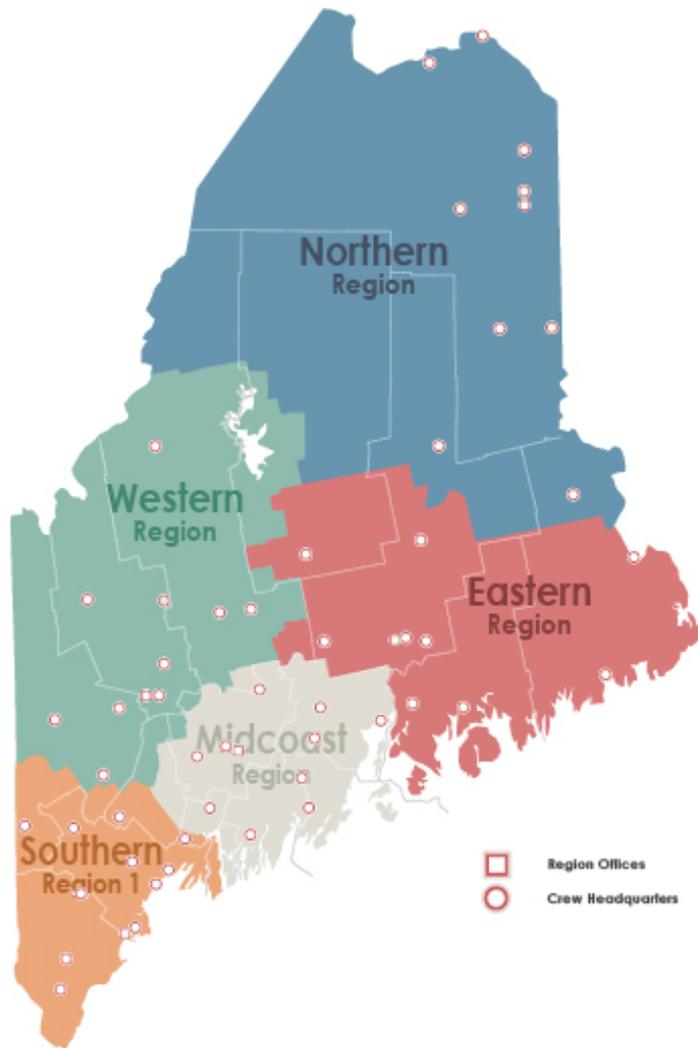


COVID-19 Response Plan





Maine Department of Transportation

FORWARD

The Maine Department of Transportation maintains operations that must be performed, or rapidly and efficiently resumed, in an emergency or disaster. While the impact of an emergency or disaster cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency or disaster on our people, our facilities and our mission. Continuity of Operations (COOP) Plans are important resources in providing essential services, maintaining vital records and systems, and continuing essential functions.

This document was prepared by the Maine Department of Transportation to ensure essential operations and functions can be performed during an emergency or disaster.

Recommended changes to this plan may be sent to David Bernhardt at:
David.Bernhardt@maine.gov

Bruce Van Note
Commissioner
Maine Department of Transportation



Maine Department of Transportation

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Maine Department of Transportation

MaineDOT Continuity of Operations Plan

COVID-19 Phased Response Plan

Communications

- All communications, internal and external, written and oral, need approval through team up to Deputy Commissioner Nina Fisher
- All media goes through the PIO, (Paul Merrill).
- All legislative inquires go to Meghan Russo
- Facilities, Regions follow local chain of command
- Daily briefings at 2pm

Members of MaineDOT Planning and Response Team

- MaineDOT Team Lead: Director M&O David Bernhardt*
 - Backup: Kyle Hall, Assistant Director of Maintenance and Operations
 - **Reporting all updates to the Commissioner*
- Other Central Office Team Members:
 - Deputy Commissioner Nina Fisher
 - COO, William Pulver
 - Chief Engineer, Joyce Taylor
 - Director Human Resources, Beth Getchell
 - Director Project Development, Richard Crawford
 - Director of Creative Services (PIO), Paul Merrill
 - Director Finance and Administration, Karen Doyle
 - Director Planning, Jennifer Brickett

***Team leads will share this plan, daily phone briefings, and update with their respective backups**

General Policy

Education:

Use emails with updates and, or factoids keeping people informed. Utilize signs, in primary junction points and posters at information locations, along with safety meetings to encourage employees to learn and explore where to find information. Key points for people to practice is enhanced hygiene by washing hands often and wiping down phones, cell phones, desks, tables, door knobs, coffee pots, copiers, printers, anywhere many people touch a common surface. Share guidance on disinfecting practices that will be used within the department.

Symptoms:

Provide employee with information through sharing CDC information via email, postings and safety meetings on the type of symptoms to look for that may indicate potential COVID-19 virus, and what employees should do if they suspect they, or a family member, have the virus. Supervisors are to ask employees who are calling in sick if their absence is related to the COVID-19 virus.

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Sanitization and Hygiene:

Ensure critical common areas (bathroom, breakroom) are disinfected twice per day. All doorknobs, door push bars and stair rails are disinfected at beginning and ending of cleaner's shift. Limit the sharing of computers and other commonly shared items, such as pens, phones, and other items. Clean break area items such as microwave handles, coffee and vending machine buttons, and remove magazines from tables. Remove trash using appropriate Personal Protective Equipment. Identify and procure materials to disinfect with.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Social Distancing Strategies:

Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, teleworking and canceling events. Strategies need to be developed for protocols allowing non-employees into building and limiting their movement. It also is developing staggered work schedules for employees. See phased approach application below.

After Exposure:

Employees who test positive for the COVID-19 virus would be required to stay at home or at a healthcare facility until a doctor provides MaineDOT documentation the person is disease free and may return to regular duty. Employee who have immediate family members test positive for COVID-19 will need to work from home, if possible, or stay out of work for 14 days.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

MaineDOT's Phased- Approach for Planning and Response

Phase 1: Preparation and Prevention (No confirmed cases in Maine)

Specific Actions to take:

- Review CDC information for any changes in recommendations, links can be found on MaineDOT Intranet website.
- Develop plan to interact with the public coming into the building
- Identify and procure materials to have on hand for disinfecting
- Develop guidance on disinfecting protocols
- Practice disinfecting protocols
- Review Social Distancing Strategies
- Update contact lists.
- Make sure computer access works, necessary software is downloaded, software use instructions are easy to find.
- Review conference call instruction to ensure system still works and other methods such as Skype, Zoom and Microsoft Teams.
- Identify critical jobs and who are the primary contacts with a backup identified.
- Review business processes and identify the different steps. Evaluate how best to work remotely.
- Develop plan to handle incoming and outgoing mail. Will need to address ways for people working remotely to receive mail.
- Review contracts for good and services
- Identify contingency plans if work force drops to the point Levels of Service cannot be met.
- Review building access levels so people may work staggered shifts.
- Review the SDS on cleaning products to avoid undo human risk and chemical reactions.

Specific Actions/Details:

- **Head Quarters Building**
 - Ensure proximity door assists are working
 - Employees have appropriate security status to access building after hours.
 - Review cleaning contract and ensure enough supplies are on hand.
 - Develop list of employees who can Telework
- **Ferry Service**
 - Develop plan to interact with the public coming into the building and on boats
 - Review staffing plans and minimum operations if reduced work force due to illness.

- **Region Central Offices**
 - Develop plan to interact with the public coming into the building
 - Develop plans for camps dealing with health monitoring and disinfecting.
 - Create priority plan for emergencies with limited work force.
 - Review cleaning material status for office and camps
 - Develop list of employees who can Telework
- **Region Camps/Facilities**
 - Review and critique plans for health monitoring and disinfecting
 - Identify how to engage the public safely.
 - Develop plan for single user for each vehicle/equipment.
- **Central Fleet**
 - Review parts and material ordering.
 - Review service contracts
 - Develop protocols for employees to clean and disinfect industrial space
 - Identify backup business that could help with shortages.
- **Visitor Information Centers**
 - Develop plan to interact with the public coming into the building
 - People entering the facility shall be provided information on virus.
 - Use posters to remind people of health practices
 - Develop strategy to close facility if not able to be maintained
- **Moveable Bridges**
 - Contractors will be asked to follow their cleaning and disinfecting schedules.
 - Identify and train backup DOT personnel to operate Casco Bay Bridge.
 - Review Casco Bay Bridge detour plans and equipment necessary to implement if need to leave bridge open for marine traffic
 - All preventable maintenance is performed.
- **Highway Maintenance & Production Support**
 - Identify critical business operations
 - Identify contingency plans to meet these operation needs
 - Create contingency plan for the Striping and Stenciling, along with Sign Shop and Interstate Sign crews.
 - Create contingency plan for Pug Mill
 - Develop list of employees who can Telework
- **Bridge Maintenance**
 - Evaluate remote operations with staff
 - Develop communications plan with in the field staff to ensure coordination
- **Bureau of Planning**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework

- **Human Resources**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Finance and Administration**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Bureau of Project Development**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework

Decision to move to Phase 2 will be made by the Commissioner

Phase 2: Confirmed case(s) in Maine community or because of community transmission restrictions (Current)

Actions to take:

- Cancel all non-essential out of state travel
- Reschedule or cancel meetings, events, gatherings more than 10 (10) people
- Visits and walk-ins should be controlled to allow for:
 - Screening visitors for symptoms of acute respiratory illness before entering the building.
 - Facilities should provide instruction, before visitors enter, on hand hygiene, limiting surfaces touched, and use of personal protective equipment (PPE) per current facility policy while in the building.
- Visitors should be instructed to limit their movement within the facility.
- Consider the use of flexible schedules and work sites
- Actively encourage sick employees to stay home. Encourage the employee to seek medical treatment.
- Allow flexibility for employees to stay home to care for sick family members.
- Disinfect sick employee's work space & commonly touched surfaces.
- Conduct necessary meetings via conference calls.
- Utilize email to communicate between coworkers. Minimize visiting individuals at their desk. Try to stay six feet from individuals.

- Review cleaning material inventory
- Ensure employees have relevant information on COVID-19:
 - Links can be found on MaineDOT Intranet website.
- Clean/disinfect daily all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, toilet and sink handles and remote controls.
- Work with housekeeping contractor to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- COVID-19 is highly susceptible to hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, coughing, sneezing, or touching your face. Always wash hands with soap and water if hands are visibly dirty, as opposed to using hand sanitizer.
- Encourage employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Encourage employees to limit the sharing of any personal items such as; pencils, pens, phones, etc.
- Review all guidance and protocols and make necessary changes based upon new guidance or direction from CDC, Governor's Office, Commissioner's Office.

Specific Actions/Details:

- **Head Quarters Building**
 - Provide guidance to what work should be prioritized
 - Provide communication to employees on how things are going.
 - Review conditions of common surfaces
 - Provide point contact if employee has concerns or ideas on how to improve things.
- **Ferry Service**
 - Review staffing and critical trips
 - Identify ways of creating social distancing between crew and public
 - Post guidance on creating safe separation between crew and public
- **Region Central Offices**
 - Identify work priorities if not enough workers
 - Test remote working for various business processes
 - Communicate with crews on what is happening in the Region and across the state
- **Region Camps/Facilities**
 - Evaluate work priorities with limited crew
 - Implement single user per vehicle/equipment
 - Make sure they have materials and supplies on hand.

- **Central Fleet**
 - Keep open lines of communication with vendors to understand any slowdowns.
 - Share information about status during this event
 - Review inventories and plan accordingly
- **Visitor Information Centers**
 - Information posters explaining emergency protocols
 - Talk with staff to see if they feel adequately prepared
- **Moveable Bridges**
 - Practice social distancing.
 - Cleaning materials delivered and utilized
- **Highway Maintenance & Production Support**
 - Test remote access
 - Identify any issues with crews or pug mill
- **Bridge Maintenance**
 - Continue staying out in the field
 - Utilize videoconference for weekly meetings

Decision to move to Phase 3 will be made by Commissioner Van Note

Phase 3: Confirmed case(s) in a MaineDOT facility

Actions to Take

- Review Maine CDC guidance
- Management may ask employees with flu like symptoms to go home.
- Employees should contact their supervisor before arriving to work to receive any updates and or share their health condition.
- The department should send out daily updates and reminders.
- Revise posters to reflect any changes from the CDC.
- Use social distancing practices to limit spread of virus.
- Clean and disinfect areas repeatedly.
- Employee outage needs to be communicated daily to management
- Keep the Public Information Officer apprised of changing situations, conditions

Specific Actions to take:

- **Head Quarters Building**
 - Implement building screening protocols
 - Evaluate practices to ensure compliance to protocols
 - Modify protocols based on new guidance

- **Ferry Service**
 - Create social distancing between employees
 - Implement critical staffing and operations plan
- **Region Central Offices**
 - Notify Headquarters to the location and number of employees out of work.
 - Develop a staggered work plan for employees that need to be in the building in case there is a need.
- **Region Camps/Facilities**
 - Notify Region of employees out due to illness.
 - Sanitize vehicles operated by sick individual. Do not use for 24 hours after cleaning.
 - Having one person per vehicle/equipment helps reduce contamination
- **Central Fleet**
 - Prioritize work at facility
 - Utilize contractors and other vendors
- **Visitor Information Centers**
 - Evaluate cleaning and determine if needs to be closed
 - Implement closing protocols if needed
- **Moveable Bridges**
 - Isolate bridges that have confirmed cases of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.
 - Set up detour around Casco Bay Bridge and leave bridge open for marine traffic.
- **Highway Maintenance & Production Support**
 - Critical business operations will be performed remotely
- **Bridge Maintenance**
 - Evaluate staffing and make necessary changes to work to be performed to meet goals and objectives.



Maine Department of Transportation

Appendix A

Bureau and Office Specific Plans

Bridge Maintenance Continuity of Operations Plan

Operations During Quarantine Period

- “Most” in the following bullets means entire staff with the exception of Lisa Hughes
- Most Bridge Maintenance personnel are equipped with laptops with ability to access the State of Maine firewall and work from home
- Most Bridge Maintenance staff are trained bridge inspectors and can pair up to inspect bridges and/or ancillary structures
- All bridge Maintenance staff have cell phones and are accessible
- Lisa can accompany bridge inspections
 - This would good experience furthering bridge knowledge



Maine Department of Transportation

Creative Services Continuity of Operations Plan

3/17/2020

Essential functions during teleworking

Photography, videography, equipment, Zoom meetings:

Mike Cole – 207-592-4539 – michael.cole@maine.gov (has remote network access)

Adam Grotton – adam.grotton@maine.gov

Graphic design:

Melissa Zelenkewich – melissa.zelenkewich@maine.gov

Website:

Eric Buckhalter – eric.buckhalter@maine.gov (has remote network access)

Paul Merrill and Nina Fisher also have website update login credentials.

Press inquiries and any other Creative Services needs:

Paul Merrill – 207-215-9297 – paul.merrill@maine.gov (has remote network access)

The library and Repro will remain open and staffed as long as state government remains open.

****Any one of our staffers can get to the office within one hour of being called in.****



Maine Department of Transportation

Environmental Office Continuity of Operations Plan

3/18/2020

Essential functions during teleworking

All Environmental Office staff have zoom and skype for business capabilities. They can also be reached via cell phone and email.

Any Needs/Issues Can Be Directed To:

David Gardner-207-592-2471 – david.gardner@maine.gov (in office)

NEPA, Coordination and Permits Division:

Kristen Chamberlain – 207-557-5089 - kristen.chamberlain@maine.gov (teleworking)

Except for construction inspection, all the work described below can be completed remotely using Skype for Business, Zoom, Call-in numbers and email.

Julie Senk, the Historic & Cultural Coordinator, performs duties and functions that are unique. In the event of a prolonged absence, we have the ability to use consultants for technical tasks and the Manager (Kristen Chamberlain) and ENV Office Director (David Gardner) can keep things moving.

Otherwise, individuals each have their own duties and programs but are able to cover each other in the event of staff illness/absence. Should the state and federal agencies we rely on close or have limited capacity, it will affect production schedules.

1. Permit application preparation and submittal. State and federal permit agencies continue to operate. It will be important to continue coordination and submittals to keep projects on schedule.
2. Environmental Contract Packages for PSE/ADV
3. Coordination with BPD & M&O Teams (design input, coach point and team meetings, PDR and plan review and distribution).
4. Coordination with ENV biologists, hydrogeologists, engineers to complete project assessments and consultations on schedule.
5. Completion of Categorical Exclusions (NEPA).

6. ENV Regional Coordinators provide construction support for Region BPD staff and M&O. This work is essential to ensuring that MaineDOT completes projects in accordance with permits and environmental consultations.
7. Respond to requests from ENV Construction staff for support and permit modifications as needed.
8. Work plan candidate screening
9. Prepare information on status of Environmental Reviews and processes for Federal Grant applications (Waterville Ticonic, Group of six bridges)
10. In addition to regular projects, these major projects currently require special CAP attention and coordination as stated above:

Tiger Grants: Milo, T3, Mattawamkeag (106, 4f, Section 7, NEPA and permitting)

BUILD: Intersections/Signal (106/NEPA)

Waterville Downtown (City owes Julie information to complete 106, but have eliminated elements that were going to be an adverse effect making schedule more achievable assuming we get final plan details and everything keeps moving as planned).

INFRA: Madawaska (coordination with NBDTI on ENV process, US Permit applications, dredge disposal coordination)

Frank J. Wood-Coordination with Brookfield

11. Non-production items: BPD Training, NEPA Training, Purpose & Need development conversation, support activities for Maine Climate Council Transportation Working Group, support activities for Pilot Project Solar in the Highway ROW.

Natural Resources Division

Eric Ham – [207-215-7356](tel:207-215-7356) - eric.ham@maine.gov (teleworking)

The Natural Resources Division conducts project development field work to collect environmental data. Data consists of wetlands, vernal pools (current season and time sensitive), streams, bank full width, and endangered species and wildlife assessments. Data needs to be processed and entered into ProjEx and MicroStation.

The Division will continue to conduct field work to maintain production schedules and can process data via teleworking.



Maine Department of Transportation

Groundwater and Hazardous Waste Division (GHWD)

Dwight Doughty – 207-592-2471 – dwight.doughty@maine.gov (teleworking)

GHWD collects pre construction well samples, investigates and processes well claims, oversees installation of wells, and does assessments for hazardous waste. Periodically GHWD responds to unforeseen issues that often require a timely response. Issues such as spills, unanticipated contamination on construction projects or potable water concerns typically require prompt attention.

Most work is field work or can be done remotely.

Preconstruction well sampling is suspended until further notice.

Hydrology Division

Charlie Hebson – 207-557-1052 – charles.hebson@maine.gov (teleworking)

Processing of requests from Project Development and Maintenance for hydrology, working on fish passage design, and stormwater assessments continue in order to meet production schedules. This process can be done remotely.

Ryan and Val are in the field on construction sites for environmental requirement support. They will continue to be in the field.

Contracts/Agreements/Invoicing

Katy Stebbins – 207-592-4631 - kathryn.stebbins@maine.gov (teleworking)

David Gardner – 207-592-2471 – david.gardner@maine.gov (in office)

The Environmental Office processes invoices with Katy and Melanie Littlefield-Hickey. Katy can conduct her process remotely and David will be in the office to handle any in-house requirements.

Climate Working Groups

Taylor LaBrecque – 207-441-7696 – taylor.s.labrecque@maine.gov(teleworking)

David Gardner-207-592-2471 – david.gardner@maine.gov (in office)

Kristen Chamberlain – 207-557-5089 - kristen.chamberlain@maine.gov (teleworking)

Env staff will continue to assist working groups in order to meet Climate Council deadlines. Much of this can be done remotely via skype, zoom, and other virtual formats.

Ferry Service

Continuity of Operations Plan

General Policy

- Ensure small hand sanitizers are available to employees as requested.
- Supply small hand sanitizer, large hand sanitizers and spray bottles, and other disinfectant cleaners to each terminal and vessel.
- Ensure large sanitizer's container are placed in public spaces and break rooms
- Vessel crews are instructed to clean vessels before each scheduled departure; this includes wiping down tables and seats, scrubbing bathroom sinks and faucets, and generally cleaning all surfaces with a disinfectant cleaner.
- The crew should clean common equipment and tools after each use.
- Terminals: Ticket Counters, bathrooms, breakrooms, and other common areas daily in the terminals.
- Limit the sharing of personal items.
- Review the symptoms of COVID-19, and the MSFS Continuity Plans with all MSFS employees.
- Update employee contact lists and ensure this information is readily available to supervisors.
- Ensure employees have a contact person to pick them up if needed.

After Exposure

- Notify your supervisor when calling in sick if you have flu-like symptoms or if a family member has the flu. The supervisor contacts the MSFS Managers Office in Rockland and activates the Continuity Plan.
- Thoroughly clean the sick employee's work location, common areas, and crew quarters bedroom.
- Continue thoroughly cleaning common areas until the exposure limit has passed.

Passengers

- Those who drive on the ferry may want to stay in their vehicles for the crossing, while those in the passenger cabin should try to maintain a personal distance of six feet to avoid catching a respiratory illness.

03/10/2020

Terminal Staff

- The MSFS will utilize intermittent, seasonal, and contractors to maintain service and work with the USCG on reduced manning levels of line attendants.
- Utilize the shoreside terminal with the temporary closure of island terminals if the MSFS cannot meet manning levels.

Crews

- Notify the MSFS Manager of a possible crew exposure.
- Notify Port Captain when you cannot meet your minimum crew requirements due to employees being out sick.
- The MSFS Manager and Port Captain will redistribute employees.
- The MSFS is encouraging its staff to stay at home if they're sick. Crew member sickness could lead to canceled sailings, and a widespread outbreak could prompt Ferries to shift to an alternative schedule, which would allow for combined crews and scaled back service.

Continuity Steps:

1. Cancel leave and utilize the relief crew to fill in for sick crew members.
2. Call Intermittent position holders and use as many as possible for FTE positions.
3. Close upper deck on the MCS and utilize the OS positions for the Thompson and Spear.
4. Multiple Crews sick: combine service from Rockland to various locations with a reduction in vessels.
5. A reduction in service to utilize one crew if reliefs cannot be found.
6. For emergency or essential runs, work with Coast Guard to get authorization for runs with less than full crews.
7. Contract Service.

Technology

- The Manager, Business Manager, Terminal Managers have laptops to work remotely. The Port Engineer, Asst. Port Engineer and Port Captain should be issued SOM laptops.
- Fast Track the online ticketing with ticketless scanning, RocketRez or Carus could provide an out of the box solution that large ferry services like NCDOT and Alaska marine Highway are already utilizing.

