



EMDC EASTERN MAINE DEVELOPMENT CORPORATION

To All Staff,

EMDC is committed to providing a safe and sanitary work environment to all employees and visitors. To accomplish this goal, EMDC will follow all recommended state and federal guidelines. The following is a brief outline of the recommendations that have been implemented at EMDC's 40 Harlow Street Headquarters to help prevent the spread of Covid-19 and keep us all safe. Please keep in mind that these guidelines and recommendations could change as the need arises. Office conditions will be routinely evaluated and addressed by Jeff Barclay, Kara Upton and Jeff McCue.

- All staff and visitors must wear a face mask or covering, which covers both the nose and mouth, at all times while in common areas of the building/property.
Exceptions include: 1) When alone in your office/workspace. 2) When alone outside and can reasonably expect to be alone, and have a face covering available in the event it is needed. 3) When eating or drinking. 4) When a medical or disability situation requires an exemption. 5) When a situation or a person are specifically exempted by Maine civil authorities.
- Please practice safe social distancing by keeping to the 6 foot rule at all times. If not able to maintain 6ft of space between yourself and another person, a face mask or covering is required. Face masks/coverings are still highly recommended in conjunction with social distancing.
- There will be routine cleaning throughout the office including any high touch areas such as door handles, hand railings, restrooms, etc. Please remember to frequently clean/wipe down your personal work space with sanitizing wipes. Sanitizing wipes have also been placed in common areas such as the kitchen and in the workroom near the copier, please utilize these sanitizing wipes after using these high touch areas. If more sanitizing wipes are needed, please let the front desk know.
- Please remember to do a symptom self-check before coming into the office. There is a wide range of symptoms, from mild to severe. Symptoms may appear between 2-14 days after exposure to Covid-19. Symptoms can include the following: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea.
- If you are feeling sick or having symptoms, please stay home and contact your healthcare provider. There are symptom screening hotlines available, which can help determine if Covid-19 testing is necessary. Depending on your healthcare provider's recommendations, if Covid-19 is not suspected, please stay home until you have at least 3 days symptom free without the assistance of medications such as Tylenol or cold meds. If Covid-19 is suspected or there is a positive test result, please follow all health care provider and CDC quarantine recommendations. Please wait to return to work until that time has passed, you have at least 3 days symptom free without the assistance of medications and have tested negative for Covid-19.
- If you suspect or know you have been exposed to covid-19: which would be close contact of within 6 feet for 15 minutes or more with a person who has tested positive for Covid-19 while they were symptomatic or within 48 hours before their symptoms started, please contact your healthcare provider and follow the CDC recommended 14 day self-quarantine. Please also contact your supervisor as soon as possible and make sure to

let them know the following: When was the last time you were in the office? Did the potential exposure take place in/out of the office? Did you potentially come into contact with anyone else from the office after your suspected exposure? Have you or will you be tested for Covid-19?

- For potential contact tracing purposes, all staff and visitors must sign-in at the front desk when you come into the office.
- Visitors are allowed by appointment only with a limit of 10 people coming into the office. For the duration, the office doors will remain locked, however the front doors to the building (facing Harlow Street) will be unlocked during our business hours of 8am-5pm to allow for mail and deliveries.
- Signs have been placed throughout the office regarding face masks, social distancing and hygiene recommendations. Signs have also been posted on the 2nd floor restroom doors, designating them as 1 occupancy only at this time. Please make sure to flip those signs over to reflect occupancy of the restroom
- Please remember to practice proper hygiene etiquette, wash your hands frequently, use hand sanitizer if hand washing is not available, and cover your cough/sneeze with a tissue or your elbow if tissue is not available. EMDC has personal size bottles of hand sanitizer available at the front desk if needed.
- Please avoid sharing workstations, phones, computers, etc. unless absolutely necessary. If you need to share anything at your workstation, please use the sanitizing wipes before/after sharing to limit the spread of germs.

EMDC encourages all staff to reach out to myself or Lee with any questions or concerns, especially while we learn to navigate these new times. EMDC strives to offer a compassionate and caring environment for all of its employees, and encourages awareness of those around us.

“Resilience is the ability to adapt to a crisis and change, with integrity, compassion and respect.”

Thank You,

Kara Upton

EMDC Administrative Assistant and Building Safety Officer

Cc: Lee Umphrey CEO

Links to additional information provided by the CDC and Maine CDC are listed below:

Covid-19 Symptoms and self-check: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

What to do if you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Maine CDC Covid-19 information: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml>

Maine 211 Health info: <https://211maine.org/> (Can also call 211 from your phone, or text your zip code to 898-211. They are available 24/7 to help connect people with the correct resources needed.)

Maine CDC FAQ sheet: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/documents/frequently-asked-questions.pdf>