate by text, phone or video.
- All work-related travel is curtailed until further notice.
- Staff are asked to avoid any public events for the next several weeks.
- Family and Medical Leave Act provisions are being reviewed to make available if needed.
- Electronic ACH payments are being established with all vendors and clients.

We will continue to closely monitor the COVID-19 situation, and anticipate that by following all public health recommendations coupled with a common sense approach, we will prevail. EMDC's impact is region-wide, so we will continue to provide the necessary support while working together to sustain the goodness of our communities.

Please let me know if you have any questions, concerns or need additional information. Thank you, Lee