For updates visit <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>



Maine Department of Transportation

Reduced Maine State Ferry Service Schedule in Response to COVID19 Daily Departures Effective Saturday, March 28, 2020

Vinalhaven

Depart Vinalhaven
7:00am
10:30am
2:45pm
4:30pm

Depart Rockland
7:00am
10:30am
2:45pm
4:30pm

North Haven

Depart North Haven
7:30am
3:45pm

Depart Rockland
9:30am
5:15pm

Islesboro

Depart Islesboro
7:30am*

8:30am
12:30pm
4:30pm

8:00am*

Depart Lincolnville
9:00am
1:00pm
5:00pm

*No 7:30/8am departures
Sundays

Swan's Island

Depart Swan's Island
6:45am
8:15am

3:45pm

9:00am**

Depart Bass Harbor
7:30am

4:30pm

**Departs at 11am Weds
& Thurs

Frenchboro

Depart Bass Harbor
9:00am***

10:00am***

Depart Frenchboro
***Wednesday and
Thursday Only

Matinicus - no schedule change

Finance & Administration Continuity of Operations Plan

Short term (week or two)

Karen currently has access and Gregg could get access

Federal Billing – Josh and Kim could be set up to work remotely to process weekly billing and authorizations for advertising

Financial Processing- Doreen and Kathy could be set up to work remotely to make urgent payments

Audit – 3 employees currently have access to continue working

CPO- Debbi, Steve, Gale and Tina could be set up to work remotely to keep contracts flowing

Phone Support – Heidi and Lori could be set up to work remotely for tech support

Support Services – all work is in house so remote is not an option for these 3 employees

Long term (over 2 weeks)

All of the above plus

Federal Billing – Tammy, Brenda and Darlyne could be set up to work remotely to process weekly billing, authorizations for advertising, and project closeouts

Financial Processing – The five remaining staff, plus Karen and Sue for Ferry Service could be set up to work remotely if necessary

CPO- The 7 remaining staff could be set up to work remotely if necessary

Mike, Missy and Michelle could also be set up to work remotely if necessary

Things to think about

- How would mail get to people long term?
- Much of Ferry Service cash receipts and bills are still handled in paper form. How would those get to where they need?

Fleet Services

COVID-19 MaineDOT Regional Continuity of Operations Plan

General Fleet Garage/Fleet Office Policy

Staffing

Critical Employees

- Fleet Management: TCS & Above
- Administrative Staff Identified in “Essential Short-term & Long-term Employees”

Telework

- Assess Telework readiness amongst essential/critical staff.
- Consider the use of flexible worksites: Regional Offices, Fairfield Training Center, HQ
 - Explore Possibility of Re-directing Vehicle & Equipment Maintenance & Repairs to other MDOT Fleet Services Garages in the event a shop is short staffed or quarantined.
 - If MDOT Fleet Services Garages are unavailable to take additional work: Explore Possibility of Outsourcing Vehicle & Maintenance Repairs to Dealerships in the event a shop is short staffed or quarantined.
- Consider flexible work hours to limit physical contact amongst employees.
- Encourage Telework for essential/critical employees who may have symptoms or a family member with symptoms of COVID-19 until symptoms are completely resolved.
- Conduct necessary meetings via conference call or Skype for Business.

Fleet Services Contacts for Parts, Supplies, & Services

- **Automotive Parts and Safety & Cleaning Supplies:** Mancon
 - Contact David Mealey
 - david.mealey@maine.gov - (207) 215-9465
 - Contact Joe Caraglia if David is unavailable
 - joseph.caraglia@maine.gov - (207) 624-8267
 - Mancon Continuity Plan – Appendix A
- **Fuel (Heating Oil, Unleaded & Diesel)/Fluids:** Fleet Services
 - Contact Kelly Long – kelly.j.long@maine.gov – (207) 624-8219
 - Contact David Mealey if Kelly is Unavailable
 - Suppliers Through May 2020:
 - Dead River – Heating Oil & Diesel
 - David Luce

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- David.Luce@deadriver.com - (207) 358-5787
 - Burke – Unleaded
 - Joe Cote
 - joe.cote@burkeoil.com - 1-800-289-2875
 - Dennison Lubricants – Motor & Hydraulic Oil
 - Eric Lane
 - orderme@denlube.com – (207) 582-5700
- **Electrical Services:** Fleet Services Fuel Control Crew
 - Contact Tim Soucy
 - Timothy.Soucy@maine.gov – (207) 215-5137
 - Contact Bob Kenney if Tim is unavailable
 - Robert.kenney@maine.gov – (207) 592-2478
- **Plumbing & Heating Services:** Fleet Services Fuel Control Crew
 - Contact Tim Soucy
 - Timothy.Soucy@maine.gov – (207) 215-5137
 - Contact Matt Jankovich if Tim is unavailable
 - Matt.Jankovich@maine.gov – (207) 215-6451
 - Contact Rick Poulin if Matt is unavailable
 - Ricky.J.Poulin@maine.gov – (207) 592-0894

Update 4/22/2020

The state has a provider under contract that is certified to sterilize facilities. It's expensive, but is mandatory if we have anyone working in our facility that tests positive for COVID-19. In the event that happens, we would shut down the facility for 2-weeks, have it sterilized, and have all employees working within our facility to self-quarantine for those 2-weeks.

It's imperative that we work together and notify one another if we have an employee at Industrial Drive test positive.

We have been working diligently to keep our employees healthy and the facility clean. Below are some of the measures we have implemented at Industrial Drive:

- Providing employees with: disposable gloves, hand sanitizer, sanitizing wipes (limited supply but more on the way), cloth masks, and disinfectant spray.
- Social Distancing - we are staggering breaks to reinforce social distancing measures.
- Nearly all meetings are over the phone or computer
- We are only permitting one person per state vehicle.
 - If more than one person is required in a vehicle, we have poly/plastic sheeting that is being duct taped between rows of heavy duty crew cab trucks – allowing one driver and one passenger behind the poly barrier in the back row.

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- In the rare occasion more than 1 mechanic is working on a vehicle they are required to wear masks and remain mindful of social distancing.
- Fleet has rented a minivan from CFM & has a Fleet Crew Leader offering shuttle services
- Parts requests forms are now being left in a drop box outside of Mancon's gates. Receiving slips are now being emailed for signature.
- Mail is now being dropped off/picked up in the main entrance lobby.
- Restricting use of the Industrial Drive conference rooms
- Limiting employees from entering areas they don't work in
- Increased sanitization measures – cleaning contract scope and frequency was increased & DOT's Yard Crew is wiping down door handles and counters in addition to the daily wiping down the cleaning contract covers
- Visitors are not permitted to enter the facility without an appointment or an escort from
- Hand Sanitizing dispensers have been installed in the main lobby & at the fuel station (gloves are also provided at the fuel station)



Maine Department of Transportation

Appendix A

MANCON Supply Chain Management Contingency Plan

For Coronavirus - MaineDOT locations

MANCON will continue to provide services, to the fullest extent possible, subject to the many unknowns:

- Condition of MANCON employees
- Condition of internet communications
- Access to government facilities
- Travel restrictions
- Access to vendors, vendor readiness
- Condition of USPS, UPS, Fed Ex, freight line delivery services

MANCON will mirror the state's operations as much as possible. For instance, if the state is closing down Augusta and operations are shifting to another site, MANCON will shift support accordingly.

Many of the contingencies below are outside of normal procedures, however MANCON is open to alternate processes in these extreme circumstances

Contingency 1: All facilities closed, no emergency declaration

MANCON assumes that this means there are no operations statewide and parts requests will not be filled until facilities are reopened.

However, if MaineDOT emergency personnel have access to the site, MANCON is available to fill orders from stock or place vendor orders remotely to meet emergency requirements. The majority of MaineDOT MANCON employees can work from home to support operations. Parts requests may be scanned and emailed. Items in stock may be picked by designated MaineDOT supervisors or managers. Items available locally can be delivered by vendors (if available) or picked up by designated MaineDOT supervisors or managers from the vendor in order to meet the emergency need. Items not locally available can be ordered and delivered via UPS or freight company (if available / if allowed).

If MANCON personnel are needed on site to meet emergency requirements, MANCON can support it.



Maine Department of Transportation

Contingency 2: All facilities closed, emergency declaration, restricted travel

MANCON assumes that this means there are no operations statewide and parts requests will not be filled until facilities are reopened.

Similar to Contingency 1, MANCON is available to fill orders from stock or place vendor orders remotely to meet emergency requirements. MANCON can grant select MaineDOT employees' permission to pick items from MANCON stock or pick-up/receive vendor orders to fill emergency requirements.

If MANCON employees are needed to access the site or make deliveries, MANCON services would need to be designated "essential" and be allowed to travel.

Contingency 3: A single site is closed, but employees, inventory, and vehicles are available

MANCON personnel may work from another site. Parts requests may be scanned and emailed. MANCON will pick or source and delivered to the ordering camp.

If Scarborough is closed, web orders will be picked from other sites or obtained through vendors and delivered.

If multiple sites are closed, MANCON managers and MANCON Corporate Office will direct support remotely. Employees may work from an open site. Employees with internet and computers may work from home. Parts requests may be scanned and emailed. MANCON will pick or source requested items and deliver to the ordering camp. MANCON can grant select MaineDOT employees' permission to pick items from MANCON stock or pick-up/receive vendor orders to fill emergency requirements.

If USPS, UPS, FedEx, and freight line delivery services are available, parts could be delivered through these services.

Contingencies 4 and 5: A single site is closed, but some employees are not available to provide support.

These contingency responses are similar to those of Contingency 3. If employees are affected by the virus, MANCON managers will shift employees to best meet the state's needs, subject to current conditions.



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MANCON is willing to put special procedures in place to limit physical contact between requesters and MANCON personnel... a bin that parts requests are placed in and a shelf that available orders can be picked up. This will minimize person to person contact.

MANCON has a deep inventory of commonly used items, generally with a 2 month supply minimum and 4 month supply maximum. Additionally, MANCON has \$30 million dollars in inventory nationwide which can be vectored to Maine to meet any inventory shortages, subject to current conditions.

Housekeeping plan:

MANCON has implemented a housekeeping plan which includes disinfecting surfaces, keyboards, phones, doorknobs, etc. several times a day.

Preventative hygiene training:

MANCON has conducted preventative hygiene training which reminds employees of the importance of housekeeping, frequent handwashing, to minimize close contact with others, and the best way to cough/sneeze in order to minimize the spread of contaminants.

MANCON has recommended that employees who are experiencing symptoms such as respiratory illness, fever, and shortness of breath should self-quarantine at home and not come in to work.

MANCON is willing to adjust these processes to meet MaineDOT's requirements.



Maine Department of Transportation

Human Resources Office COVID-19 Continuity of Operations Plan

Essential Work

Essential work will be dependent upon how wide spread the COVID-19 virus is and how it will impact other units within the Organization that the Office Human Resources support, such as Recruitment, Wellness, Safety, Labor Relations, FMLA/ADA as well as Workforce Development through the FTC staff. These functions will be re-evaluated as the situation progresses.

It will be critical for employees to be paid through payroll processing and Workers Compensation both short term and long term.

- Essential Personnel both short and long term for payroll and Workers Compensation:
 - Soumia Tber
 - Rita McCollett
 - Jessica Hinckley
 - Susan Giegold
 - Matthew Higgins
 - Bonnie Gray



Maine Department of Transportation

Maintenance & Operations

Highway Maintenance & Production Support

COVID 19 MaineDOT Regional Continuity of Operations Plan (Ver. 0309)

Staffing

Critical Employees

- The Highway Maintenance essential functions and point personnel are listed below:

<u>Business Function</u>	<u>Point Person</u>	<u>Backup</u>
Unit Administration	Brian Burne	Cliff Curtis
MATS Administration	Jim Saban	Tony Pelotte
M&O Contracts	Gail Iler	Gary Pelletier
Striping Program	Wayne Arsenault	Dennis Robertson
Sign Shop/Interstate Sign Crew	Kevin Pratt	Robert Rooney
Vegetation Management	Bob Moosmann	Cliff Curtis
Snow & Ice Control Support	Chris Landry	Ty Pooler
Pug Mill Operations	Ty Pooler	Chris Landry
State Property Damage	Cliff Curtis	Jim Saban
Permitting		
<i>Utility:</i>	Brian Burne	Rhonda Fletcher
<i>Posted Roads:</i>	Cliff Curtis	Brian Burne
<i>OBDS/Logo:</i>	Sue Merriman	Rhonda Fletcher

Telework:

Working remotely from a location having reliable high-speed internet connectivity.

- Highway Maintenance is currently in the process of updating our contact lists for our employees and collecting the following information:
 - Current contact information
 - Computer type (laptop/desktop)
 - Confirm remote capabilities to enable Telework
 - Primary phone contact
 - Backup phone contact
 - Primary email contact
 - Backup email contact
- We are also ensuring that employees that may need to telework, will have the capability to do so in advance.

Crew Camps

Striping Crews:

Locations: Bangor/Augusta (Leighton Road)/Turner

Striping season – The striping season has traditionally started towards the end of April or the beginning of May. Considering the current weather, this year may be on track for an earlier start. The strategy for each of these facilities is as follows:

- Wayne Arsenault will communicate with each Supervisor, each morning, to receive to receive an update on available staffing and work plan.
- Facilities will continue to follow the same precautions listed above for all office locations.
- Trucks and equipment will be cleaned and wiped down after each change in use between personnel
- As employees become infected, management will evaluate operations and consolidate services as necessary to deliver essential services
- The striping crews have been called upon in the past to assist MEMA and CDC. This assistance is now covered by Fleet, but the striping crews will standby to provide these services if management determines this work to be their priority.

Sign Shop/Interstate Sign Crew

The Sign Shop and Interstate Sign Crew provide routine and emergency services. Their process will be like that identifies for the striping crews:

- Wayne Arsenault will communicate with Kevin Pratt, each morning, to receive to receive an update on available staffing and work plan.
- The Sign Shop will continue to follow the same precautions listed above for all office locations.
- Trucks and equipment will be cleaned and wiped down after each change in use between personnel
- As employees become infected, management will evaluate operations and consolidate services as necessary to deliver essential services

Snow & Ice Control Support

Fortunately, the timing of this event is occurring as the winter is winding down. However, if storms resume and equipment needs troubleshooting or repair, Chris Landry will address the needs and follow the recommendations herein, which will include

minimizing contact with other employees (to the extent practicable) and will wipe the equipment down prior to, and upon completing, servicing the equipment. As indicated in the table above, Ty Pooler will serve as the backup to Chris.

Pug Mill Crew

The timing of this event is also fortunate in that it is occurring prior to the start of the pug mill season, so we do not anticipate impacts to this program. However, if the timing does get extended and corresponds with pug mill operations, the office procedures defined herein will be followed in the pug mill field office and the field procedures of cleaning and wiping down equipment before and after each change in use between personnel will also be followed. Should the point person, Ty Pooler, be impacted, Chris Landry will serve as the backup and will work with Barry Breton from PD.

Office Functions

MATS Administration

MATS is a critical MaineDOT system that provides the crew payroll, contractor payments, work planning, work reporting, asset management, and material management. In most cases, this system can be maintained remotely. The point person for this effort is Jim Saban, with the backup provided by Tony Pelotte (Unfortunately, Russ Sage is out on extended medical leave at this time). If work is required with OIT, efforts will be made to continue to work remotely or to try to coordinate system access in the building at a time that will minimize exposure to others as much as possible.

M&O Contracts

If it becomes necessary to work remotely, work will be assigned to the contract employees for teleworking by the M&O Contracts Engineer, Gail Iler. Gail has building access permissions that allow off-hour access if it becomes necessary to acquire information from the office. Gail's backup, Gary Pelletier, is also verifying his remote access capabilities and building access.

Permitting

Routine permitting functions are normally handled out of the region offices. Non-routine situations and region support will be handled remotely by the point people identified in the Critical Employee table.



Maine Department of Transportation

Vegetation Management

At the current time, the Vegetation Management team is wrapping up the contracts for the next construction season. This work can continue remotely. As of May, the work will move into the field and corresponding office work can continue to occur remotely.

State Property Damage

State Property Damage administration will continue to be covered remotely by the point person, Cliff Curtis. If Cliff becomes impacted, his backup, Jim Saban will cover. If other essential programs take precedence, the program will be temporarily deferred.

Unit Administration

Throughout the duration of this event, Brian Burne will coordinate with the Director and Asst. Director to keep them apprised of the staffing levels and impacts within the Highway Maintenance and Production Services Unit. In the event Brian is impacted, Cliff Curtis will serve as the backup in this role.

Planning

Continuity of Operations Plan

General Policy

Business-Related Meetings and Gatherings

- Employees should confer with your managers and supervisors before changing or implementing anything to ensure best practices in line with operational needs.
 - For meetings and work gatherings, consider remote participation alternative formats: tele-conference, Skype for Business, Microsoft Teams, etc.
 - For meetings that are done in person, take precautions to include meeting in a large room or an open, well-ventilated space; spacing the chairs and participants in a social distancing manner; and keeping meetings short.
 - Assess the need to host or attend conferences and large gatherings and determine whether alternative accommodations can be made to limit or mitigate potential exposure. If it is determined a conference is essential and cannot be delayed or conducted by other means, refer to CDC guidance on planning for an event at www.cdc.gov/coronavirus/2019-ncov/community/large-events

Essential Work

In the short term, Jennifer Brickett, Director of the Bureau of Planning is deemed essential.

Although not deemed essential, it should be noted that high priority work includes the Transportation System Analysis division's support of the current BUILD grant application. Ed Hanscom is the point person for this work.

In the long term, essential work will be dependent upon how wide spread the COVID-19 virus is and how it will impact the department. In the long term, the following individuals would be deemed essential:

- Jennifer Brickett, Director, Bureau of Planning
- Joan Foster, Secretary Associate
- Nate Moulton, Director, Freight and Passenger Services
- Ed Hanscom, Director, Engineering Analysis
- Tom Reinauer, Director, Public Outreach and Planning (employee start date of March 23)

The directors listed above would decide how much additional support from their teams is needed.



Maine Department of Transportation

Project Development Project Delivery & Production Support COVID-19 MaineDOT, Continuity of Operations Plan

Staffing

Unit/Program Management

	Lead	Backup
Bureau Management	Rich Crawford	Todd Pelletier
Highway Program	Brad Foley	Steve Bodge Scott Bickford
Bridge Program	Wayne Frankhauser Jr	Jeff Folsom Eric Shepherd
Multimodal Program Administration	Jeff Tweedie	Nate Benoit
Material Testing & Exploration	Richard Bradbury	Mark Alley
Property Office	Heath Cowan	Peter Belanger Scott Avore
Contracts Section	George Macdougall	Kevin Hanlon

Essential Functions:

Function	Responsible Unit(s)
Construction Inspection Designers	Highway, Bridge, Multimodal Programs
Utility Coordination	Highway, Bridge Programs
Geotechnical Engineering	Highway, Bridge, Multimodal Program
Survey	Highway, Bridge, Multimodal Programs
R/W Mappers	Property Office
R/W Appraisals	Property Office
Condemnation, Relocation, & Property Mgmt.	Highway, Bridge, Multimodal Programs
Contracts (Const Support, Contractor pay't)	Property Office
Testing Lab	Contracts Section
Field Testing/Sampling	Materials, Testing, & Exploration
Landscape	Materials, testing, & Exploration
Project & Program Management	Multimodal Program
Bureau Management	Highway, Bridge, Multimodal Programs
Clerical	Bureau of Project Development
	Bureau, Highway, Bridge, Multimodal

Work site impacts:

If any HQ or Region offices are shut down, we will follow the guidance from M&O for re-assignment of office staff, most are currently teleworking or in the field

We have 2 testing labs located in Bangor & Freeport. If either building is impacted, we would halt testing activity and request a deep disinfecting cleaning of the facility. Work would resume from that facility once it is cleaned and ready for occupation. In the event of a closure exceeding one week, we would shift critical testing to the alternate lab as practical. To meet our work demand, we would have staff at the alternate lab work overtime as needed. If a facility is closed for a prolonged period, we would augment staff at the open facility with personnel from the closed lab and run split shifts out of the same facility as necessary to meet critical testing needs. The Freeport Lab does not have the capability to perform all the tests conducted in Bangor. If not possible or practical to relocate the equipment to Freeport, we would outsource this testing. An example of equipment that would not be practical to relocate would be concrete cylinder compressive strength and surface resistivity testing.

If both facilities are impacted, we would outsource our testing to the pre-qualified labs we have available. This would need monitoring by MTEEx staff to assure compliance and production. We would prioritize our testing needs accordingly.

If both labs and external resources were not available, our essential function would be impacted.

Staff Contact Information:

Project Development has updated our contact lists for our employees that are teleworking or in the field:

- Current contact information
- Computer type (laptop/desktop)
- Confirm remote capabilities to enable tele-work
- Primary phone contact
- Backup phone contact
- Primary email contact
- Backup email contact

Teleworking:

- Approval to telework does not imply a position is eligible for telecommuting. (Working at alternate worksite on a fixed or regular basis)
- The employee's salary, job responsibilities and benefits will not change because of involvement in teleworking.
- The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite.
- Normal work hours are to remain the same while teleworking unless otherwise agreed by the supervisor.
- Employee will share backup alternate phone number, email address and alternate worksite.
- Employee will setup and utilize call forwarding, or voice mail.
- The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- Management has discretion to determine whether to allow telework when an employee's dependents may be in the home during the teleworking hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked.
- The employee must gain pre-approval from management prior to using any accrued leave.
- The employee should complete a work log (e.g. use Outlook calendar) to document work completed on telecommute or telework days.
- Set up regular check-ins during which the supervisor and employee review completed work product and the status of items in progress. Work assignments and deadlines will be documented and monitored by the supervisor.

Essential Bureau Functions:

Highway Program

Construction Inspection

As projects become active over the next month or so, personnel will be assigned to work in the field. The need for visits to a Region Office or the Main Office will be minimal. Staff will maintain 6-foot distancing which could limit the number of people in field offices. Meetings will be conducted remotely as much as possible. Management will provide support. Scott Bickford is on point for the Program and will work with Construction Support and the Construction Managers to manage.

