



TO: EMDC Employees
FR: Human Resources
DA: July 15, 2021
RE: EMDC COVID-19 Updates

A reminder to all employees to be diligent, providing safe and sanitary work environments to each other and our guests by following the updated COVID-19 guidelines below. EMDC encourages all employees to get their COVID-19 vaccine to protect our colleagues, clients and communities.

- **Face Coverings:** All unvaccinated visitors and employees must wear a face covering at all times. Exceptions include: 1) When alone in your office/workspace or outside. 2) When eating or drinking. 3) When a medical or disability situation requires an exemption (see HR for exemption form). 4) When a situation or a person are specifically exempted by Maine civil authorities.
- **Social Distancing:** All unvaccinated visitors and employees practice safe social distancing by keeping a 6-foot distance when possible.
- **Common Areas & Sharing Workspaces:** All staff will routinely sanitize common areas with sanitizing wipes and/or Lysol spray, focusing on high touch areas such as: door handles, hand railings, and restrooms. This includes sanitizing your personal work space. If more sanitizing wipes or Lysol spray is needed, work with your supervisor to place an order. When using a common area such as a conference room, sanitize the surfaces prior to leaving. Avoid sharing workstations unless necessary, and sanitize before and after sharing.
- **Hygiene:** All staff practices proper hygiene etiquette, including: washing hands for 20 seconds, using hand sanitizer; and covering coughs/sneezes with a tissue or your elbow.
- **Self-Checking Symptoms:** All staff performs symptom self-checks before coming to work, including the office, satellite locations, events and other meeting spaces. [Click here](#) for a list of symptoms from the Centers for Disease Protocol and Prevention (CDC).
- **When Symptomatic/Pending Test Result:** All staff who experience symptoms will inform HR via phone call at 207-951-0835 and contact their healthcare provider. EMDC keeps all medical information confidential and only discloses it on a need-to-know basis.
 - If COVID-19 **is not suspected** by your healthcare provider, staff are to stay home until they are at least 3 days symptom-free without the assistance of medications.
 - If COVID-19 **is suspected** by your healthcare provider, 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 are at least 3 days symptom-free without the assistance of medications, and they have tested negative for COVID-19.
- **COVID-19 Exposure:** All staff who suspect or know they have been exposed will contact their healthcare provider and follow [CDC recommendations](#) for quarantining. Staff who suspect or know they have been exposed will stay/return home, and inform HR via phone call at 207-974-3206, sharing the following: the last time they were in the office; whether the potential exposure took place in the office; whether they potentially came into contact with anyone else from the office after their suspected exposure; and whether they have or will be tested.

- **40 Harlow Procedure:** When working at our 40 Harlow Street office, all staff and visitors must sign in and sign out at the front desk.
- **Satellite, Client or Partner Office Procedure:** All staff follow the COVID-19 policies put in place at each facility they visit.
- **Event Procedure:** All staff follow the event's COVID-19 policy, and will defer to individuals that they talk with. If client/partner/other attendees are wearing a mask, ask if they would prefer that you wear one while talking with them.
- **Meeting in Public Spaces (ex. Restaurant, Client Home):** All staff will follow each location's COVID-19 policy, and will defer to individuals that they talk with. If client/partner/other attendees are wearing a mask, ask if they would prefer that you wear one while talking with them.