



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 and our employees will follow all recommended state and federal guidelines. The following is a brief outline of the recommendations for working hybrid office hours while helping to prevent the spread of COVID-19. Please keep in mind that these guidelines and recommendations could change as the need arises. Office conditions will be routinely evaluated and addressed.

- 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.
- All staff and visitors will practice safe social distancing by keeping a 6 foot distance. If unable to maintain 6 feet of space between yourself and another person, a face mask or covering is required. Face masks/coverings are highly recommended in conjunction with social distancing.
- Routine cleaning throughout office spaces 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. If more sanitizing wipes are needed, please work with your supervisor to place an order.
- All staff will perform symptom self-checks before coming into the office. 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.
- All staff who experience symptoms of COVID-19 illness will inform Human Resources at 207-951-0835 and contact their healthcare provider. EMDC will keep all medical information confidential and will only disclose it on a need-to-know basis. 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. If COVID-19 is suspected, or there is a pending or positive test result, please follow all healthcare provider and CDC recommendations to quarantine. All staff are to wait to return to work until their quarantine time has passed, they have at least 3 days symptom-free without the assistance of medications, and they have tested negative for COVID-19.
- All staff who suspect or know they 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 – will contact their healthcare provider and follow the CDC recommended 14 day self-quarantine. Staff who suspect or know this will stay/return home, and will also inform Human Resources at 207-951-0835, sharing the following information: the last time they were in the office; whether the potential exposure took place in the office; whether they potentially come into contact with anyone else from the office after their suspected exposure; whether they have or will be tested for COVID-19.
- When working at the 40 Harlow Street office: all staff and visitors must sign-in at the front desk; visitors are allowed by appointment only.
- All staff will practice proper hygiene etiquette: washing hands frequently for 20 seconds, using hand sanitizer if hand washing is not available; and covering coughs/sneezes with a tissue or your elbow if tissue is not available.

- All staff will avoid sharing workstations, phones, computers, etc. unless absolutely necessary. If staff need to share their workstation, they will use sanitizing wipes before/after sharing to limit the spread of germs.

EMDC encourages all staff to reach out to their supervisor, HR Specialist or President & CEO with any questions or concerns, especially as we navigate new recommendations and protocols. 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.”

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>