The Construction Group (represented by all Programs and MTEEx) is developing Risk Based Inspection Guidance for the construction field staff. This guidance will provide direction on work tasks to safely inspect the work. It will also set priorities for field staff for inspection focus in times of limited resources and to adhere to social distancing requirements.

Design

Design work in the Augusta office relies on strong internet connections and powerful computers. The desktop computers have been cleared to move into individual homes. Work can be performed at home but does need occasional updates from the main office. Design work in the Regions can be performed at home for the most part – staff have laptop computers and can log in remotely. Getting signatures and PE stamps still requires physically handling plans and books. Steve Bodge is on point working with the Project Managers to oversee work out of the Augusta office and Scott Bickford will coordinate Regional work.

Geotechnical

Geotechnical work can be performed in the field and at home. Staff have laptops and can log in remotely. Support staff for Geotech needs to work out of the Bangor office as the work is CAD related. Steve Bodge will oversee.

Utility Coordination

Utility work can be performed in the field and at home. Staff have laptops and can log in remotely. There may be occasions to come into a Region or the Main Office to print material or plans. Brad Foley or Steve Bodge will oversee.

Project and Program Management

Project and Program Managers have laptops and the ability to log into the State system to monitor delivery status and financial situations. Meetings can be conducted remotely through several options including ZOOM, Microsoft Teams, and Skype. Staff may need to come into an office in order to print material/plans or to meet face to face in small groups to discuss status and logistics. Brad Foley will be the point person to coordinate with Program Management.

Clerical

Clerical staff rely highly on the ability to use programs through the mainframe. They can bring equipment home and log in remotely. They process invoices that rely on the mainframe for access. They will need to access the Main Office occasionally in order to continue to have material to scan and to process mail. Brad Foley, Steve Bodge and Scott Bickford will work together to ensure work is being processed.

Bridge Program

Construction Support

There are currently a few active bridge construction projects ongoing throughout the state. Construction projects are considered essential and will continue on as long as covid-19 doesn't impact the contractor or the contractor chooses to suspend work. Field inspection staff (Residents and Inspectors) will be required to be on-site. In the event the Resident and/or Inspector(s) on these active projects become incapacitated, there are other MaineDOT field personnel or Consultant Inspection staff available that could fill in, at least in the short term (two to three weeks); there is a limit, however, to the number of MaineDOT/Consultant personnel who are available. Also, if the Resident on any particular project is indisposed for an extended period, then payment to the contractor and resolution of any significant project issues may be delayed and become problematic.

Bridge Program field personnel who are not currently assigned to active construction projects will be able to be productive working on alternate duties, such as completing final project documentation or setting up documentation for upcoming projects, at least in the short term.

Residents and Inspectors on active construction projects will continue communicating through the current chain of command, i.e., communication with Management will initially be through the Area Construction Engineers, Devin Anderson and Travis Hamel.

Eric Shepherd is point person; back-up in order will be Devin Anderson, Travis Hamel.

Fabrication inspection

There are currently a few fabrication facilities producing products for MaineDOT projects that are located in Maine or other states. Because these projects have contractually binding completion dates, delivery dates prescribed by the general contractor, or fabrication time limits with associated Supplemental Liquidated Damages, these fabrication facilities will continue to be in production until such time that the facility ceased operations for reasons unforeseeable at the time of bid. Where these facilities are producing products for MaineDOT projects, the Fabrication Group, under the Bridge Program, must provide Quality Acceptance (QA) inspection of these products by having inspectors in the facilities. QA inspection is provided by qualified MaineDOT or Consultant personnel. The MaineDOT Fabrication Group currently has three full-time QA Inspectors performing work in Maine. All fabrication facilities outside of Maine are currently staffed with Consultant QA inspectors. In the event that MaineDOT and/or Consultant QA staff become incapacitated, there may be other MaineDOT general field staff that could fill in for these inspectors, but, because of the specialized nature of the expertise needed for some fabrication (e.g., structural steel fabrication), there would be a very limited number of general field personnel who would be qualified to perform fabrication QA inspection. Typically, the general field staff would only perform fabrication QA inspection in precast concrete facilities. Because the Fabrication Group uses a relatively large number of Consultant Inspectors, any fabrication QA inspectors who become incapacitated could be replaced with other Consultant QA inspectors who could be up to speed on the progress of the work in a relatively short time. There is, however, a limit to the number of Consultant inspectors available. Further, the Consultant firms working for the Fabrication Group have informed the Fabrication Engineer that if anyone in a fabrication facility becomes infected with Covid-19 and the facility does not elect to shut down, then the Consultant will not send in any additional personnel. Fabrication of major structural elements with no QA inspection is not advisable.

QA Inspectors, whether MaineDOT or Consultant inspectors, will continue communicating through the current chain of command, i.e., communication with Management will initially be through the Fabrication Engineer, Joe Stilwell; Taylor Clark, the Assistant Fabrication Engineer, will be the back-up for the Fabrication Engineer.

Any mix design approval requests or issues related to structural concrete will be directed to Michael Redmond with Taylor Clark as back-up.

Eric Shepherd is point person; back-up in order will be Joe Stilwell, Devin Anderson, Travis Hamel.

Project Management/Team Leadership

Project Managers and Senior Structural Engineers can work remotely to accomplish the majority of their duties while social distancing is required. The Teams are proficient at using Microsoft Teams and Zoom to communicate and coordinate their work. MaineDOT adapting businesses practices such as TAMEing and Work Plan Management to an electronic format has improved the Project Manager's ability to telework. The PMs are currently meeting with municipal officials and advisory groups using Zoom and are developing a virtual public involvement application (PIMA) to do public meetings remotely.

The Project Managers may need to come into the office occasionally to file and distribute large documents and to collect materials. Full implementation of electronic document approval by MaineDOT would help the PMs operate more efficiently.

The primary point of contact for Team South will be Scott Rollins with Devan Eaton and Mackenzie Kersbergen as a backup.

The primary point of contact for Team North will be Mike Wight with Mark Parlin and Jason Stetson as a backup.

Communication with the Team and Program Management will occur daily via email, phone, or Microsoft Teams.

If any of the Project Managers are impacted, the remaining team PMs and Program Management to reassign duties.

Program Management

For the duration of this event, Bridge Program Management will continue to coordinate with staff and Bureau Management regarding work status, staffing levels, projects and other items that need to be communicated. All Program Management has the capability to telework and can coordinate with the management team using email, Microsoft Teams and Zoom. The primary point of contact for the Program will be Wayne Frankhauser with Eric Shepherd as a backup for construction-related issues and Jeff Folsom for design-related issues.

Contracts Specialist

The Program Contract Specialist, Coy Williams, can work remotely to complete his job duties while social distancing is required. Coy will rely on the electronic transmission of documents from the Teams and to Contracts. Electronic approval of documents is critical. Most documents can be signed electronically, however PE stamps, and plan Title Sheets and Notice to Contractors have traditionally required "wet" signatures and the signed document to be scanned. This requires people to be in the office to deliver, sign, and scan and is becoming problematic with most staff teleworking. An electronic approval and distribution process would improve this

effort. The Program has no backup for Coy; if he is impacted support would need to come from Contracts. Coy will need to keep his supervisor, Andrew Lathe, informed regarding work issues that may arise.

Utility Coordination

Denver Small is currently the only Utility Coordinator assigned to the Bridge Program. Denver can work remotely while social distancing is required. Coordination can be done via phone, emails, or on-site meetings with small groups respecting the 6-foot rule. Larger coordination meetings can be conducted using Zoom or other virtual meeting tools. Support for Denver is currently being provided by Terry Blair Jr, Highway PM, and Mike Moreau, Maine DOT Utility Engineer. Additional support could come from the other Bureau Utility Coordinators working through Mike Moreau. All Coordinators should take care to share critical documents with the appropriate PMs and keep complete electronic project files. Denver will keep his supervisor, Leanne Timberlake, informed of any issues.

Structural Design

This function is performed by a staff of eight Transportation Engineers within the program. Each of the two regional teams is led by a Senior Structural Engineer, Richard Myers on Team North and Garrett Gustafson on Team South. Each supervises two Transportation Engineer IIs and one Assistant Transportation Engineer. The Transportation Engineers have successfully migrated to telework after being allowed to take their computers home and being granted remote access to the MaineDOT network.

Senior Structural Engineers are responsible to supervise and provide technical guidance to the in-house design staff and oversee consultant design work. Both SSEs have the capability to work remotely to attend to any issues related to in-house design issues or consultant design work. The SSEs are also working with the PMs to maintain communication with the teams using Microsoft Teams and Zoom.

The primary point of contact will be Jeff Folsom with Richard Myers and Garrett Gustafson as backup.

Geotechnical Engineering

This function is performed by a staff of two engineers within the Program. One Senior Geotechnical Engineer, Laura Krusinski, leads this function and supervises one Geotechnical Assistant Transportation Engineer. This group is responsible to provide geotechnical engineering services to the two regional design teams. The work of the geotechnical unit includes office engineering as well as field exploration. The Geotechnical Engineers can work remotely now that they have been given remote access to the MaineDOT network. Field work is currently limited since the MTEX drill rig has stopped operations due to the inability of the crew

to maintain 6 feet of separation while drilling. This shouldn't cause delays for the next few weeks, however if the current situation persists into the summer, we will need to use a limited pool of consultants to fill the gap.

The primary point of contact will be Laura Krusinski with Jeff Folsom as backup.

Plan Development

This function is performed by a staff of seven Technicians and Senior Technicians. As with the Designers, the Plan Development Technicians have successfully moved to telework after being allowed to take their computers home and being granted remote access to the network. The Plan Development Technicians are also able to collaborate with the rest of the team through Microsoft Teams and Zoom.

The primary point of contact will be Jeff Folsom with Mark Parlin and Devan Eaton as backup.

Multimodal Program

Project & Program Management:

For the duration of this event, Multimodal Program Management will to coordinate with staff and Bureau Management regarding work status, staffing levels, projects and other items that need to be communicated. All Program Management has the capability to telework and can coordinate with the management team using mobile phone, email, Microsoft Teams and Zoom. The primary point of contact for the Program will be Jeff Tweedie with Nate Benoit serving as backup for any all issues.

Brian Keezer (Southern Region) and Aurele Gorneau (Northern Region) are both senior project managers that are next in line for supervisory responsibilities, if Jeff Tweedie or Nate Benoit are unavailable. Each Senior PM have a working knowledge of projects in their region; however, there is overlap within the state without a firm line of separation.

Project Managers sign invoices, coordinate with MaineDOT staff and stake holders, and assist in resolving construction issues. All of these tasks can be completed through teleworking or field visit utilizing proper PPE as required by MaineDOT policy and CDC recommendations.

Design:

This program is 100% consultant design and is highly capable of teleworking. One primary function of this program is delivering Plans, Specifications, and Estimates (PSE package) to contracts. This core function can be completed with the project managers teleworking.

Completing the public process through virtual public meetings is a tool that is being finalized for use by the Department and will be utilized by staff as required for the public process.

Landscape:

The two landscape architect's design work can be completed by teleworking. When required to be in the field to oversee landscaping operations, both will comply with the most recent recommendations by the Department and Maine CDC for personal protection and social distancing

Property Appraisal:

The SPO and Appraiser 1 position can be performed by teleworking and participating in condemnation meeting through Zoom. Face to face communication between the negotiator and property owner require another approach such as mailing the offer and assent form followed by a phone call. When required to be in the field, all property personnel will adhere to the most recent requirements of the Department and the Maine CDC.

Clerical work, paying invoices:

clerical personnel have the capabilities of teleworking. Invoices are scanned and forwarded to clerical via email. Once a week, clerical personnel go to the office wearing proper PPE to go through the mail and retrieve invoices for scanning. All calls to the Multimodal Program are currently being forwarded to clerical personal cell phone. Clerical staff will be working with OIT to install appropriate computer software to the clericals computer so that calls can be forwarded to clerical computer.

Construction Inspection:

Construction inspection is handled through three multimodal team members functioning as Residents/Inspectors and a combination of consultant Resident/Inspectors. Assignments are made by the Multimodal Program Construction Manager, Jen Paul. Construction inspection does need to be done in person but can be completed while following current Maine CDC guidelines/MaineDOT requirements. The construction staff all have laptops and the ability to work remotely. Preconstruction meetings are being conducted through Zoom, Microsoft Teams, or other means.

Construction issues are handled primarily by the Program's Construction Manager, those which need to be elevated are funneled through to Project and Program Management.

Materials Testing and Exploration

Laboratory testing

This time of year, the labs are mainly conducting testing in support of active bridge projects as well as HMA mix design approval/RAP qualification. Lab testing would be prioritized based on risk of failure and potential consequences of project-produced materials:

- Concrete Acceptance
- Construction aggregates
- HMA JMF Verification and Acceptance
- HMA and Concrete aggregate

If impacted, testing of standard manufactured materials, samples for preliminary engineering and Maintenance samples will be suspended until lab returns to full operation. This includes samples such as:

- Pipe
- Reinforcing steel
- Fasteners
- Guardrail
- PG Binder
- Bridge deck cores
- Geotechnical soil samples
- Salt
- Paint

Mark Alley will be point person on all lab testing issues. If he is impacted, backup will be (in order): James Robinson, Wade McClay, Kevin Cummings.

If any lab supervisor is impacted, duties will be assigned to their designated backup. If any lab technicians are impacted, their duties will be assigned to other technicians from the laboratory section who are trained to perform the needed testing. Additional assistance could be provided from the NDT team or Field Testing if required.

Information System

The system manager (Nancy Bradbury) can work remotely if facilities are impacted. She does not have a backup; if she is impacted, operations could continue unless the system loses functionality. Loss of the TIMS system would impact Lab and Field operations.

Drill Rig

Due to the physical distancing requirements, most drilling activities have ceased operations. The only drilling that can be completed safely are auger borings; other types of drilling require the driller and helper to work within 6 feet of each other throughout the drilling operation.

For drilling activities that can be completed while maintaining proper physical distancing, the team could continue to function for a short time with the loss of any one member. The driller helper can be replaced by another MTEEx employee. Loss of both the driller and rig supervisor would require suspension of operations. Geotechnical explorations would be conducted by a contracted drill rig (assuming they are still operating) directed by Bruce Wilder. Backup direction will be provided by the relevant geotechnical engineer. If the contracted drill rigs are not operating, all geotechnical explorations will be postponed until operations can safely resume.

Nondestructive Pavement Testing/ARAN

These functions are seasonal, typically starting in May. The work is highly specialized and primarily used for planning/preliminary engineering. If impacted, work would be suspended until operations could resume. The point person is Wade McClay; backup is Ryan Vose.

Field Testing and Independent Assurance

Field testing occurs sporadically through the winter/early spring in southern Maine. Later in March and April, numerous HMA producers need annual plant inspections, and project begin requesting samples/tests. In Regions 4 and 5, there is usually no field testing during winter, and spring activities begin in April, or even May in northern Maine. These employees work from home during the season so will not be impacted by facility closures. If technicians are impacted, other field staff would be reassigned as needed. If required, several members of the Nondestructive Testing team are qualified to perform sampling and field testing, as are some lab staff.

The IA team will operate in a similar manner to field testers. However, if IA staff are impacted, others with the required qualifications could perform the duties. They could not perform both Acceptance and IA activities on the same project without violating federal regulations, so the replacement would be dedicated to IA duties. The NDT team has two people who could fulfill this role.

Kevin Cummings is point person; backup in order will be Wade McClay, Tim Goupille, Ryan Vose.

Asphalt Mix Design Approval

The March – May timeframe is extremely busy for this function. The function can be conducted remotely. James Robinson has lead; backup is Casey Nash. If both are impacted, this function would need to be managed by Rick Bradbury with help from the TIMS manager and possibly the Highway Program Pavement Quality Manager.

Quality Assurance Program Management

The main function of this role that could impact operations is the Dispute Resolution process for HMA testing. Disputes typically do not occur until May. Point person is Kevin Cummings; backup is Rick Bradbury, then Ryan Robison and Casey Nash. Other duties are less time-sensitive and could be completed following return to operations.

Property Office

The Property Office is responsible for many functions related to project delivery and are utilized at varied stages of the Right of Way Process. The Essential Functions identified earlier in this plan are as follows with one additional function of the RMS:

- Survey
- R/W Mapping
- Appraisals
- Condemnation
- Relocation
- Property Management
- Realty Management System (RMS)

Survey

Survey is involved with collecting the field data for design, property acquisition, control and construction on most project development projects. At-this-time of year we are about to begin with requests for control verification and documentation for the new construction projects. Survey crews also measure quantities of ledge on construction projects. Control crew is based at Augusta Headquarters – works all over the state - setting control, measuring stockpiles and maintaining the CORS network. All Region survey teams rely on the CORS network for both project control and other survey operations. Crews are based at each region office and work on region projects – but can assist in other regions if needed

- A Topographic survey crew is generally two persons using a state vehicle. In situations where physical distancing is necessary each employee will travel in one vehicle or modifications to vehicles will be needed to ensure the safety of staff. Some field tasks can be completed with one person, but are typically two people for traffic monitoring while in the roadway collecting data. Region 1 relies on consultant field crews for most of their field work operations. Regions 2,3,4 and 5 also use consultants at times of need
- Each region has a PLS Supervisor and a Senior Tech Quality Assurance Technician (QAT)
- Each PLS, plans surveys, communicates with project managers, visits worksites, often completes control for the crews. POR research is for new projects directed by PLS in the Region. The POR person will need periodic connection to Realty Management system for data storage – they could assist survey crews if needed
 - QAT's process field data, create the drawings to place on the Y: drive for design and Right of Way. QAT's have laptops and will from time-to-time need to connect to the network either remotely or from headquarters or a regional state office.

If the Chief Surveyor is out the ROW PLS can back up. If the ROW PLS is out the Chief Surveyor can back up. Regional PLS typically handles project scheduling and communication with Project managers. QAT's can be backup for the PLS in each Region. If a QAT is out; other region QAT's can assist with data processing. If a field crew person is out – crews can be rearranged or consultants can help out. CORS Network Software is run by OIT out of Augusta Headquarters and there is no designated OIT back-up for the system operator.

R/W Mapping

Mapping Unit

Existing Conditions Plan are usually completed after the radial topography survey has been processed. Depending on the snow coverage, these plans are done during the Spring, Summer and Fall months. At times, the staff in the Augusta headquarters has assisted with the Existing Conditions Plan mapping. Final Right of Way Mapping is started right after Plan Impact Complete (PIC) and about 3-4 months ahead of condemnation date. If an employee is out do to a prolonged illness, other regions and Augusta headquarters mappers would be able to assist to keep projects moving forward.

The Existing Conditions Plan and Final Right of Way mapping is handled mostly by the right of way mapper per region.

- Region 1 - Jude Hogan – Technician; Thomas Patterson – Technician
- Region 2 - Dan Burns – Senior Technician
- Region 3 - Perry Silverman – Senior Technician
- Region 4 - Betina Martin – Senior Technician
- Region 5 - Terri Blair – Senior Technician

Other staff that have assisted with right of way mapping process and could serve in the short term to back up the mappers are Guy Ladd, Supervisory PLS, Carol Storer – Senior Technician, Ben Singer – Senior Technician, Paul Belanger, Region 2 POR Person – Technician, James Frizzell, Region 2 Survey Field Crew- Technician. The lack of laptops in the Mapping Section will be a limiting factor, unless desktops are allowed to be taken from the building.

Recording Unit

The Recording Sections assists the **Condemnation Unit** with printing of final right of way map 1-2 weeks prior to the condemnation date and mailings to the abutting property owners. Richard Gaboury – Assistant Technician is the primary person responsible for this work. Guy Ladd – Supervisory PLS and Carol Storer – Senior Technician could function as back up if necessary. Recording would not be able to work from home due not have a printer and large format plotter available at home.

Research Unit

The Research Section provides assistance and information to internal and external customers though out the state. A majority of the task is done by phone call and emails. On occasion they would have a visit to the office in Augusta. David Ouellette – Technician is the primary person responsible for this effort. Guy Ladd – Supervisory PLS, Carol Storer – Senior Technician or Richard Gaboury – Assistant Technician could function as back up. Majority of this position could function from home if provided with a laptop and internet connection. For the last few years, we have been informing the public on how to research within MapViewer. The Mapviewer software covers almost all of the existing right of way research requests.

Archiving Unit

Archiving of the right of way maps is done when the project is complete thought the State Claims Process. Property Office Staff that completes this effort are Carol Storer, Richard Gaboury and Guy Ladd. The archiving portion of the Property Office could be delayed. All of this work is done at the Augusta Headquarter due to the equipment needed for mapping, plotting, recording and archiving purposes.

Appraisals

The appraisal and negotiation functions can be performed remotely and nearly all of the staff have laptops and Pulse Secure. In the short term, some staff sharing between the Programs would enable project delivery to remain on schedule. Scott Avore is the Chief Property Officer and could be backed up by one of the three Senior Property Officers in the Programs. SPO's could be backed up by the other Program SPO's in the short term.

Condemnation

The condemnation unit is responsible for acquiring property rights as determined by the condemnation schedule which is set by each program's senior property officer. The requirements set out in the department's condemnation statute, 23 MRS §154, would be difficult if not impossible to comply with without certain key staff and the following:

- The timely receipt of checks from state treasury so that payment can be made for property rights acquired;
- Copies of full size right of way plans for each condemnation package mailed;
- Reduced plan info needed for newspaper advertising;
- Copies of the Notice of Layout and Takings produced from the DOT copy room in bulk for each condemnation package mailed;
- Certified mailing obligations (mail room);
- Recording of the Notice of Layout and Taking. If county registry of deed's offices close, there will be no county staff to record documents. Most registries are located in Superior Court buildings;
- All of the title files are housed in the Property Office. Each title affected by a payment is used by staff at different times.

Kerri Dill's involvement in the condemnation process is vital in the day to day obligations imposed under the condemnation statute. Currently, she has no back up. Dave Hayden writes the condemnation document and reviews the right of way plans. Diana Grady is the back up. Deb Clement reviews the title work and prepares the documentation that directs who should be named on payment checks. Kathy Rollins is backup to this function. Kathy Rollins oversees the condemnation function and assigns the recording and title updates on the date of taking. Deb Clement is back up to certain functions.

Relocation

Relocation assistance is also critical to delivery of projects when businesses or residences are acquired and displaced by a project. It is also necessary when personal property such as business signs need to be moved to accommodate a project. Rose Rinaldi could perform this function remotely and has access via Pulse Secure. Scott Avore could function as a backup.

Property Management

Property Management is typically not on the critical path for delivery. Julia Picard could perform many but not all the job duties remotely if provided a laptop and Pulse Secure. Should Julia be impacted, this work could be halted in the short term and not impact project delivery.

Realty management System (RMS)

The Realty Management System (RMS) is utilized in all phases of the right of way process and is consequently critical for production and delivery of projects to PSE. Jennifer Clark could perform this function remotely if provided with Pulse Secure. Scott Avore could function as a backup.

Contracts Section

This time of year has a very heavy impact for many people in Contracts to process the projects from PS&E to Contractor Award. The Contracts Section is small and many of the same people help backup each other. Impacts to this Section could shutdown services.

PS&E: Previously these were paper packages that were prepared by the Programs and delivered to the Contracts Engineer. This is now done electronically. After review and electronic approval, they are emailed on to F&A. Once Authorization is received, the project can be advertised. Primary person to review and approve is George Macdougall. If he is impacted backup is Kevin Hanlon.

Advertise: In order to advertise, besides construction authorization, the contract book must be written and placed on a computer drive for Matt Sullivan and Diane Barnes to be able to review. This is done electronically and can be done by telework as Diane has access and Matt has gotten a laptop and access. They email the Program personnel when corrections are needed. The actual advertise process is Diane putting the package on the MaineDOT website and the BidX website as appropriate.

Review is done by both Matt and Diane who backup each other. If both are impacted, then backup would be to just advertise the books without review by the Contracts Section.

Diane Barnes is primary for advertising. If she gets impacted, Guy Berthiaume could back her up for the uploading. A further back up could come from OIT.



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Letting

- Advertising/Opening w/Estimate email
- Bid Tabs
- Email
- Certify bid taps
- Post to web
- Bid Opening Email

This process is still heavily paper driven and will need to be done from the office on Wednesday. Primary people that are needed to be in HQ are Matt Sullivan, Diane Barnes, Angela Latno, Guy Berthiaume and George Macdougall. Backup for Matt Sullivan is Kevin Hanlon and Diane Barnes. Backup for Diane Barnes is Guy Berthiaume. Backup for Angela Latno is George Macdougall and Brian Kittridge. Backup for George Macdougall is Kevin Hanlon.

Amendments to Advertised Contracts are now be done completely electronically.

Project Specific Prequals can be done electronically as needed by Angela Latno or George Macdougall with Brian Kittridge as a backup.

Award Memo for Director: This is being transmitted electronically to the Bureau Director for recommendation of award or rejection.

Sub Contract Approval: These are sent in electronically to Kevin Hanlon and can continue that way. Back up to Kevin is Rebecca Snowden and George Macdougall.

Contractor Payments: These can be done completely by Rebecca Snowden electronically. There will also need to be a minor adjustment in process to get the approval needed by F&A before she can pay the Contractor. Backup can be done by Guy Berthiaume.



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Support Teams

CADD - Brian Kittridge and Wil Rohman

APV/ProjEx - Sherry Rogers – Backup OIT

Elation - Angela Latno – Backup Brian Kittridge George Macdougall and Sherry Thompkins, CRO

TRNS*PORT – Guy Berthiaume – Backup Rebecca Snowden or OIT

Support can be carried out electronically but may also require time in HQ as well as travel to different locations to help Users/Contractors out face to face.

Close Out: This is mostly done in the field and can carry on by teleworking and in the field process. Closeouts are performed by Kevin Hanlon, Leonard Lidback, Norma Gilman and Roxy Cleaves. They can all back each other up if needed. These could be delayed if these people are impacted.



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Research and Innovation Office Continuity of Operations Plan

Essential Work

We have some high priority work but most work is not essential.

Dale Peabody will need to process consultant invoices to continue work flow on existing contracts, as well as other program administration duties.

Dawn Bickford manages the department Qualified Products List and is a resource to field personnel on products issues.

Ulrich Amoussou-Genou provides support on paving projects using the paver mounted thermal scanners.

The majority of our work can be done through teleworking.



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Results and Information Office

COVID-19 MaineDOT, Continuity of Operations Plan

Information Services/Dashboard – This unit is primarily responsible for the dissemination of information and IT/process support. During the COVID-19 crisis this unit will be manned both remotely and at the office to provide support in MaineDOT employees to maintain remote access through telework and virtual meeting solutions.

Critical Personnel –

- Cindy Owings-Hutchison, Assistant Director
- Shawn Hembree, Dashboard Administrator
- Mike Drolet, MaineDOT Records Manager

GIS Services – This unit provides GIS support, data processing and mapping technologies. All employees in this unit are working remotely from home.

Highway Management – This unit provides asset management and processing of data for ARAN information as well as support for ivision and pavement data, along with prioritization of paving and reconstruction projects for the MaineDOT work plan. Employees from this unit are working remotely from home.

Bridge Management – This unit provides asset management and processing of bridge information along with prioritization of bridge work within the MaineDOT work plan. Employees from this unit are working remotely from home.

Work Program Development – This unit provides work plan development, federal reporting, STIP processing, Federal Grant preparation and management, and assists with issues concerning work program management. This office will continue to be staffed for STIP maintenance and Federal Grant Prep.

Critical Personnel –

- Ben Condon, Unit Director
- Jen Grant, STIP Coordination and Federal Grant Management

All other personnel are working remotely from home.

Office operations are at or near full service. Priorities in this environment are on providing remote access to employees so that they can practice social distancing. Additionally, STIP maintenance and Federal Reporting will be ongoing.

Safety Office

Continuity of Operations Plan

All Office of Safety staff could telework if provided with the appropriate equipment except for two crash records employees who either have no internet access or unstable internet access from their homes. Those two employees plan to continue to work from MaineDOT Headquarters unless the office is closed. Our Safety Engineering staff all have opportunities to conduct field safety/ADA assessments using their POVs for the short term which is part of their normal work responsibilities.

Teleworking and Communication

All Office of Safety staff are members of the MaineDOT Safety Office Microsoft Teams group for collaboration, communication, and file sharing whether they are working remotely or within the DOT headquarters building. While working on their computers, all staff should be logged into MS Teams during this period unless they are on the road.

Fully-Functional –Six members of the Safety Office have all the technology and sufficient internet access required to work remotely today: **Bob Skehan, Shawn MacDonald, Theresa Savoy, Dennis Emidy, Bob Knox, and Valerie Kamgue.**

Limited or No Function- Our remaining four office members are assigned desktop computers and would either need loaner laptops or remote desktop access so they could access their computers from their personal PC's from home or elsewhere to telework. All four use MicroStation and other network apps regularly as annotated next to their names:

- **Jeff Pulver (MS, MapViewer, CRASH, OracleBI)** – Jeff can perform field road safety site assessments on his own and can be kept very busy doing those for the short term. He would be a top priority for a laptop or remote desktop access as he has a solid internet connection at home and home office area from which to work.
- **Katherine Grinnell (MS, CRASH, OracleBI)** – Until Katherine has remote desktop access or a laptop, she could work on the Safety Office Website Upgrade in collaboration with Theresa Savoy, and update sections in the Crash Records Section Procedures Manual. Getting Katherine access to CRASH and OracleBI would be a top priority for a longer-term solution because she's one of the primary data report generators for the crash records unit she has a solid broadband connection at home.
- **Rachel Audet & Michelle Pelletier (MS, CRASH)** - Rachel and Michelle can perform some work manually on HCL Drawings remaining to be updated by printing hardcopies of Crash Reports and Police Summaries and accompanying diagrams for 2014-2016 locations. Drawings would be done by hand and updated in MicroStation upon return to office if need be. Both seem very willing to continue to come to the office to work, especially if many others are gone, and neither thinks they have stable internet access or enough bandwidth at home.



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Leadership Contingency Plan - All Office of Safety section managers currently have the ability to telework. The following managerial/leadership backup relationships have already been discussed within our group if individual leaders within the Office of Safety become incapacitated due to Covid-19.

<u>Section</u>	<u>Manager</u>	<u>Primary Backup</u>	<u>Secondary Backup</u>
Safety Office	Bob Skehan	Dennis Emidy	Theresa Savoy
Safety Eng.	Dennis Emidy	Bob Skehan	Theresa Savoy
Crash Records	Shawn MacDonald	Bob Skehan	Dennis Emidy



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MaineDOT Region 1

Continuity of Operations for Epidemic/Pandemic Scenarios

3/11/2020 – COVID-19

Education of Employees

Employees shall be educated on the signs and symptoms of COVID-19 using posters and safety meetings. Employees shall learn techniques of proper sanitizing and disinfecting of facilities, work areas and critical points that harbor exposure.

All facilities shall:

Have disinfecting materials on hand:

Hand Sanitizer; Small bottles in vehicles, large bottles or dispensers at all communal areas.

Surface cleaners.

Sanitizing Wipes

Disinfecting Spray

Sanitize twice daily, all communal surface areas with disinfecting cleaners, including but not limited to:

Bathrooms

Lunch/Break Tables

Door Handles

Hand Railings

Cabinet Handles

Any facility needing supplies shall coordinate with the Region Office to obtain.

All personnel shall:

Wash or disinfect hands:

After using restrooms

Before and after eating or smoking

At the beginning and end of each shift

Clean common equipment after each use, including but not limited to:

Vehicle steering wheels and controls

Hand held equipment

Common use computers, keyboards, mice, and phones

Minimize sharing of office equipment, such as computers and phones.

All employees shall remain a minimum of 6 feet apart, this includes anytime two or more people occupy a vehicle. If the 6' minimum can not be met, only one operator will be allowed in the passenger compartment of any vehicle unless a plastic barrier separates the front and rear seat whereas the passenger will be required to occupy the rear seat, if applicable. Vehicles that allow employees to occupy the passenger compartment and maintain 6' of separation (15 passenger vans) is allowable without a plastic barrier.

In the event of an employee assigned to a crew shows symptoms of illness, the following steps shall occur:

Employee notifies TCS/TCL



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Employee will be dismissed on sick or another HR approved leave immediately All surfaces and equipment used by effected employee shall be disinfected

All common areas shall be disinfected.

TCS/TCL informs management team

TCS and TOM will coordinate duties to be covered

Employee may return to service after symptoms have subsided without the aid of medication for 24 hours.

In the event an employee tests positive for COVID – 19

Employee shall remain out of work until released by medical physician with documentation

In the event of widespread illness to a crew, the following steps shall occur:

TCS/TCL will coordinate with TOM to prioritize work and resources.

Reassigned employees to the effected crew shall minimize personal contact with facilities and crew.

TOM will coordinate with Region Management any issues impacting minimum Levels of Service.

In the event of an employee assigned to the office shows symptoms of illness, the following steps shall occur:

Employee notifies Supervisor

Employee will be dismissed on sick or another HR approved leave immediately

Confidential and Supervisory personnel may work from home.

All surfaces and equipment used by effected employee shall be disinfected immediately

All common areas shall be disinfected.

Region Management will coordinate duties to be covered.

Employee may return to service after symptoms have subsided without the aid of medication for 24 hours.

In the event of widespread illness that requires the closure of the Region Office:

Region Management will perform essential duties from home including:

Payroll Processing

Dispatching Resources

Region Management will coordinate with other Regions to disseminate workload of the following contract administration Invoice payments

Permit and License Processing

In the event that these processes can not be outsourced to continue services they shall be suspended

If someone in your home has been diagnosed with COVID-19, immediately check with a medical professional for guidance. Contact your supervisor if the medical direction will require you to be out.

Distancing Practices

Postpone Safety Day and other large gatherings to minimize potential risk of spread/ exposure.

Utilize ZOOM or other digital meeting platforms to minimize potential risk of spread/ exposure.



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Additional Facilities of Special Concern:

Casco Bay Bridge

Florida Draw will be asked to follow their cleaning and disinfecting schedule.

Region Management will coordinate with Florida Draw to maintain service.

Should Florida Draw run out of resources, control tower will be disinfected and manned by MDOT personnel

Should MaineDOT resources become exhausted, a detour will be activated, and the bridge will be left in an open position for marine traffic to pass. Signs specific to this detour are stored at the Dunstan Facility.

Visitor Information Centers

Contractors and members of the public shall be provided information on COVID-19, using posters to remind them of healthy practices

Contractors shall diligently continue to follow cleaning and disinfecting schedules.

Should contractors be unable to continue service, visitor information centers will be closed to protect employees and members of the public from exposure



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MaineDOT Region 2

COVID-19 MaineDOT Regional Continuity of Operations Plan

Critical Products, Services, and Suppliers

- Parts and general supplies: Mancon & Grainger
- Salt supplier: Harcros
- Fuel (Gas & Diesel)/Fluids: Fleet Services
- Vehicle Repair: Fleet Services, O'Connor, Daigle & Houghton, Cliff's Collision
- Bridge Repair Supplies: A.H. Harris, Airgas, Maine-Oxy
- Water: Nestle Water
- Signs: Sign Shop
- Trash Removal: Boothbay Regional Refuse, Sullivan Waste, Pine Tree Waste, Regional Rubbish
- Port-a-Potties: AAA, Central Maine Septic, Foss, GA Downing
- Electrical Services: Johnson & Jordan
- Bridge Electrical Services: Cianbro
- Bridge Hydraulic Services: Motion Industries
- Plumbing Services: Girard Plumbing, Johnson & Jordan, Marathon Resource Management
- Furnace Repairs: AAA Energy Services
- Transfer Bridge Remote Control: Somatex
- Transfer Bridge Repairs: Prock Marine
- Ferry Service Facility Repair: Johnson & Jordan
- Fire Extinguishers: AAA Fire Extinguisher
- Concrete
- HMA
- Culvert Pipe
- Tree services
- Guardrail Services
- Contracted equipment

Staffing

Critical Employees

- Region Manager
- Superintendent
- Region Engineer
- Region Traffic Engineer
- HR Manager
- Front Office Staff – Office Manager, OA II
- TOM's
- TCS'
- TCL's
- TW's
- Bridge Operators

Crew Camps

Camp Specific

- Ensure employees have relevant information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- Provide disinfectant cleaning supplies, and clean/disinfect daily all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, steering wheels, toilet and sink handles and remote controls.
- Provide disinfectant cleaning supplies, and routinely clean/disinfect all common equipment such as; tools, trucks, loaders, backhoes, excavators, steering wheels, equipment controls, and door handles.
- Establish housekeeping assignment schedules to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- COVID-19 is highly susceptible to hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, coughing, sneezing, or touching your face. Always wash hands with soap and water if hands are visibly dirty, as opposed to using hand sanitizer.

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- Encourage employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Encourage employees to limit the sharing of any personal items such as; pencils, pens, phones, etc.
- Encourage employees to have a reliable contact person in the event they need to be transported home.
- Isolate camps that have confirmed case(s) of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.

Moveable Bridges

Bridge Specific

- Ensure employees have relevant information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- Routinely clean/disinfect all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, and remote controls.
- Routinely clean/disinfect all common equipment such as; computers, phones, radios, tools, equipment controls, door handles, and railings.
- Establish housekeeping assignment schedules to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- Isolate bridges that have confirmed case(s) of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.

Critical Infrastructure

- Establish replacement Operators; TW's from neighboring camps, to the extent practical.



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MaineDOT Region 3

Continuity of Operations Plan – COVID-19

- I. General Policy
 - a. Education
 - i. The information provided by Maine may be found at:
 - 1. <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
 - ii. Employees are advised to clean their hands with soap and water for at least 20 seconds. If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
 - iii. Employees are encouraged to wear face masks, and 2 have been provided for each employee.
 - iv. Visit the following CDC websites regarding coughing and sneezing etiquette and clean hands for more information
 - v. Advise employees to recognize symptoms and stay home when you have them.
 - vi. Review the symptoms of Covid-19 and the Region's Continuity Plans with all Region employees. Send a signed copy to the Region Office
 - vii. Update employee contact lists and ensure this information is readily available to supervisors
 - b. Symptoms
 - i. Sick employees asked to call in and not show up at the camp and say they're sick
 - ii. If already on site, sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available)
 - iii. Ask employee with flu like symptoms (fever, body aches and cough) to go home until their fever has been over for 24 hours
 - c. Sanitization
 - i. Ensure small hand sanitizers are available to employees as available
 - ii. Ensure large sanitizer's bottle are placed in break rooms, and where employees might congregate
 - iii. Disinfect/sanitize common equipment and tools, such as, loaders, hand tools, etc. after each use
 - iv. Disinfect/sanitize bathrooms, kitchen and other common areas daily.
 - v. Limit the sharing of personal items, pencils, phones, etc.
 - vi. As supplies are running low, camps have been directed to use a bleach solution (1/3 cup per gallon of water) that is to be refreshed every morning
 - d. Social Distancing
 - i. Agree on an isolation area for each Facility
 - ii. Remind all staff to avoid hand shaking

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- iii. Create secondary break room on 2nd floor to avoid cross contamination
- iv. Region office closed to public without prior appointment
 - 1. Any TCS/TCL needing office supplies, or to pick-up/drop-off paperwork will prearrange and do so in entryway only
 - 2. Any meetings with the public will be held in lower conference room. Visitors will enter and exit through conference room directly, without going through office
- v. Adhere to common public health hygienic recommendations by washing your hands after touching commonly used items or coming in contact with someone who is sick
 - 1. Proper hand washing includes scrubbing your hands for at least 20 seconds with soap and water
 - 2. If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
- vi. Avoid touching your face, nose, mouth, and eyes
- vii. Practice proper coughing/sneezing etiquette
- viii. Properly dispose of anything that comes into contact with your mouth, such as tissues or plastic eating utensils
- ix. Avoid coming into contact with people displaying symptoms of illness
- x. If working in close proximity with others, attempt to keep a distance of 3 feet from the nearest person while working
- xi. All office and TCS to install and utilize instant messaging program (Microsoft Teams) to reduce need for some quick face to face meetings
- xii. M&O employees will only be allowed one person per vehicle, unless 6' safe social distance can be maintained
 - 1. Region has rented three 15-foot passenger vans, along with 2 that are already in the Region to shuffle people to job sites
 - 2. Employees are allowed to use their personal vehicles if uncomfortable in a State vehicle
- e. After Exposure
 - i. Notify your supervisor when calling in sick if you have flu like symptoms or if a family member has the flu. Usually employees will feel severely sick with a fever, fatigue and cough
 - ii. Ensure employees have a contact person to pick them up if needed
 - iii. Thoroughly disinfect/sanitize the sick employee's work location, common areas and any work vehicle the employee drove
 - iv. Continue thoroughly disinfecting/sanitizing common areas until the flu exposure limit has passed
 - v. Restrict the work location, as much as practical, to employees already exposed to the flu
 - vi. Notify the Region Office of a possible crew exposure



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- vii. Notify TOM when you cannot meet your minimum LOS due to employees being out sick
 - viii. Supervisor contacts Region Office and activate Continuity Plan
 - ix. TOM's will redistribute employees. Refer to statewide Continuity Plan for priority routes
- II. Operations Continuity
- a. Region Office
 - i. No one is allowed in Region office without contacting Region Manager and/or Superintendent first
 - 1. Staff in office will prepare items for quick pick-up
 - 2. Staff in office will sanitize after person leaves
 - ii. Essential Work
 - 1. Permits
 - a. Permits for utilities, highway openings, and access management should continue. Region Traffic Engineer and Region Engineer, along with Head Clerk are essential in producing these documents
 - 2. Bill Paying
 - a. Payment of invoices is critical to ensure continued supply of materials, utilities, parts, and products. Head Clerk is essential in processing these
 - 3. Payroll
 - a. Payroll is an essential function. TOMs, Superintendent, and Region Manager are essential in processing this
 - 4. FML/Worker's Comp Administration
 - a. We must maintain existing, and process new FML & Worker's Comp information to meet Federal and State Guidelines. HR Specialist is essential in processing and tracking these
 - 5. MATS Administration
 - a. MATS is a critical MaineDOT system for work reporting and crew payroll. Data TOM is essential in this operation
 - iii. Essential Personnel
 - 1. Region Manager
 - a. Denis Lovely will work from home if quarantined
 - b. Tim Cusick will back up if Denis becomes unavailable
 - 2. Region Engineer
 - a. Mark Hume will work from home
 - b. Tim Soucie will back up if Mark becomes unavailable
 - 3. Region Superintendent
 - a. Tim Cusick will work from home if quarantined
 - b. Denis Lovely will back up if Tim becomes unavailable

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4. Traffic Engineer
 - a. Tim Soucie will work from home
 - b. Mark Hume will back up if Tim becomes unavailable
5. TOMs
 - a. Bill Emery will work from home if quarantined
 - b. Bob Holbrook will work from home if quarantined
 - c. Mahlon Presby will work from home if quarantined
 - d. Brian Haynes will work from home
 - e. Kevin Davidson will work from home if quarantined
 - f. All TOMs will back up if one becomes unavailable
6. HR Specialist
 - a. Sonya Fuller will work from home
 - b. Bethany Mulcahy will back up if Sonya becomes unavailable
7. Head Clerk
 - a. Bethany Mulcahy will work from home
 - b. Bethany will come into office twice a week to open mail and scan new work to herself and OAI's
 - c. Main office phone line will be forwarded to Head Clerk, unless she becomes unavailable to work
 - d. OAI Tracy Bonnevie and OAI Gabrielle Luce will work from home and will back up if Bethany becomes unavailable
8. Work from home
 - a. Some non-essential staff will work from home, including Occupational Safety Specialist, OAI's, Contract TCLs, and Inventory & Property Associates
 - b. We will ensure that employees who may need to work from home will have the capability to do so in advance
 - c. Staff working from home will complete training courses shared by HR
 - d. Working from home will have the following expectations:
 - i. Approval to work remotely does not imply that a position is eligible for telecommuting
 - ii. The employee's salary, job responsibilities, and benefits will not change
 - iii. The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite
 - iv. Normal work hours are to remain the same while working from home, unless otherwise agreed upon by the supervisor

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- v. Employee will set-up and utilize call forwarding or voicemail
 - vi. Employee will promptly notify supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances
 - vii. Management has the discretion to determine whether to allow working from home when an employee's dependents may be in the home during the working hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked
 - viii. The employee must gain pre-approval from supervisor prior to using any accrued leave
 - ix. The employee should complete a work log to document work completed when working from home
 - x. There should be regular check-ins during which the supervisor and employee review completed work and status of items in progress
- iv. Critical Supplies, Services, Products
 1. Office heating fuel, electricity, water, and sanitization on a set schedule are critical
 2. Region has enough salt within the Region to finish out the remainder of the 2019/2020 Season. Will need to re-address if situation runs into the 2020/2021 Season
 3. Fuel & parts to be addressed by Fleet
- b. Crew Camps
 - i. All camps closed to visitors
 1. TOMs and other staff who does not typically work in that camp will not visit camps unless emergency
 2. OSS will not visit camps
 - ii. Crews will be working 4 10-hour shifts, with TOMs calling in someone if issues arise on Friday
 - iii. Essential Work
 1. Road Treatment
 2. Road Maintenance
 - iv. Essential Personnel
 1. With current staffing, we anticipate being able to maintain current LOS in the event that an entire camp is quarantined, with assistance from other crews and office TCLs
 - a. If unable to maintain, we will focus on Priority 1 & 2 roads, and take care of Priority 3 & 4 roads as able



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- v. Critical Supplies, Services, Products
 - 1. Heating fuel, electricity, water, and sanitization on a set schedule are critical
- c. Movable Bridges
 - i. None in Region
- d. Visitor Information Centers
 - i. None in Region



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MaineDOT Region 4

COVID-19 Continuity of Operations Plan

Operations Continuity

Region Office

Essential Work

MATS Administration: We need to continue to document our work that is completed, and the hours worked by our crews. To accomplish this, we need to continue to utilize the MATS system and the **Data TOM** and **Assistant Data TOM** are critical to this function.

Permitting: Processing of Utility Location, Highway Opening and Driveway and Entrance Permits will need to continue. The **Senior Technicians** overseeing these permit processes as well as the **Region Engineer** are critical to oversight of work being done by others within the highway right of way.

Supervision: Continued supervision and oversight for overall crew operations, including Fleet, are needed when M&O is in an emergency situation. Crew based supervisors need information and a way to coordinate with other crews and Regions. The **Transportation Resource Manager** and the **Transportation Operations Managers** are critical to this function.

Paying of invoices: It is critical that we pay our vendors in a timely fashion to continue receiving material, services and parts. **The Office Associate II** is critical for this function.

Essential Personnel Region Manager; Transportation Resource Manager, Region Engineer, Region Traffic Engineer, TOMs, Technicians, HR Specialist, Clerk IV, Office Associate II, Safety Specialist, Contract Specialists. Encourage and facilitate telework where possible.

Critical Supplies & Services

Heating Gas/Fuel and repair services
Electric, water and sewer utilities
Janitorial Cleaning services & supplies.
IT Services



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Equipment parts

Crew Camps

Essential Work

- Snow & Ice Control: This activity is essential and will continue to the best of our ability based on available drivers. Strategies that may be employed if there is a shortage of drivers include:
- Use other certified employees such as mechanics, supervisors Project Development employees and contracted retired employees to plow.
 - Lengthen plow beats as much as practicably possible.
 - Communicate with other Regions on sharing resources.
 - Concentrate plowing efforts on priority 1 roads such as the Interstate.
 - Move people from outlying crews to focus on the higher priority roads.
 - Limit the level of plowing between 10:00 pm and 5:00 am.

Equipment Maintenance:

- Based on available mechanics, prioritize repair of equipment to ensure equipment performing critical functions is repaired first.
- As needed, utilize equipment dealers to provide maintenance services.
- Communicate with other Regions and Fleet Services about sharing resources.
- Contract with retired mechanics to work in the garages.

Emergency Response:

- MaineDOT crews will need to have the capability to respond to emergency situations to ensure public safety such as assisting State Police at accident sites, removing downed trees and assisting during floods.
- Perform as much general maintenance as possible (patching, brush cutting, sign maintenance) given crew size and social distance requirements.

Disinfecting & Sanitizing

- Disinfecting and sanitizing of rest rooms multiple time a day



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- Disinfecting vehicles, equipment and tools after every use
 - Disinfecting of frequently touched areas and flat surfaces
- Essential Personnel: Crew Supervisors, Crew Leaders, Transportation Workers, Mechanics
- Essential Supplies: Salt, sand, fuel, water, power, cleaning supplies and disinfectants, pavement/patch

Social Distancing Strategies:

- Split up crews to groups of 10 and under by having different reporting areas in the am, monitor lunchtime conjugation and maintain separation at the end of the day.
- No more than 2 people per vehicle
- Conduct safety training within these small groups.

Visitor Information Centers

- Essential Work:
- Disinfecting and sanitizing of rest rooms multiple time a day
 - Disinfecting of frequently touched areas and flat surfaces
 - If unable to staff the information centers, encourage use of internet links to obtain travel/tourism related information.
- Essential Staff: Cleaning Contractors
- Essential Supplies: Fuel, water, power, cleaning & bathroom supplies and disinfectants



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MaineDOT Region 5

COVID-19 Continuity of Operations Plan

General Policy

Education

- Supervisors are to print and post any updated information related to the current coronavirus update that is sent out through official MaineDOT communication channels
- Review the symptoms of Coronavirus and the Region's Continuity Plans with all region employees.
- Any employee planning to travel out of the State of Maine should notify their supervisor, who in turn will notify the Region office with State or Country the employee plans to visit. Based on current risk assessment from the CDC for that location, the employee may be asked to self-quarantine at home for the recommended days to ensure their safety, as well as the safety of their co-workers
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer.
- Avoid shaking hands as a greeting.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Limit the sharing of personal items, pencils, phones, etc.

Symptoms

Fever

Cough

Shortness of breath

Sanitization

- Ensure small hand sanitizers are available to employees as requested (as availability allows)
- Ensure large sanitizer's bottle are placed in break rooms, and where employees might congregate (as availability allows)
- Wipe steering wheels, controls, and handles of vehicles after each use.
- Clean common equipment and tools, such as, loaders, hand tools, etc. after each use.
- Clean bathrooms, kitchen and other common areas daily.
- In the event commercial cleaning supplies are not available, a solution of 1/3 cup of bleach per gallon of water will be used to disinfect areas. This bleach/water mixture has a shelf life of approximately 24 hours so only mix up as much as you plan to use in a day.
- Employees need to be aware of any requirements of the SDS sheets for the cleaning materials they are using. Specifically, latex gloves should be worn when cleaning and any other PPE recommended by the SDS sheet

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- Supply small hand sanitizer, large hand sanitizers and spray bottles to employees (as available)
- Ensure all common surfaces (door handles, break room, bathroom) are wiped down daily with a cleaner that will kill the coronavirus (reference CDC website for guidance)

Social Distancing

As much as practical, hold virtual meetings by phone or Skype as opposed to large gatherings. In accordance with current guidance from the Governor's office, no gatherings larger than 10 people will be held.

After Exposure

- If someone in your home has been asked by Maine CDC to self-monitor for symptoms, follow the precautions outlined above and self-monitor as you go to work. If you prefer to request vacation, comp time or sick leave during this period, such request may be granted based on operational need. If the person in your home becomes symptomatic, please check with a medical professional for guidance. Contact your supervisor if medical direction will require you to be out.
- Management may ask employees with flu like symptoms (fever, body aches and cough) to go home until their fever has been over for 24 hours. Employees may be asked for a doctor's note prior to their return to work.
- Notify your supervisor when calling in sick if you have flu like symptoms or if you have tested positive for coronavirus.
- Supervisor contacts Region Management (Region Manager or Personnel Manager) to advise and discuss next appropriate actions.
- Thoroughly clean the sick employee's work location, common areas and any work vehicle the employee drove.
- Continue thoroughly cleaning common areas until the exposure limit has passed.
- Restrict the work location, as much as practical, to employees already exposed to the virus.
- Based on circumstances, consider limiting the number of employees who operate a piece of equipment (e.g. have one employee run the loader rather than having everyone load themselves during a storm)
- Update employee contact lists and ensure this information is readily available to supervisors.
- Ensure employees have a contact person to pick them up if needed.
- Notify the Region Office of a possible crew exposure
- Notify TOM when you can not meet your minimum LOS due to employees being out sick – TOM will work with other management staff to reallocate staff, if necessary
- Employees who come to work who are obviously ill or who say they are not feeling well may be asked to go home until such time as they have no symptoms

Operations Continuity

Region Office

Essential Work

- Staff that can work from home (Region Manager, Region Engineer, Superintendent, TOMs, OSS, Region Traffic Engineer, Personnel Specialist) will ensure that they have the RSA token on their laptops and that it works from their home in the event that the Region office has to be closed. As requested and approved, employees will be allowed to work from home.

Crew Camps

Essential Work

Our core mission during this time of year is plowing snow and ensuring the safety of the travelling public.

Essential Personnel

TCS, TCL, TW's

Critical Supplies, Services, products

Cleaning supplies that will enable crews to properly sanitize their work areas

Snow and ice control materials (salt, sand, liquids)

In the event that salt supply chains break down, the Region has enough salt on hand to get through the rest of the winter by focusing salt use on the Interstate and Priority 1 roads and utilizing sand on other roads

Interstate Rest Areas

Essential Work

- Continue to clean and disinfect as specified in the existing contract (most common areas and surfaces are cleaned and disinfected four times per 8 hour shift)
- In the event of an outbreak that significantly affected the Region or the State, consider closing the Medway Rest Area after consulting with Augusta HQ

Essential Personnel

Interstate rest areas are staffed by a contractor. In the event that the contractor is no longer able to provide service, the rest area could be closed, or staffed with MaineDOT staff.

Essential Supplies, Services, products

The continued availability of cleaning and disinfecting supplies are critical to the operation of the rest area. In the event these products are no longer available, the rest area may need to be closed.

Appendix B

Social Distancing Strategies

- Encourage employees to adhere to CDC Steps to prevent the spread of COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- Encourage employees to avoid larger group gatherings and maintaining approximately six feet from others when possible.
- Agree on an isolation area for each Facility
- Remind all staff to avoid hand shaking
- Create secondary break room to avoid cross contamination
- Adhere to common public health hygienic recommendations by washing your hands after touching commonly used items or coming in contact with someone who is sick
 - Proper hand washing includes scrubbing your hands for at least 20 seconds with soap and water
 - If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
- Avoid touching your face, nose, mouth, and eyes
- Practice proper coughing/sneezing etiquette
- Properly dispose of anything in contact with your mouth, such as tissues or plastic eating utensils
- Avoid contact with people displaying symptoms of illness

Appendix C

Governor's Office Guidance

Dated 5/27/20

Administration restricts reopening of restaurants in Androscoggin, Cumberland and York Counties to outside service only

Governor Janet Mills today announced an update to her Administration's plan to restart Maine's economy as the state approaches the scheduled June 1 start date for Stage 2 of the plan.

The Mills Administration announced today that it is postponing the full reopening of restaurants for dine-in services in York, Cumberland, and Androscoggin counties. Restaurants in these counties were tentatively scheduled to reopen to dine-in services on June 1 (Stage 2) but are now restricted to reopening to outside dining service only beginning on that date in addition to continuing to provide take-away and delivery services. The decision to limit their reopening comes amidst an increase in hospitalizations as well as an increase in case counts in these three counties, both of which are metrics [monitored](#) by the Maine Center for Disease Control and Prevention (Maine CDC). A date for the reopening of dine-in services in these counties is yet to be determined.

"Given the trends we are seeing in certain parts of Maine, our Administration is revising the plan to align with what is in the best interest of public health. To that end, rather than permitting dine-in services in Androscoggin, Cumberland, and York Counties as we had originally planned, we will be allowing outside dining only with precautions, a move we believe is safer for the health of Maine people and that balances the economic needs of these businesses," said Governor Mills.

In the wake of this change, the Department of Health and Human Services and the Department of Administrative and Financial Services, which have licensing authority, are streamlining and expediting approval of licenses to facilitate outside-only dining.

Aside from this update, Stage 2 will move forward as planned. This means that on June 1 restaurants in Penobscot County will be allowed to voluntarily reopen for both indoor

and outdoor dining services [with strict health and safety precautions](#), joining the twelve other rural counties where such establishments have been permitted to reopen as part of the [Governor's rural reopening plan](#). Although Penobscot County has been identified as an area with community transmission, the decision to allow it to reopen as scheduled results in part because the county has not had more than three new cases a day since April.

Additionally, on June 1, retail businesses in York, Cumberland, Androscoggin, and Penobscot counties – counties where these businesses have been closed to indoor shopping – will also be permitted to voluntarily reopen, also with [strict, sector-specific health and safety precautions](#). These businesses now join those in the other twelve counties permitted to reopen as part of the Governor's rural reopening plan.

The Administration continues to closely review the status of gyms, fitness centers, and nail salons, the reopening of which were paused last week as a result of concerns about the transmission of the virus in these settings. [View a complete outline of Stage 2 with COVID-19 Prevention Checklist guidance](#).

"We recognize this is an incredibly difficult time for the business community, and we will do all we can to work collaboratively to develop solutions that keep people safe and create opportunities for businesses," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "We believe that is what we have done here, and we will continue to examine similar opportunities moving forward."

Throughout the reopening process, Maine CDC has monitored epidemiological data, including case trends, hospitalization rates, and reports of COVID-like symptoms, as well as health care readiness and capacity. The Administration also continues to evaluate standards outlined in the [Governor's reopening vision statement](#), such as testing capacity and the State's ability to conduct contact tracing. It is a review of these metrics in their totality and in context, as opposed to the daily change of a single metric, that informs decisions. Decisions also take into account the insight of Maine CDC epidemiologists; for example, whether an increase in cases is related to an outbreak in a congregate living facility or to spread among close contacts of a previous positive case.

In the past two weeks, Maine's count of confirmed COVID-19 cases has increased and there has been an uptick in hospitalizations. However, Maine's hospital capacity and



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readiness – including the availability of ICU beds, non-ICU beds and ventilators – remains adequate.

"Data and science continue to guide Maine's public health response to COVID-19," said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention.

"Expanded testing capacity and enhanced contact tracing add to our analytical toolkit as we review daily fluctuations in metrics and longer-term trends."

Adjusted for population size, as of today, Maine ranked tenth lowest in the nation in terms of positive cases; 39th in the nation in terms of deaths; 30th in terms of patients ever-hospitalized out of the 35 states reporting; and 17th in the percentage of people who have recovered out of the 41 states reporting.

Recently, the Mills Administration has more than [tripled the State's testing capacity](#) through a partnership with IDEXX, [eliminated its testing prioritization system](#) to allow anyone suspected of having COVID-19 to be tested, [recommended universal testing in congregate living situations](#) after a single confirmed case, [expanded the State's contact tracing system](#), and announced [the deployment of Federal funds](#) to expand the State's lab capacity, bolster rural hospital lab capacity, and establish drive-through testing sites.

Dated 5/14/20

I hope this email finds you and yours well on this sunny day. First, let me say, thank you to each and every one of you for your efforts to keep State Government working as we navigate these unprecedented times. There is no question these last few months have generated many changes, and you may be facing each day with new challenges: working remotely or alone in the office or field; kids home because of daycare or school closures; family members unable to work; or, sadly, the loss of a loved one.

Know that you matter; know that your best is your best; and know that you can reach out for help. Your manager can steer you to appropriate support. [Human Resources professionals](#) have knowledge of benefit options and resources. And, as part of our benefit package, [Living Resources](#) (Employee Assistance Program) is available to you and your family members for assistance with legal, financial, and mental health concerns.

When I last emailed, the Governor had announced a [plan](#) for a gradual restart of Maine's economy. We shared that, based on the Governor's plan, the gradual reentry of workers and reopening at most of our facilities will not begin until at least June; and we introduced a



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Transition Committee working on that shift. Today we are letting you know that **Breena Bissell**, the State's Director of Human Resources and member of the Transition Committee, **will be sending out a statewide survey to employees very soon**. When you receive the email from Breena, **please open and click the link to the survey**—it is not spam. This short survey will capture your work situation as well as your thoughts and considerations for moving forward. Information will be shared with your managers and used in decision making and planning; therefore, please be sure to enter your name and department information. Thank you in advance for your participation in this effort.

Dated 4/29/20

The Governor has [announced](#) a safe, gradual plan to restart Maine's economy.

Part of this [plan](#) is a specific "requirement to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain". Here is [Executive Order #49](#) (See Appendix N) and today's [press release](#).

This guidance is meant to add a layer of protection from infection as we open more businesses. If it is hard to ensure consistent physical distancing, then the cloth face covering is required.

As Governor Mills states, "By wearing a cloth face covering, you are taking an important step in protecting others, and when others wear them, they are taking an important step in protecting you".

What does this mean for state work spaces?

The Order includes: "Employers in settings that are not typically accessible to the public may determine the persons who should wear a cloth face covering at their workplace and shall permit any employee who wants to wear a covering to do so."

As previously noted, most of our state workforce is working or dispatching remotely. And most of our office space is no longer accessible to the public. With a few exceptions due to the nature of your work (for example, hospitals, postal workers, correctional facilities), all State of Maine worksites should have effectively implemented social distancing measures and State employees and visitors should be adhering to those measures in and out of the workplace. For now, wearing a cloth face covering in an environment where employees and visitors are appropriately adhering to these guidelines is not mandatory. However, you are welcome to wear one if it makes you feel more comfortable to do so.



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We are sending this to All State Employees, but the reality is that this is not going to be “one size fits all” guidance. When the time comes to transition employees back from remote dispatching or working, and as we re-open our locations to the public, it is likely that more consistent use of cloth face coverings in our work spaces will be required in some form.

Based on the Governor’s plan, the transitioning of workers and reopening our facilities will not begin until at least June. And even then, it will be gradual. We have convened a Transition Committee to consider the various adjustments, including cloth face covering use, that may be required in our work spaces as a result of this pandemic. We will provide more information on the work of this Committee as it is developed.

The US CDC makes it clear that maintaining 6-foot physical distancing and cleaning your hands remain critical to managing the spread of the virus. The US CDC [advises](#) that wearing a cloth face covering is not a substitute for this and other CDC hygiene guidance, which includes staying home when you are sick.

Disposable face coverings are available now. Cloth face coverings have been ordered through our Maine partner, [American Roots](#), and will be arriving and distributed soon. A first order may be received as early as next week, but bulk delivery of 4,000 per week will begin May 14. Also, the video in this [link](#) shows you how to make your own cloth face covering. And, the Maine Manufacturing Extension Partnership has [compiled a list of Maine companies producing face coverings](#), which the Administration is sharing with Maine people as a resource. Attached and here are the [other emails](#) we’ve sent relating to cloth face coverings.

If you have any questions, please reach out to your [Human Resources professionals](#).

Dated 4/23/20

As a reminder, physical distancing and hygiene adherence are the primary ways to reduce the transmission of the COVID-19 virus. Most importantly – Do not go out or interact with others if you are sick.

As an additional option, the U.S. CDC has suggested voluntary use of protective face coverings when physical distancing measures may be difficult to maintain.

If you are not a health care worker or an emergency responder or similar, the use of a face covering is not necessary.

However, the state would like to support its employees in this voluntary recommendation.

We will do this in two ways:

First.



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The State now has access to some one-time use, disposable masks that are perfectly suitable for state employee use for the voluntary face covering requirement.

As with most protective equipment these days, we have access to a limited quantity.

So, these face coverings will be made immediately available to staff who are working outside of the home and/or who interact with others during their job duties.

Agencies will coordinate with Central Services for pickup and then will distribute to their employees.

Second.

We have finalized our contract for cloth face coverings for all state employees.

We are contracting with a Maine vendor that will provide approximately 800 coverings per day starting May 4.

See attached picture.

Every employee will receive two masks.

State Postal will deliver to agencies and then agencies will work out distribution to employees.

See the following guidance for cleaning cloth face coverings.

- Fabric face masks should be routinely washed depending on the frequency of use.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
- It is suggested that face masks should be washed with hot water in a washing machine, and tumble dried on high heat.
- More delicate masks that are handsewn may need to be washed by hand. If so, lather masks with soap and scrub them for at least 20 seconds with warm to hot water before tossing in the dryer.
- You may also iron masks on the cotton or linen setting to kill any remaining germs.





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Dated: 4/15/20

Thank you all for the adjustments you have made and are making to continue to provide services across the state to the people of Maine. Thanks too for the support you are offering to each other as employees. We hope this email finds you healthy and settling into new routines. We are doing a different style update this time...bullet points and links.

Statewide COVID-19 information may be found on the Governor's website: <https://www.maine.gov/covid19/> (See Appendix P for screenshot of this webpage) As always, please go to our website for state employee specific links and updates: <https://www.maine.gov/dafs/covid-19> (See Appendix P for screenshot of this webpage)

Did You Know?

- The **Real ID** deadline has been moved to October 2021: <https://www.maine.gov/sos/bmv/licenses/realid.html> (See Appendix P for screenshot of this webpage)
- Don't forget to complete your **Census!** It's Important, It's Safe, and It's Easy: <https://my2020census.gov/> (See Appendix P for screenshot of this webpage)
- The **United Way** reminds us they continue to be here for all Mainers in times of need. Their offices continue to work full time to ensure people have access to services like food, shelter, personal protective equipment, and child care: [COVID-19 Response effort](#) (See Appendix P for screenshot of this webpage)
- On the **Office of Employee Health and Benefits website**, there is a dedicated [Covid-19 section](#) where you can find updated information related to your health plan, retirement, and wellness resources. (See Appendix P for screenshot of this webpage)
- **Maine people are helpers**, and they are everywhere. This new resource helps Maine people to target their skills, resources, and time in the most effective and safe ways to do the most good for our state: <https://www.maine.gov/covid19/maine-helps> (See Appendix P for screenshot of this webpage)
- Today would normally be **Tax Day**, but both the Federal Government and the State of Maine have extended the filing and payment date of certain taxes from today to July 15. <https://www.maine.gov/governor/mills/news/governor-mills-extends-state-income-tax-payment-deadline-july-15-2020-2020-03-26> (See Appendix P for screenshot of this webpage)
- You can review all of the Governor's Executive Orders here: https://www.maine.gov/governor/mills/official_documents (See Appendix P for screenshot of this webpage)



Maine Department of Transportation

- We hope to have **cloth face coverings** for distribution to state employees within the next week or so.

The Families First Coronavirus Response Act (FFCRA)

Passed by Congress and effective 4/1/2020, includes the **Expanded Family and Medical Leave Act (EFMLA)** and the **Emergency Paid Sick Leave Act (EPSLA)**. Below is a link to a Question/Answer document as well as a link to the leave request forms.

FFCRA Q&A: <https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/FFCRA%20Q%26As%20for%20Employees.pdf>

FFCRA Leave Request Form:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/FFCRA%20Leave%20Request%20Form-1.pdf>

EPSLA Leave Request Form:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/EPSLA%20Leave%20Request%20Form-2.pdf>

Teleworking:

As of April 1, approximately 85% of state employees are teleworking. Approximately 7,700 of the nearly 9,100 designated as non 24/7, public safety.

Remember – your work space at home isn't designed for use like your work space at work. We can forget and keep sitting in one place for too long as we Zoom and Teams from meeting to meeting, but it's important to move often.

Some pointers for setting up a workspace in your home can be found on this video, recently created by the State's ergonomic advisor, Jason Wade:

<https://www.youtube.com/watch?v=axSgFvUSpGA&t=22s>

Here's the link to the Telework Best Practices document:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/Telework%20Best%20Practices%20-%20Employees.pdf>

Stay active while teleworking. See below two exercise videos for employees.

Back Strengthening: https://youtu.be/x9R7eX_pjiQm

Desk Stretching: <https://youtu.be/JXRwcybd7l0>

As a reminder, if you have questions about your telework setup, reach out to your [Human Resources professionals](#).



Maine Department of Transportation

Temporary increase to vacation accrual maximums

We have reached an agreement with MSEA to temporarily increase vacation accrual maximums for those employees in MSEA bargaining unit positions.

New MSEA temp maximums are effective March 26 through December 31, 2020:

Bargaining Unit(s)	Less than 15 Years of Continuous Service	15 or More Years of Continuous Service
Admin, OMS, P&T	New temp max 300	New temp max 400
Supervisory	New temp max 325	New temp max 425

The Controller’s Office is working on a report of employees who lost vacation time beginning Thursday, March 26, and until the new temporary maximums are adjusted in TAMS. This lost time will need to be restored through a manual process at the agencies. Once the new maximums are updated in TAMS, time will automatically accrue up to the new maximums.

NOTE:

- The new temporary accrual maximums **do not** change the contractual maximum amount of vacation that can be paid out to an employee upon termination – those remain unchanged.
- The temporary maximums are only through December 31, 2020. Effective January 1, 2021, we revert back to the maximums in the contracts.

We are working on similar agreements with other unions.

Gym Reimbursement

As a result of the Covid-19 pandemic and the requirement for non-essential businesses to be closed, the gym reimbursement program is suspended until further notice. The gym reimbursement forms for first quarter (months: January, February and March) will be processed in April.

Health Premium Credit Program

- The deadline for this year’s Program is extended to September 30, 2020. <https://www.maine.gov/bhr/oeh/benefits/health-premium-credit>. (See Appendix P for screenshot of this webpage)



Maine Department of Transportation

As a reminder

- If you are sick, stay home. Do not come to work. Do not run errands. Do not go into the office to pick up work items; coordinate with your supervisor for delivery.
- Call your health provider – do not visit them in person.
- Please continue to exercise care with personal hygiene, as these measures continue to be our best protection:
 - Wash your hands frequently with hot, soapy water for at least 20 seconds
 - Keep your hands below your shoulders (away from your face); and
 - Greet others from a distance, instead of shaking hands

Be mindful of the needs of others. Stay calm. Facts not Fear. Assume best intentions. Be kind. Maintain distance, but stay in touch.

Thanks to all of you and for all you do.



Maine Department of Transportation

Dated: 4/5/20

As you may have heard, on Friday afternoon, the US Centers for Disease Control and Prevention (CDC) issued new guidance on cloth face coverings. [Here](#) is what it says:

“We now know from [recent studies](#) that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.”

The majority of our workforce is working or dispatching remotely. With a few exceptions due to the nature of your work (for example, hospitals, postal workers, correctional facilities), all State of Maine worksites should have effectively implemented social distancing measures and State employees should be adhering to those measures in and out of the workplace. The CDC makes it clear that maintaining 6-foot physical distancing and cleaning your hands often are critical to managing the spread of the virus: wearing a cloth face covering is not a substitute for this and other CDC hygiene guidance.

That said, CDC does recommend cloth face coverings as an additional, voluntary public health measure. We will support you in this voluntary effort. The State will procure a supply of such cloth face coverings as soon as possible. We’ll work through each Department on their distribution to each interested State employee. We want to help you in all ways possible to stay safe. In the meantime, the video in this [link](#) shows you how to make your own cloth face covering.

CDC does not recommend that you wear surgical masks or N-95 respirators unless you are a health care worker or other first responder. Our colleagues and neighbors on the front lines of the COVID-19 pandemic need them.

We thank all of you whose vigilance and hard work is both keeping COVID-19 from spreading and maintaining the services that Maine people rely on from State Government.

[Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission](#)

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

[Learn More](#)

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from [recent studies](#) that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

This recommendation complements and does not replace the [President’s Coronavirus Guidelines for America, 30 Days to Slow the Spread](#)[external icon](#), which remains the cornerstone of our national effort to slow the spread of the coronavirus. CDC will make additional recommendations as the evidence regarding appropriate public health measures continues to develop.



Maine Department of Transportation

Dated: 3/25/20

As the Commissioner of the Department of Administrative and Financial Services (DAFS) with purview over the State's workforce, it is important to me to be in regular contact with you about updates regarding COVID-19.

As you may know, this morning DHHS closed their Lewiston office due to a confirmed case of COVID-19. Employees who report to the Lewiston office have been instructed to go home. Per Maine CDC protocols, the office will be appropriately cleaned and in the coming days parts of the office may be reopened.

While I know this news is concerning, I wanted to take a moment to discuss the steps that have been taken to protect your health and safety. As you know, immediately following the emergence of COVID-19, State government took steps to protect State employees by limiting potential exposure to the virus.

We have substantially limited our public-facing interactions, and we have encouraged the people of Maine, whenever and wherever possible, to avail themselves of our online and over-the-phone services. In many instances, we have closed to the public our forward-facing office spaces.

We have encouraged those employees who can telework to do so, particularly if those employees are vulnerable to the virus. As such, after speaking personally with each Commissioner, DAFS estimates that approximately 70 percent of State employees – excluding emergency and public safety personnel – are currently working remotely. With the support of Governor Mills, we have also moved to provide more flexibility in the use of leave options, including expanding the use of sick leave with approval.

Furthermore, for those agencies with employees who are still in the office, State government is implementing strict physical distancing measures to reduce the number of people in otherwise crowded work areas and offices. If you are one of the few employees working in your office, I encourage you to be mindful of your interactions with your coworkers, to conduct business via email or phone whenever possible rather than in-person, and to maintain a distance of six feet from people at all times. No more walking into each other's cubicles.

DAFS has also increased its janitorial services, cleaning more frequently and sanitizing commonly-used areas of offices. We continue to urge you to wash your hands thoroughly and often and to practice physical distancing at all times. Most importantly, if you are sick, stay home – do not come to work.

Let me also personally thank you for adapting to work in this new and unprecedented environment to ensure that State government can protect your health and safety and provide critical services to the people of Maine. You embody the extraordinary dedication Mainers are known for, even under extraordinary circumstances.

If you have any additional questions, please do not hesitate to reach out to your [manager or HR head](#), and, for more information related to COVID-19, I encourage you to visit our resource page [HERE](#).



Maine Department of Transportation

Dated:3/20/20

Good afternoon all,

The State of Maine is in an unprecedented moment in time. Governor Mills has declared a Civil State of Emergency and health care professionals and Maine CDC experts are working around the clock to mitigate the spread of COVID-19.

State government and its employees provide critical services to the people of Maine every day, and we are working to ensure that State government can deliver these services while also safeguarding the health and wellbeing of State employees. This responsibility to continue the operations of the government, during this emergency when some services are needed the most, remains paramount, and you—our valued and dedicated employees—are essential to carrying out the mission.

All agencies are working to implement methods to support social distancing and limit potential exposure through reassignment of work areas, telework where able, and more flexible leave options where appropriate, understanding these options are limited, especially for our 24/7 operations and public safety programs.

From Dr. Shah today: “What we mean by social distancing is physical distancing. Let’s keep those social connections strong and intact.” This is our opportunity to spread kindness and caring through phone calls, email, social media and other electronic outreach.

Also, another reminder: As we use more disinfecting wipes and paper towels to clean our homes and offices, don’t flush them down the toilet. Wipes and paper towels do not break down like toilet paper does in water. They are stronger, and many wipes include plastics and materials like nylon. That means bad news for sewer systems. Even wipes labeled “flushable” will clog pipes and interfere with sewage collection and treatment. They should be thrown away in the trash after use.

Things are changing almost hourly, and it’s true that guidance today may change tomorrow. Stay connected to updated information. maine.gov/dafs/covid-19
Attached are answers to questions you’ve asked.

Coronavirus Disease 2019 (COVID-19) Q&A for Employees of Maine State Government* March 20, 2020

The State of Maine is in an unprecedented moment in time. Governor Mills has declared a Civil State of Emergency and health care professionals and Maine CDC experts are working around the clock to mitigate the spread of COVID-19.

State government and its employees provide critical services to the people of Maine every day, and we are working to ensure that State government can deliver these services while also safeguarding the health and wellbeing of State employees. This responsibility to continue the operations of the government, during this emergency when some services are needed the most, remains paramount, and you—our valued and dedicated employees—are essential to carrying out the mission.

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From Dr. Shah today: “What we mean by social distancing is physical distancing. Let’s keep those social connections strong and intact.” This is our opportunity to spread kindness and caring through phone calls, email, social media and other electronic outreach.

Things are changing almost hourly, and it’s true that guidance today may change tomorrow. Stay connected to updated information. maine.gov/dafs/covid-19

Here are answers to questions you’ve asked.

What are the results of testing for COVID-19 in Maine?

March 20, 2020 COVID-19 total test data for Maine: 2,264 negative results and 56 positive results.

This changes on a day-to-day basis. The Maine CDC is providing daily updates on their website, which you can find [HERE](#).

Will I be told if someone I’m working with tests positive for COVID-19?

Yes. Your health and safety are of the utmost importance to us. Please rest assured, if and when the State is made aware of a case of COVID-19 for a state employee, coworkers in the employee’s work area will be informed.

As you may be aware from the Maine CDC’s public reporting of COVID-19 confirmed cases (which includes the age, range, gender, and county location of the individual – as most other states do), law prohibits us from identifying an employee by name when sharing positive test information. Therefore, any notification to coworkers must and will be made without mention of the employee’s name.

What does Maine CDC recommend if an employee tests positive for COVID-19?

- Maine CDC recommends closing a specific office area (not necessarily a whole office or building), if an individual in that office area tests positive for COVID-19.
- Employees who work in the same office area as the affected individual should self-quarantine at home and observe for symptoms for 14 days.
- Those who develop symptoms during that 14-day period should contact their health care provider for medical advice.
- During the 14-day office area closure, the area should be thoroughly cleaned.

- After the 14-day closure period, employees may return to work if they are not diagnosed with COVID-19, are not in their 14-day window for self-quarantine, do not have any symptoms and did not have symptoms during their period of self-quarantine.

- If multiple people in an office are affected with COVID-19, the period of closure should be based on the date of the last diagnosed individual's interaction with employees.

NOTE: other offices/programs/divisions within the same office building need not close.

What action is the State taking now to limit my exposure to COVID-19?

We are working to keep employees informed and educated. Find communications here. In addition, consistent with the guidance sent to all employees on March 16, state agencies are encouraging social distancing to limit potential exposure through lessening the number of employees in work areas, temporarily increasing telework, and providing more flexible leave options as appropriate (understanding these options are limited or unavailable for our 24/7 operations and public safety programs).

Below are answers to some of the questions we have received specific to working from home and leave time options:

1. Am I automatically approved to stay home to work if I am already equipped to telework (have a laptop and remote security access)?

Decisions regarding approval for telework are made at the department/agency level. It may be that some employees already set up for telework will be immediately approved to work from home. However, it may not meet operational needs to have all those with remote capabilities to be away from the office each day. Agencies may have operational needs requiring an employee with a laptop and remote access to be in the office or rotate days in the office. Additionally, appropriate social distancing may occur by having some employees out of the office and others remaining in the office. Please work with your supervisor and manager to determine how to best meet operational needs.

2. I have never been able to work from home before – can I work from home now?

In some cases, it may be possible due to the extraordinary circumstances related to this emergency for people who would not typically work from home to be able to perform work remotely. Departments and agencies are trying to be flexible to aid in social distancing; however, it may be that social distancing occurs in the office once others are home working. If you are approved to telework, please be aware these arrangements are not designed to be long-term and are only approved due to current circumstances related to COVID-19. Some employees may be approved to work from home for some days but be required to be in the office on other days.

3. Do I need to sign an agreement for telework?

You must have management approval to work from home. Some departments and agencies have formal agreements in place or are designing them for this temporary COVID-19 situation. It is up to the agency whether or not they require a formal telework agreement before you work at home for these temporary arrangements. Even if you did not initially sign a telework agreement, your agency may ask for a signed agreement to formalize expectations at a later date.

4. Are there guidelines or tips for working from home?

If approved to work from home, some tips to keep in mind:

- **Seek approval before taking home any materials that contain confidential information.** Remember to exercise caution, and to maintain confidentiality even with family members.
- **Seek approval before bringing any additional office equipment beyond a laptop home with you.**
- **Trust is critical.** Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- **Stay connected with your team.** Communicate with your co-workers and supervisor as much as you normally would, as best you can. Develop a schedule and stick to it. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- **Remain flexible** and willing to make changes to meet operational and public needs.
- **More guidance on working from home can be found at** maine.gov/dafs/covid-19

5. My children's school is closed, and I have no childcare options. Can I work from home or take leave time to care for them?

The answer to this question will depend on the nature of your work, whether or not your job can be done remotely, and if there are sufficient employees available to work to ensure operations of the State can continue. Supervisors are being encouraged to look at each employee's situation to determine if telework or leave time are options (if leave time is an option; see #6 below). It is also important to remember that any time an employee spends caring for dependents while teleworking is not counted as time worked.

There are some employees providing essential services in 24/7 facilities and public safety roles who will be required to work if well.

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

6. What do I use for Leave Time? *(See Appendix I of this document)*

- a. You are Sick

- b. You are Taking Care of Sick Dependent(s)

- c. You are Taking Care of Children Due to COVID-19 School or Daycare Closure.

- d. You/Someone with whom You Live Must Stay Home per CDC Guidance on COVID-19

- e. You are in a Higher Risk COVID-19 Group

In response to COVID-19, the use of sick leave has been expanded beyond the contractual language for absences related to COVID-19. At this time and until further guidance, you may use **SICK LEAVE** for absences, as follows:

In accordance with language and standard practice, if you are sick, stay home, and use your sick time.

Also, in accordance with contract language and standard practice, if you are required to attend to sick dependents (as defined in bargaining unit agreements), do so and use sick time. FOR THIS COVID-19 EMERGENCY ONLY and only for a limited time (being reviewed regularly), if you are not required to work to provide essential operations, and you are not able to work from home, and you must be home to care for young children due to the COVID-19 closure of schools or your daycare, you may record leave time as SICK LEAVE.

To provide more flexibility for those who need to be away from work for reasons related to COVID-19, sick time may be used if you or your family member must stay home per CDC guidance, even though you/they may not be sick.

If you are considered at higher risk under CDC guidelines (elderly or with a medical condition that causes higher risk per CDC guidelines), you may be eligible to use sick time. This may not be an option for those necessary to provide essential operations.

At this time, if you are approved to be out of work due to COVID-19, **you may also be eligible to use your available vacation, comp, or personal leave.**

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

Also note: there are employees providing essential services in 24/7 facilities and public safety roles who will be required to work if well.

7. What if I run out of paid sick, vacation, comp time and personal leave?

If you are out of work due to COVID-19 reasons and run out of paid sick, vacation, comp and personal leave options, talk with your supervisor and Human Resources office. We will work to find options to keep you in pay status. This may mean revisiting work from home and other leave options.

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

8. I have a compromised immune system or underlying condition. Can I work from home or take sick leave?

Ensuring the health and safety of our at-risk employees is the primary concern, and supervisors and their human resources office will work with employees who come forward with health concerns to identify if there are other work areas that provide greater social distancing, any potential telework options, or the use of leave time, whichever is appropriate. See the leave options above in items 6 and 7 if leave time is the approved option. Note that some employees providing essential services in 24/7 facilities and public safety roles may be required to work if they are well.

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

9. Can I be required to report to work?

Possibly. The services provided by the State of Maine are critical during this unprecedented time when the needs are great, and State government remains open. The work of all Departments is important, and there are some operations which will require employees to report to work without options for telework or leave time. Please discuss your options with your supervisor and manager and raise any concerns to Human Resources. Understand not all requests for telework or leave will be granted, as the operational needs of the State must be met.



Maine Department of Transportation

10. Will I lose my health insurance if I go on unpaid status?

If you are out of work due to COVID-19 and go on an unpaid leave, the State will continue to pay its share of your benefits (the 'employer' or 'State' share). You are still responsible for paying your share of benefits for yourself and any dependents you may have on your insurance plans (the 'employee' share). You will be billed for the employee share of health, dental, life, and any other insurance. Please reach out to your Human Resources office if you have concerns with keeping your insurance

Dated: 3/16/2020

While guidance continues to evolve in response to COVID-19 in Maine, I want to thank you for everything you are doing to support the people of Maine as we navigate through this time when they most need the services we provide. Leadership continues to monitor COVID-19 activities centrally with the support of the Maine CDC, and efforts continue to be made to ensure we strike an appropriate balance between meeting our business obligations to the citizens of Maine and ensuring the health of our employees and clients. We also understand that many essential services, like our 24/7 facilities and public safety programs, must continue to be well-staffed and operational at all times.

Communications continue to be reviewed centrally to ensure consistency with CDC and leadership guidance. With this guidance in mind, your commissioners and agency heads are working to:

- Limit potential exposure of our employees most vulnerable to the virus by considering alternate work locations and/or schedules, telework, and leave time options where appropriate (management approval required; 24/7 facilities and public safety programs may not have any or only limited options)
- Support social distancing by reducing the number of employees within crowded work spaces through alternate work locations and/or schedules, telework, and leave time use options as appropriate (management approval required; 24/7 facilities and public safety programs may not have any or only limited options)
- Provide more flexibility in the use of leave options over the next two weeks as appropriate for those who may need to be away from work for reasons related to the coronavirus, including the expansion of the use of sick leave (work with management and Human Resources; 24/7 facilities and public safety programs may not have any or only limited options)
 - o For example, an office employee who is unable to work from home but approved by management to be away from work to care for child(ren) due to school or daycare closure, may now be allowed to use sick leave to cover this coronavirus related absence

Additionally, actions are being taken to keep employees and the public informed and reminded of safe practices as we continue business operations:

- Notices are being posted at doors of state offices reminding employees and the public not to enter if they are sick with symptoms of the flu and virus
- Reminders of electronic methods for conducting State business are being posted

Maine Department of Transportation

- Bureau of General Services is installing 2 hand sanitizer dispensers in each of the 44 occupied Augusta area state owned facilities (including MCJA)

The coronavirus has created an unusual situation, and all employees will respond differently. The State has resources available to you – please reach out to your supervisor, Human Resources, or Living Resources (EAP) if you need support. Please keep in mind that your Living Resources program is available to you and your family members 24 hours a day, seven days a week to assist with virtually any issue, including guidance on how to remain healthy and deal with the emotional impacts of the coronavirus.

- Remember, there is a fine line between social distancing and social isolation
- Living Resources (EAP) is also offering the following session to help support many who are impacted and concerned about the coronavirus. The registration link is below. All employees and family members are invited to attend.

Coping With Uncertainty About The Coronavirus

Date/ Time Registration Link

March 17th

11am – 12pm EST

<https://attendee.gotowebinar.com/register/733907924160508939>

If you are sick, stay home and call your health provider – do not visit them in person.

Please continue to exercise care with personal hygiene, as these measures continue to be our best protection:

- o Wash your hands frequently with hot, soapy water for at least 20 seconds;
- o Keep your hands below your shoulders (away from your face); and
- o Greet others from a distance, instead of shaking hands.

Please route questions to your supervisors and our Human Resources professionals.

Be mindful of the needs of others. Stay calm. Stockpiling supplies may mean vulnerable neighbors are not able to get what they need. Please check on others, share, and be kind.



Maine Department of Transportation

Dated 3/12/2020

Dear State of Maine employee,

Please find additional information and guidance attached to this email.

The State of Maine is a large employer, and our employees have countless public facing interactions every day. In order to continue to provide the services Maine citizens expect and deserve, DAFS is following U.S. CDC and Maine CDC guidance in response to the 2019 novel coronavirus, also known as COVID-19.

We are maximizing recommended safety protocols in order to minimize the potential for exposure. We are encouraging calm and thoughtful interactions, both with the public we serve and our colleagues. Please also know that this is a constantly evolving situation and that we will do our best to provide you with updated information as quickly as possible.

Social distancing – which means avoiding larger group gatherings and maintaining a distance of approximately six feet from others when possible – is encouraged. As new information becomes available and as circumstances change, we will explore additional options to enhance social distancing, including limiting on-site meetings; encouraging Maine citizens to access our services online; supporting telecommuting options; and using conference calling, among others.

As the Governor reminded us today:

- Wash your hands often with soap and water or, if soap and water are not readily available, use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick, and stay at home if you are sick.
- Avoid visiting older people or those with chronic health conditions in person to protect their health and safety. Find other ways to show them that you love them. Social isolation is a concern at times like this, but Maine people are resourceful in our ability to support each other.
- Cover your cough or sneeze with a tissue, then throw that tissue in the trash.
- Wipe down the things you touch often — door knobs, phone screens, home and workplace equipment — with disinfecting wipes.

Taking these simple important steps will protect you, your family, your neighbors, and your co-workers.

Please also refer to my last e-mail on this topic, sent March 6, 2020 at 12:41 pm.



Maine Department of Transportation

Dated: 3/6/2020

As a member of Governor Mills' [Coronavirus Response Team](#), the Department of Administrative and Financial Services (DAFS) has been working diligently to review HR-related guidance as part of our efforts to prepare for the potential spread of coronavirus, also known as COVID-19.

While the Maine CDC continues to report that the risk of COVID-19 to Maine residents is low, it is important, as Governor Mills noted, for State government to continue to prepare. To that end, DAFS has prepared two documents to answer common questions state employees may have:

1. A Question and Answer document that provides information about COVID-19 and outlines steps employees should take if they believe they or a coworker is symptomatic. It also addresses common questions regarding sick time, remote work, and other issues.
2. A flyer, relaying similar information, that DAFS will place in common employee areas to provide information about COVID-19.

You can also find this information online [HERE](#).

Additionally, at my direction, the Property Management Division of DAFS has increased their effort to keep our workspaces clean. This means that you may see increased custodian activity in your building, especially in areas that are commonly-used or traveled. You will also soon see more sanitation stations around your workplace, and, per guidance from the Maine CDC, we encourage you to use them often.

As always, it is important to be mindful of phishing attempts. It is possible that you will see increased phishing activity from those looking to exploit fear or misinformation about the coronavirus. The best thing we can do is continue to practice common cybersecurity measures, such as not clicking on links from senders you don't know, not downloading unexpected or suspicious attachments, and always using the "Report Phishing" button in Outlook to report suspicious emails.

The work each of you does for the people of Maine is critically important. DAFS' mission is to ensure that you have the information and resources to stay up-to-date on developments regarding COVID-19 and how it may impact your work.

We encourage you to visit the [U.S. CDC](#) and [Maine CDC](#) websites for more information about COVID-19 and if you have any further HR-related questions, I encourage you to speak with your supervisor or [HR department](#). The Department will send out additional information and updates as necessary as the situation changes.

Thank you for all you do.
Sincerely,

Kirsten LC Figueroa
DAFS Commissioner

6/11/2020 2:51 PM

Appendix D

Guidance on Meetings, Travel and Other

March 12, 2020

The State of Maine is a large employer and conducts thousands of public facing interactions every day. In order to continue to provide the services Maine citizens expect and need from its government, we are using CDC guidance and professional judgement in response to the Coronavirus. We are maximizing safety and recommended protocols to minimize the potential exposure. We are encouraging calm and thoughtful interactions. Be kind and know that information is coming as quickly as possible.

Business-Related Meetings and Gatherings

As always, confer with your managers and supervisors before changing or implementing anything to ensure best practices in line with operational needs.

- For meetings and work gatherings, consider remote participation alternative formats: tele-conference, Skype for Business, Microsoft Teams, etc. We will be sending a flyer with this information soon!
- For meetings that are done in person, take precautions to include meeting in a large room or an open, well-ventilated space; spacing the chairs and participants in a social distancing manner; and keeping meetings short.
- Assess the need to host or attend conferences and large gatherings and determine whether alternative accommodations can be made to limit or mitigate potential exposure. If it is determined a conference is essential and cannot be delayed or conducted by other means, refer to CDC guidance on planning for an event at www.cdc.gov/coronavirus/2019-ncov/community/large-events



Maine Department of Transportation

Travel

Effective immediately for the next 30 days to be reviewed again in 2 weeks.

In State Travel:

- For now, in state travel is status quo. Remember to take the recommended precautions of washing your hands, social distancing, etc.

Out of State Travel:

- Cancel all non-essential business out of state travel, whether or not it has been scheduled. Attempt to recover costs, as many airlines, hotels, conferences, etc. may allow for cancellations or credits. It is understood that some costs may not be recovered.
- Essential travel is determined and must be approved by Department or Agency heads. When determining what is essential travel, consider:
 - Is the travel critical to the department or agency mission?
 - Is the travel related to the department or agency Continuity of Operations Plan (COOP)?
 - What is the destination and is that location currently impacted?

Appendix E

Flyer for Employees

While the risk of COVID-19 in Maine remains low, you can help keep yourself and your co-workers healthy by taking common sense steps and staying informed.

How do I help stop the spread of germs?	What if I think I am sick?
<ul style="list-style-type: none"> <input type="checkbox"/> Avoid close contact with people who are sick. <input type="checkbox"/> Cover your cough or sneeze with a tissue, then throw the tissue in the trash. <input type="checkbox"/> Avoid touching your eyes, nose, and mouth. <input type="checkbox"/> Clean and disinfect frequently touched objects and surfaces. <input type="checkbox"/> Stay home when you are sick, except to get medical care. <input type="checkbox"/> Wash your hands often with soap and water for at least 20 seconds. <p>For the latest information and more helpful tools visit: www.cdc.gov/COVID19</p>	<p>U.S. CDC guidance recommends calling your medical provider first. If they advise that you see a walk-in clinic, a list can be found by scanning this QR code or visiting maine.gov/bhr/oeh. If you do not speak with a medical provider, please call the walk-in clinic first before going due to possible wait times and exposure risk.</p> <div style="text-align: right;">  </div> <p>Anthem subscribers also have the following options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call the Nurse Line at 1-800-607-3262 (see the back of your Anthem card). <input type="checkbox"/> Register for Live Health Online, the 24-hour, no co-pay telemedicine option. Visit

	<p>LiveHealthOnline.com to learn more.</p>
<p>What do I do if I have travel plans?</p>	<p>I have questions about COVID-19 and work, where do I turn?</p>
<p><input type="checkbox"/> If you plan on traveling soon, scan this QR code to get the latest travel warnings, or visit CDC.gov.</p> 	<p>Please contact your Human Resources office with questions and concerns.</p> <p>The Department of Administrative and Financial Services will provide updates as necessary as the situation changes.</p>

Appendix F

Frequent Questions and Answers

1. What precautions can I take to protect myself from Coronavirus Disease 2019 (COVID-19)?

Maine CDC reports that the risk of COVID-19 to Maine people continues to be low. However, it is important for all Maine residents to take proper precautions, including [following guidelines issued by the U.S. Centers for Disease Control and Prevention](#) (U.S. CDC) such as:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer.
- Avoid shaking hands as a greeting.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Additionally, if you are considering booking, or have upcoming travel planned, please review the U.S. CDC's [travel guidance](#).

The Department of Administrative and Financial Services encourages you to stay-up-to-date on developments by seeking information through credible sources, such as the [Maine CDC](#) and [U.S. CDC](#).

2. What are the symptoms of COVID-19?

[Symptoms of COVID-19](#) can include fever, cough, and shortness of breath.

3. What if someone at work is coughing or sneezing?

Have tissues available in the workplace for one-time use for coughs and sneezes with a trash receptacle for disposal.

It is important to keep in mind that many things cause people to cough, such as allergies, dryness, post nasal drip, irritants, a 'tickle' in the throat, and more.

4. With all the talk about COVID-19, should I come to work?

Although it is natural to have concerns, employees who are well are expected to work. If you are sick, please stay home and contact your supervisor to report when you will be out sick.

5. What if someone in my home has been asked to self-monitor for symptoms?

If someone in your home has been asked by Maine CDC to self-monitor for symptoms, follow the precautions outlined above and self-monitor as you go to work. If you prefer to request vacation or comp time off during this period, such request may be granted based on operational need.

If the person in your home becomes symptomatic, please check with a medical professional for guidance. Contact your supervisor if medical direction will require you to be out.

6. What if someone in my home is diagnosed with COVID-19?

If someone in your home has been diagnosed with COVID-19, immediately check with a medical professional for guidance. Contact your supervisor if the medical direction will require you to be out.

7. What if I have symptoms or a diagnosis of COVID-19, but I do not have any or enough sick leave?

Most importantly, stay home when you are sick and notify your supervisor of your absence. Please note you may be required to provide medical documentation.

Employees with symptoms or a diagnosis of COVID-19 who do not have enough accumulated sick leave may be approved to use their available vacation, comp time, and/or personal leave. Employees may also be able to record leave without pay for a reasonable amount of time without disciplinary action. Please work with your supervisor and Human Resources to determine leave options for your particular situation.

8. Can a supervisor send me home if I am sick?

Yes. In most instances, supervisors can send a sick employee home.

9. If I am sent home due to displaying symptoms of COVID-19, do I have to use my own time?

Yes. If you are sent home due to illness, you must use your sick leave. As mentioned above, if you do not have enough accumulated sick leave, leave may be approved to use available vacation, comp time, and/or personal leave.

10. Can I work from home?

You must receive approval from your supervisor and agency management prior to working from home or taking work home. Keep in mind some work assignments, materials, and/or equipment are not appropriate for removal from the office or work outside of the office.

11. I have more questions about COVID-19 and work, where do I turn?

Please contact your [Human Resources office](#) with questions and concerns.

12. I am a supervisor; where do I get more information?

See your Human Resources office for additional guidance related to your role as a supervisor or manager.

Appendix G

Teleworking

If you are currently equipped to telework (already have a laptop and remote security access), you may do so for the next two weeks with Bureau or Office director approval. If you are not so equipped, MaineDOT's management team is currently working on a plan to increase the number of employees who can telework based upon job duties, operational need, and technical requirements and capacity. Obviously, we will not be able to grant every request. We expect to have more information on this in a couple of days. Please do not submit individual tickets for new equipment or service through the OIT help desk platform. Instead, work with your supervisor to capture your needs, who will forward them to your Bureau or Office director for review.

If approved for teleworking, some tips to keep in mind:

- Trust is critical. Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- Stay connected with your team. Communicate with your co-workers and supervisor as much as you normally would, as best you can. Develop a schedule and stick to it. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- Seek approval before taking home any materials that contain confidential information. Remember to exercise caution, and to maintain confidentiality even with family members.
- Remain flexible and willing to make changes to meet operational and public needs.

Some additional options to telework and otherwise work remotely even without internet access. These options are all designed to allow promote social distancing as recommended by the CDC. Like all such options, you can request them through your supervisor for review by your Bureau or Office Director. Approval will be made based on operational need, ability to do meaningful work at a remote site, and the supervisor's ability to assure quality and productivity. There are three new options.

1) Telework Using a State Desktop. My email on Telework of March 16th focused on laptops. Today, after working with OIT, we have learned that there is an option – with approval - to take a State desktop machine home to telework. While this is not as easy as a laptop, these challenging times require out-of-the-box thinking, and we want to thank OIT for their flexibility. For this option to be considered, security protocols must be followed including the installation of Multi-Factor Authentication (MFA) on the desktop computer in question. MFA installation on a desktop can only be done when the machine the machine is connected to the state network. This means it must be done BEFORE it is moved from the state office.

If this desktop option is approved, all the guidelines contained in my Telework email of March 16th apply. Additionally, the following requirements also apply.



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- The functionality of remote access including pulse secure and MFA must be verified. MaineDOT RIO personnel will handle this upon approval by your Bureau and Office Director.
 - Hardware to be removed is limited to the desktop computer, monitor, keyboard, and mouse. Other than the desktop computer, you may also use equipment that you already have at home (monitor, keyboard, mouse).
 - A complete and accurate list of all state hardware being removed must be provided to your supervisor before it is removed from state property. Supervisors will keep an inventory of any and all hardware removed on a department wide SharePoint document.
- 2) Telework Using Your Personal PC. You may be able to telework using your own PC IF you require only limited applications and security protocols are followed. That is, if you only require state email (Outlook) and Microsoft Office products, have internet access, and follow MFA security protocols, you can telework on your home PC with approval. Again, make this request through your supervisor for review by your Bureau or Office Director.

Please understand that we cannot fulfill all telework requests immediately. It could easily take a week or more depending upon demand. Please understand that we are doing everything we can to get this done competently and as efficiently as possible.

- 3) Other Remote Work. With approval of your Bureau or Office Director, you may be authorized to work at a remote location such as your home to perform specific tasks or projects, even without an internet connection. To qualify, your supervisor must determine that any such this work meets the following criteria.
- A schedule of work hours that is consistent with MaineDOT policy and telework requirements contained in my March 16th email.
 - Work tasks must be within the normal job duties of the employee. These may include training.
 - The supervisor and employee must agree upon method of tracking the completion of tasks and receiving new assignments, as well as communication methods (phone, text, email, etc.).
 - The employee must be available during normal business hours with regular communication

Some pointers for setting up a workspace in your home can be found on this video, recently created by the State's ergonomic advisor, Jason Wade:

<https://www.youtube.com/watch?v=axSgFvUSpGA&t=22s>

Here's the link to the Telework Best Practices document:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/Telework%20Best%20Practices%20-%20Employees.pdf>

Telework Best Practices

This is intended to address COVID-19 related circumstances that require or allow employees to work remotely instead of from their assigned workplace. Approval to telework during this outbreak is not an indication that work can effectively be performed at home under normal circumstances.

For employees:

- Create a workspace at home in a comfortable, quiet place, away from distractions and separate from living or family space. (If you are set up on the dining room table or another area where the family can interfere, it will be difficult to keep on task.) A dedicated area trains the brain to associate this place with work activities, leading to greater focus. It should be an area where all work-related materials can be stored when you are not "at work". Make sure your family members respect your work area as a place of business.
- When creating your workspace, make it as ergonomic as possible to reduce strain on your body. Try to have a desk or table at a comfortable height, a chair that will support correct posture, and adequate lighting.
- Stick to your regular work routine as much as possible. This means starting and finishing work at the same times, as well as taking your regular lunch break. It also means doing the same activities that you normally do. For example, if you usually enjoy going for a walk outside for part of your lunch, continue doing so while working remotely. Similarly, if you like to have snacks at certain times during the day, continue doing this as well. Sticking to your usual routine will create a sense of stability, keeping you focused on what is most important: the work.
- Develop a schedule and stick to it. This is vital for managers and co-workers so that they know when they can expect to communicate and collaborate with you. It also helps your family understand when you should not be disturbed.
- For some people, putting on work clothes even when working from home can help get you into the right frame of mind. It can help you take your work seriously and stay focused.
- To combat distractions, create lists of what you want to achieve each day. Writing down what you want to accomplish for the day gives you a sense of direction.
- Trust is critical! Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- Stay connected! Communicate with your co-workers as much as you normally would, as best you can. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- Seek approval before taking home any materials that contain confidential information. Remember to exercise caution, and to maintain confidentiality even with family members.
- Remain flexible and willing to make changes to meet business and public needs.

Tools for remote work:

- Know how to check desk phone messages remotely
- Know how to change your desk phone voicemail message remotely



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- Understand how to forward your desk phone number to your cell phone
- Know how to answer your desk phone using your computer's soft phone
- Know how to use an instant messaging feature such as Skype or Microsoft Teams to communicate with team members instantaneously
- Understand how to access shared drives remotely to upload and retrieve documents
- Know how to set up an online meeting to share documents and information with meeting attendees through the shared-screen function

IT is developing a web page to provide this information – it is a work in progress so check for updates from time to time.

<https://www.maine.gov/oit/remote>

Teleworking will be subject to the following standards and expectations:

- The employee's salary, job responsibilities and benefits will not change because of involvement in teleworking.
- The employee agrees to comply with all existing job requirements and expectations while at their remote worksite.
- Normal work hours are to remain the same while teleworking unless otherwise agreed by the supervisor.
- The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- During telework hours, time the employee spends caring for dependents or on other personal business will not be counted as time worked.
- The employee must gain pre-approval from management prior to using any accrued leave.

Stay active while teleworking. See below two exercise videos for employees.

Back Strengthening: https://youtu.be/x9R7eX_pjiQm

Desk Stretching: <https://youtu.be/JXRwcybd7l0>

Appendix H

Use of Leave Time

As always, requests for use of leave time need to be directed to your supervisor, who will be receiving guidance from Bureau and Office directors.

1. Sick Time

- a. You are Sick. Obviously, in accordance with standard practice, if you are sick, even mildly so (running nose, fever, shortness of breath, cough), stay home, and use your sick time. Distance yourself from people in your home as much as possible. Cough into tissue, wear a mask if you already have one, and stay in one room as much as possible.
- b. You are Taking Care of a Dependent Who is Sick. Also in accordance with standard practice, if you need to attend to sick dependents, do so and use sick time. But again, take precautions to avoid catching whatever they have. Avoid long close interactions (less than 6 feet). Wash your hands every time you leave the room where they are. Use technology (cell, text, FaceTime, etc.) to have virtual conversations as much as you can. Although we all want to hug and kiss those we love who are not feeling well, it is especially important to avoid that now.
- c. You are Taking Care of School Aged Children. Moving now to new policies in response to the COVID-19 challenge, in accordance with statewide guidance provided by the Department of Administrative and Financial Affairs (DAFS), if you need to be home to care for children who are home due to the closure of K-12 schools or your daycare, you can do so and use sick time for up to two weeks. We understand schools may be closed for longer than this, and we will update this policy if and when state-wide policy changes.
- d. You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19. To provide more flexibility for those who need to be away from work for reasons related to COVID-19, you are encouraged to stay home and use sick time for up to two weeks if you live with a person who (i) is diagnosed with COVID-19 OR (ii) is symptomatic (running nose, fever, shortness of breath, cough) AND has been directly exposed to someone else who is diagnosed with COVID-19 or who recently returned from a country, area, or gathering with widespread confirmed COVID-19 cases.
- e. You are in a Higher Risk COVID-19 Group. If you are older or have a medical condition that causes higher risk (including heart disease, diabetes, chronic respiratory disease, or cancer), you are eligible, but not required, to use sick time for up to two weeks, unless you are necessary for continued operations. Your supervisor or Bureau and Office director will be notifying all such necessary personnel shortly.

2. Vacation, Comp and Personal Time

If you do not qualify for use of sick time as described above, but you want to isolate yourself at home or elsewhere to reduce your risk of exposure to COVID-19, most of you can use vacation, compensatory and personal time to do so. Again, the exception is employees who are necessary for continued operations.

3. Unpaid Time

If you have used all your sick, vacation, compensatory or personal time, and still want to be away from work for the reasons set forth above, you can request unpaid time for up to two weeks. It will be generally granted, excepting those who are necessary for continued operations. We are seeking guidance as to if or how use of unpaid time will impact your health or life insurance.

As noted above, productive telework hours approved by your Bureau or Office Director do not require the use of any type of leave time. We understand that work days at home or any place other than your usual place of work may often be a combination of work and leave, and we know that you will honestly report each to your supervisor.

Updated: 4/1/2020

There are two new options:

Sick Leave. Two weeks of paid sick leave is available for an employee who is unable to telework and who:

- has been directed to comply with a Federal, State, or local quarantine or isolation order related to COVID-19,
- has been advised by a health care provider to self-quarantine due to COVID-19,
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis,
- is caring for someone who has been directed to comply with a Federal, State, or local quarantine or isolation order related to COVID-19, or someone who has been advised by a health care provider to self-quarantine due to COVID-19, **OR**
- is caring for a child whose school or child care is closed (or their regular, paid child-care provider is unavailable) due to COVID-19.

Family Medical Leave. 12 weeks of time; the first 2 weeks unpaid (see sick leave above), and 10 weeks paid IF the employee:

- has worked for the State for at least 30 days prior to using the leave,
- needs to care for their son or daughter (as defined) under the age of 18,
- has Family Medical Leave time available, **AND**
- can prove, if requested, that their school or that their paid child-care provider is closed or unavailable.



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If you qualify and use the **Emergency Paid Sick Leave** benefit, when you make out your timecard in F2K, please select **COV SICK** from the drop down box. This will auto fill the coding lines. If you qualify and use the **Emergency Family and Medical Leave Expansion**, please select **COV FML** from the drop down box. Again, this selection will auto fill the coding lines.

We would also like to remind you that if you do not qualify for either of the above two new rules, you may use still your own time or unpaid leave. Please use the following comments in the comment section of your timecard to help us track the expenditures.

COVID Personal Concern - When isolating yourself at home or elsewhere to reduce your risk of exposure to COVID-19 (vac, comp or personal leave).

COVID Dependent Care – You are Taking Care of School Aged Children and your daycare/school is NOT closed (sick, vac, comp or personal leave).



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Appendix I

Payroll Coding for Free2000 and MATS

Free2000

In order to better track expenditures and leave time related to the COVID19 situation, we have created some standardized comments for your timesheet and a new WIN. We are keeping track of this in the event that we may be eligible to apply for relief funds from the federal government in the future.

If you are participating in work that is related to COVID19 Emergency Preparedness, please use WIN 26863.00 with your regular Appropriation, Function 99, Activity ADM.

If you are utilizing leave time for a COVID 19 related issue, please make one of the following notes in the comment section:

COVID Dependent Care – You are Taking Care of School Aged Children (sick, vac, comp or personal leave).

COVID Known Exposure - You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19 (sick, vac, comp or personal leave).

COVID Higher Risk Employee - You are in a Higher Risk COVID-19 Group (sick, vac, comp or personal leave).

COVID Personal Concern - When isolating yourself at home or elsewhere to reduce your risk of exposure to COVID-19 (vac, comp or personal leave).

These are precautionary categories for tracking purposes only. At this time, it is not anticipated to change your use of unpaid time or leave time.

These are available for use now for the current pay period which began on March 14th.

If you have any questions related to pay or leave time, please contact Beth Getchell.

If you have any questions related to the WIN, please contact Karen Doyle.

MATS

Please ensure that all Superintendents, TOMS and Supervisors are made aware as soon as possible.

In order to better track expenditures and leave time related to the COVID19 situation, we are implementing several tracking Work Requests in MATS effective immediately. We are keeping track of this in the event that we may be eligible to apply for relief funds from the federal government in the future.

Supervisors or others creating DWR's in MATS for crews who are participating in work that is related to COVID19 Emergency Preparedness, please use **Work Request 41003 - COVID-19 EMERGENCY**



Maine Department of Transportation

PREPAREDNESS. This Work Request would be used for tracking work requested of us by MEMA or the CDC or HQ only, and not for things like getting our own supplies or cleaning etc unless further directed to do so later.

Supervisors or others who are creating **Leave DWR's** for crew personnel will need to determine which of the following criteria apply to the use of leave and associate the Leave DWR to the corresponding Work Request:

WR 41042 - COVID Dependent Care – You are Taking Care of School Aged Children (sick, vac, comp or personal leave).

WR 41043 - COVID Known Exposure - You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19 (sick, vac, comp or personal leave).

WR 41041 - COVID Higher Risk Employee - You are in a Higher Risk COVID-19 Group (sick, vac, comp or personal leave).

WR 41040 - COVID Personal Concern - When isolating yourself at home or elsewhere to reduce your risk of exposure to COVID-19 (vac, comp or personal leave).

If the employee is using leave for a reason unrelated to COVID-19 use the current active Crew Leave Work Request

If you have any questions related to MATS reporting related to the COVID19 situation, please contact your local Data Manager for assistance.

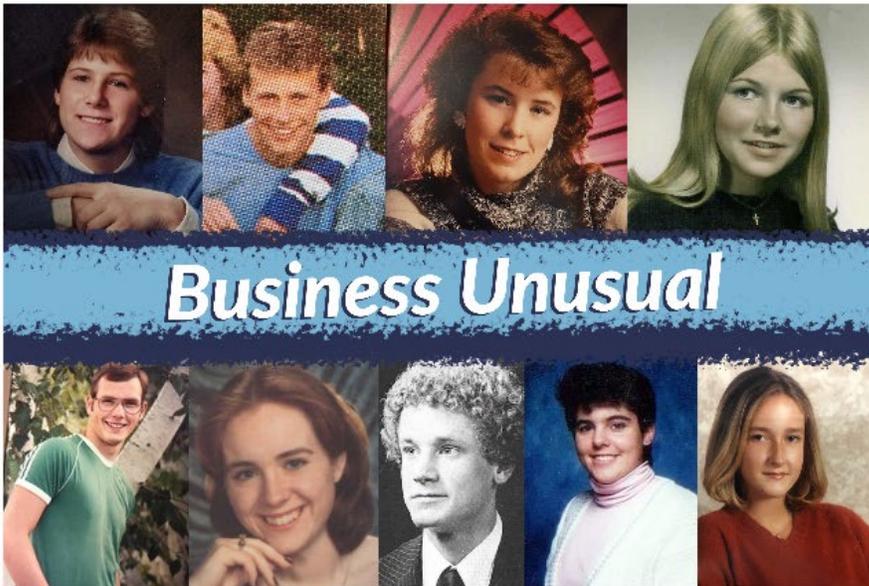
Appendix J

Intranet Webpage Resources
 link: <http://mdotweb.state.me.us/>

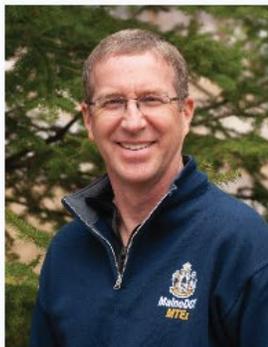
MaineDOT Virtual Coffee Break – Give Us a Call, We’ll Talk!

Please join Pete Coughlan – Director of MaineDOT’s Local Roads Center – for the next **virtual coffee break** at 9:30 a.m. on Tuesday, May 19th. See you there!

Business Unusual: A Weekly Visual check-in for MaineDOT



May Employee of the Month



EMPLOYEE OF THE MONTH

May 2020

Tim Goupille

Senior Technician-Region 5



Resources

- Coloring Pages for Kids
- Forwarding Your Desk Phone to Another Line
- Forwarding Your Desk Phone to a Computer
- Checking Your Desk Voicemail Remotely
- Getting Voicemails Sent as Emails
- Do I have RSA installed?
- Do I have Pulse Secure installed?
- How to Join a Zoom Meeting
- How to Host a Zoom Meeting
- List of MaineDOT’s Licensed Zoom Users
- MaineDOT Continuity of Operations Plan (COOP) Updated 05/04/2020
- Helpful Ergonomic Tips for Working from Home
- Guidance to State employees on cloth face coverings
- MaineDOT Door Notice
- COVID-19 (Coronavirus) Infographic
- Maine CDC
- U.S. CDC

Latest Information

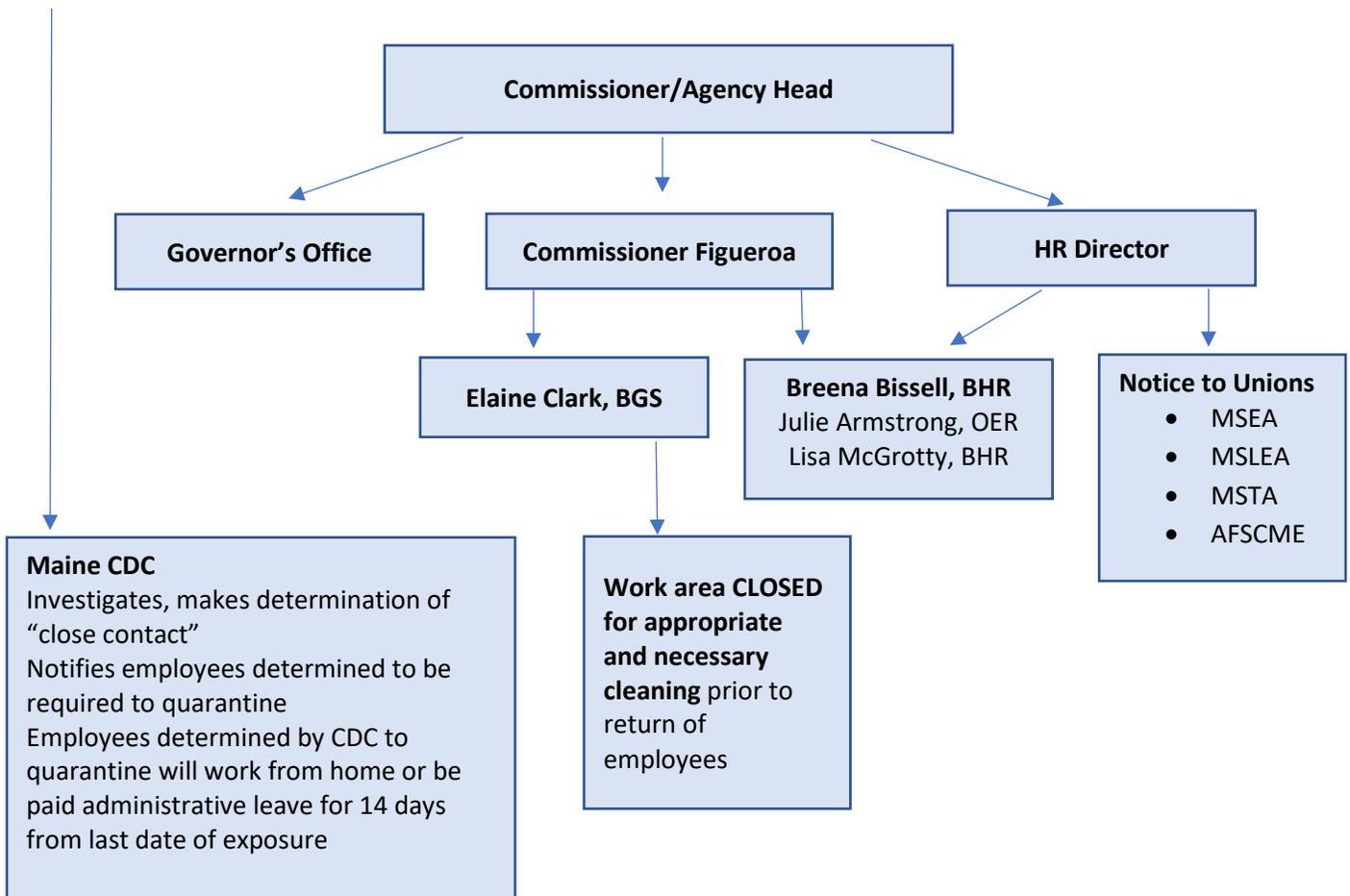
- May 19th - Commissioner
 - May 14th - Commissioner
 - May 12th - Commissioner
 - May 8th - Commissioner
 - May 6th - Commissioner
 - May 4th - Commissioner
- [Information Archive ->](#)



Appendix K

Agency Response Protocol COVID-19 Positive Test Result

Upon notification of a positive test result, confirmed by Maine CDC or an approved testing facility, the person receiving the notification will ensure that the Commissioner/Agency Head is informed immediately





Maine Department of Transportation

Determination of Work Area to be closed:

The Commissioner/Agency Head of the affected Department/Agency is ultimately responsible to determine the extent of the work area closure, consistent with CDC guidance, and communicate on closures with the Governor's Office and the Commissioner of DAFS. BGS assists with cleaning solutions.

Messaging to Employees:

The Commissioner/Agency Head of the affected Department/Agency is ultimately responsible to determine and issue messaging to the employees of the affected work area, in consultation with the Commissioner of DAFS and their Human Resources office.

Messaging must preserve an individual's right to privacy.

Department/Agency Human Resources office ensures appropriate union(s) informed.

Appendix L

MaineDOT HQ Cleaning

Each Day of Service the following Items will be cleaned and sanitized **twice** per day:

- Complete hygienic cleaning of all restrooms and showers. Special attention will be given to the sinks and faucets, walls and floors around sink, toilet and urinal areas (Cleaning Rest Rooms Specification, Custodial Services General Specifications), wipe and sanitize handrails, doors and handles.
- All restrooms and showers will be restocked with toilet paper, paper towels and soap by 8:00 am and 2:00 pm.
- Sanitize stairway railings, door handles.
- Clean elevator walls and buttons using disposable germicidal wiping cloths.
- Clean and disinfect all drinking / water fountains using a clean, unused cloth.
- Clean ALL kitchen pantries and breakrooms. Cleaning to include: wipe clean and remove stains from tables, non-fabric chairs, counters, sinks and windowsills. All spills must be cleaned up.
- Clean and sanitize gathering area tables and the outside of the receptionist counter area.
- Wipe-down common-area printers.

The following tasks will continue to be done daily:

- Empty recyclable paper and dispose of in appropriate containers.
- Empty waste baskets; collect trash and remove to appropriate dumpster; clean, sanitize and line waste baskets. Return waste baskets to proper place. Restroom trashcans must be emptied by 8:00 am. They must be emptied a second time by 2:00 pm if needed.
- Vacuum carpets in all traffic lanes, elevators and high use areas before 7:00 am or after 4:30 pm: remove spots by cleaning or shampooing as necessary.
- Vacuum carpets in conference rooms before 7:00 am or after 4:30 pm: remove spots by cleaning or shampooing as necessary. If the conference room is in use, the Provider must return to service the carpets when it is no longer in use.
- Reset furniture in conference and class rooms before 7:00 am or after 4:30 pm.
- Sweep, dry mop or vacuum non-carpeted floors in all traffic lanes, elevators

and high use areas before 7:00 am or after 4:30 pm.

- Sweep, dry mop or vacuum all chair mats.
- Dry mop loading dock.
- Dust counters, furniture, window sills/frames and other dust collecting areas before 7:00 am or after 4:30 pm
- Wash glass doors (both sides), entry way glass (both sides weather permitting), all interior room windows, glass walls/partitions (both sides) and mirrors.
- Remove spots, stains, fingerprints marks on walls, partitions, woodwork and interior doors.

Appendix M

MaineDOT HQ Contractors

- Contractors to certify employee's health each day (the form is below)
- Accessing the building will be through the loading dock;
- Staging area will be in the furniture room on level 1;
- Each contracted employee will have an assigned access card;
- Contractors will have an assigned elevator freight key (the North elevator will be dedicated to contractor use, when needed);
- Contractor to construct negative containment area with contractor access only;
- The contractor will submit and adhere to work hours;
- If a contractor needs to use the rest room they will use the restrooms on level 1 across from the elevators.

The attached form needs to be completed each day before work begins.



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COVID-19 FORM v4a

Date: _____ Employee Name (Print): _____
Subcontractor Company Name (if applicable): _____

Each Employee should fill out this questionnaire by circling yes or no to the questions below and deliver the completed questionnaire to the onsite Johnson & Jordan Supervisor.

1. Have you traveled outside the country in the past 14 days? Yes No
If so where? _____

2) Have you or any of your family members been in close contact* with anyone that has traveled to any of the high-risk countries (China, Europe, Iran, Malaysia, South Korea, United Kingdom (England, Scotland, Wales, or Ireland) in the past 14 days? Yes No

3) Have you or a family member been in contact* with a confirmed novel coronavirus (COVID-19) patient within the past 14 days? Yes No

4) Have you been in contact* with a person who is currently being screened or under coronavirus quarantine? (if you answered Yes to this question Yes No also answer question 7 below)

5) Do you have a fever greater than 100.4° F? Yes No

6) Are you experiencing any new respiratory issues in the past 14 days? i.e.: Yes No

- Cough
- Tightness in chest
- Shortness of breath

*** The term "contact" in the use of this form is defined as being within 6' or less in distance for 20 minutes or more with someone that exhibits the symptoms in item 5 & 6 above.**

Quarantine in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease. As we all work through this, please remember our moral and social responsibility to exercise caution.

If you answered yes to any of the questions 2-6 please isolate yourself from other employees and make arrangements to go home for a period of 14 days. It is recommended that you self-quarantine for 14 days and seek medical care. If you are showing symptoms after the 14 day period or if your symptoms get worse please do not return to the project until you have been cleared by a medical professional.

7. if Yes was answered from 4 above please answer the following
a. The screening results of the person in #4 are still pending? Yes No
(if No answer 7b, if Yes remain self-quarantined)

b. Are the screening results positive for COVID-19? Yes No
(if Yes remain self-quarantined and seek medical screening, if No with no exposures as identified in questions 1-3, 5 & 6 above, then return to work as available)

If you answered Yes (to questions 2, 3 or 4) and have had "contact" with someone as used in this form what was the date of that "contact"? _____ Provide details of this "contact": _____



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I affirm that this information is correct and accurate as of this date.

Employee Signature: _____
This is an interim measure during this period as we try to help control the COVID-19 spread. This form should be completed daily by each employee (and direct subcontractor of Johnson & Jordan), with the original maintained as part of the project file.



Maine Department of Transportation

Appendix N

EXECUTIVE ORDERS FROM THE GOVERNOR

28 FY 19/20

DATE March 31, 2020

Corrected 2

AN ORDER REGARDING FURTHER RESTRICTIONS ON PUBLIC CONTACT AND MOVEMENT, SCHOOLS, VEHICLE TRAVEL AND RETAIL BUSINESS OPERATIONS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, Executive Order No. 14 FY 19/20 dated March 18, 2020 restricted certain social gatherings and certain use of restaurants and bars, prohibited gatherings of more than ten people that are primarily social, personal or discretionary events, and strongly recommended use of social distancing to reduce the transmission of COVID-19; and

WHEREAS, Executive Order No. 19 FY 19/20 dated March 24, 2020 restricted the operations of essential and non-essential business in order to further reduce the transmission of COVID-19; and

WHEREAS, because of unhealthy crowds, the Maine Department of Agriculture, Conservation and Forestry has closed many state-owned beaches and other public venues; and

WHEREAS, other New England states have seen a dramatic rise in positive COVID-19 tests and deaths related to the COVID-19 virus in recent days; and

WHEREAS, the Maine Center for Disease Control and Prevention advises that additional social/physical distancing measures are warranted to slow the spread of this life-threatening virus in order to save lives and improve the ability of the health care system to respond; and

WHEREAS, on March 28, 2020, the President of the United States and his Coronavirus Response Team extended the national guidelines for social distancing and other measures to quell the virus to April 30; and

WHEREAS, a governor's emergency powers expressly include the authorities to:

- a. Control the movement of persons and occupancy of premises within the State pursuant to 37-B M.R.S. §742(1)(C)(8);

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- b. Enlist the aid of any person to assist in the effort to control the emergency and aid in the caring for the safety of persons pursuant to 37-B M.R.S. §742(l)(C)(5) and 37-B M.R.S. §827;
- c. Utilize all available resources of the State as reasonably necessary to cope with the emergency pursuant to 37-B M.R.S. §742(1)(C)(2); and
- d. Take whatever action is necessary to mitigate a danger that may exist within the State pursuant to 37-B M.R.S. §742(1)(C)(12);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions referenced above, do hereby Order as follows:

I. STAY AT HOME

A. ORDER

All persons living in the State of Maine are hereby ordered, effective as of 12:01AM on April 2, 2020 to stay at their homes or places of residence ("homes") except:

- 1. To conduct or participate in Essential Activities (defined below);
- 2. Workers at Essential Businesses and Operations that are not required to close pursuant to Executive Orders 19 FY 19/20 may travel:
 - a. between their Homes and those businesses and organizations;
 - b. to and from child care; and
 - c. to and from customers for the purpose of delivering goods or performing services; and
- 3. Workers of Non-Essential Businesses and Operations under Executive Orders 19 FY 19/20 may travel:
 - a. between their Homes and those Non-Essential Businesses for the purpose of engaging in Minimal Operations; and
 - b. to and from customers for the purpose of delivering goods.

B. ESSENTIAL ACTIVITIES

For purposes of this section, "Essential Activities" means:

- (1) Obtaining necessary supplies or services for one's self, family, household members, pets, or livestock, including, without limitation: groceries, supplies for household consumption or use, supplies and equipment needed to work from home, laundry, and products needed to maintain safety, sanitation, and essential maintenance of home or residence;
- (2) Engaging in activities essential for the health and safety of one's self, one's family, household members, pets, or livestock, including such things as

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- accessing child care, seeking medical or behavioral health or emergency services and obtaining medication or medical supplies;
- (3) Caring for a family member, friend, pet, or livestock in another household or location, including, without limitation, transporting a family member, friend, pet, or livestock animal for essential health and safety activities, and obtaining necessary supplies and services;
 - (4) Traveling to and from an educational institution for purposes of receiving meals or instructional materials for distance learning;
 - (5) Engaging in outdoor exercise activities, such as fishing, walking, hiking, running or biking, but only in compliance with the gathering restriction in Executive Order 14 FY 19/20 and all applicable social distancing guidance published by the U.S. and Maine Centers for Disease Control and Prevention;
 - (6) Travel required by a law enforcement officer or court order; and
 - (7) Traveling to and from a federal state or local government building for a necessary purpose.

When out of the home or when at work at an essential business, all individuals shall maintain a minimum distance of six feet from other persons.

II. VEHICLE TRAVEL

- A. No one shall use public transportation unless absolutely necessary, for an essential reason or for an essential job that cannot be done from home.
- B. Persons traveling in private vehicles shall limit passengers to persons within their immediate household, unless transporting for medical necessity.

III. SCHOOL CLOSURES

Public and private K-12 schools statewide have terminated in-class instruction in accordance with my recommendation of March 15, 2020. It is hereby Ordered that all such schools shall remain closed for classroom or other in-person instruction until at least May 1, 2020 unless otherwise ordered.

IV. ESSENTIAL RETAIL BUSINESSES AND OPERATIONS

A. APPLICATION

This section applies to those retailers identified as Essential Businesses and Operations by the Department of Economic and Community Development. All Non-Essential Businesses and Operations must continue to limit their activities consistent with Executive Order 19 FY 19/20 and this Order.

B. PRIORITIZING REMOTE ORDER AND CURBSIDE PICK-UP

To reduce the risk of community spread, essential stores shall:

1. Prioritize opportunities to offer and transact as much business as possible by curbside order-pick up or other like limited in-person contact method.
2. Broadly advertise and promote this method, including how to best reach the facility and continue services by telephone or remotely.

C. IN-STORE GATHERING LIMITS

To reduce the risk of community spread, essential stores with retail space of:

1. Less than 7,500 square feet shall limit the number of customers in the store at one time to 5. Examples of such stores typically include gas stations and convenience and specialty food stores
2. More than 7,500 and less than 25,000 square feet shall limit the number of customers in the store at one time to 15. Examples of such stores typically include stand-alone pharmacies and certain hardware stores.
3. More than 25,000 and less than 50,000 square feet shall limit the number of customers in the store at one time to 50. Examples of such stores typically include mid-sized and locally owned grocery stores.
4. More than 50,000 and less than 75,000 square feet shall limit the number of customers in the store at one time to 75. Examples of such stores typically include chain grocery stores.
5. More than 75,000 square feet shall limit the number of customers in the store at one time to 100. Examples of such stores typically include Lowes, Wal-Mart, Target and Home Depot. Such retailers shall actively monitor and enforce these limits. Any customer lines outside the store must enforce the six-foot separation requirement between waiting customers and such line areas shall be marked with signage and ground lines designed to impose that distancing.

D. ADDITIONAL IN-STORE REQUIREMENTS

To reduce the risk of community spread, essential stores shall:

1. Implement and actively enforce social distancing requirements in and around their facilities.
2. Prominently post signage at all public entrances instructing customers to remain six feet away from other people inside and outside the store.
3. Mark every customer line with signage and floor lines designed to impose social distancing.
4. Disinfect the handles of every used cart and basket prior to customer reuse.
5. Take all reasonable steps to minimize customer handling of unpurchased merchandise.
6. Offer separate operating hours for persons over the age of 60 and customers with medical conditions to be the only customers in the store.

E. ADDITIONAL REQUIREMENT FOR ESSENTIAL STORES WITH MORE THAN 75,000 SQUARE FEET

Essential stores with more than 75,000 square feet shall as soon as practicable install protective shields between the customer and checkout and pharmacy personnel.

F. COMPLIANCE

A violation of this Order may be construed to be a violation of any such license, permit and other authorization to which pertinent penalties may be assessed. Failure to comply may result in further on-site restrictions or closure until the violations are remedied.

G. INTERPRETATION

The Department of Economic and Community Development is designated as the lead agency for addressing questions regarding the interpretation and application of this section of the Order.

V. PREEMPTION

This Order preempts any local ordinance or emergency order of the same subject matter that is less restrictive than or otherwise inconsistent with this Order.

VI. ENFORCEMENT

Pursuant to 37-B M.R.S. §786, this Order shall be enforced by law enforcement as necessary and violations are a class E crime subject to up to six months in jail and a \$ 1000 fine. In addition, compliance with Section IV of this Order may also be enforced by government officials who regulate licenses, permits or any other authorization to operate a business or occupy a building.

VII. EXECUTIVE ORDER 14 FY 19/20 EXTENDED

The previous requirement that all restaurants and bars shall close their dine-in facilities remains in effect until at least April 30, 2020 unless otherwise ordered.

VIII. EFFECTIVE DATE

This Order takes effect at 12:01 AM on April 2, 2020 and shall remain in effect until at least April 30, 2020 unless otherwise ordered.



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NO. 29 FY 19/20

DATE March 31, 2020

AN ORDER MODIFYING PROVISIONS OF THE MAINE GENERAL ASSISTANCE PROGRAM AND RELATED RULES IN ORDER TO MEET THE BASIC NEEDS OF PEOPLE DURING THE COVID-19 PANDEMIC

WHEREAS, the spread of the novel coronavirus disease referred to as COVID-19 has created a public health emergency; and

WHEREAS, on March 11, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization; and

WHEREAS, on March 15, I declared a State of Civil Emergency in Maine to respond to the spread of COVID-19; and

WHEREAS, on March 24, I issued an Order that, among other provisions, directs non-essential businesses to close their public facing operations in order to slow the spread of COVID-19, and

WHEREAS, the escalating COVID-19 public health emergency is likely to continue and necessitate that Maine residents curtail their movement and social interaction in order to mitigate the transmission of COVID-19; and

WHEREAS, during the state of emergency, the availability of work has become severely limited and unemployment claims have sky rocketed as many people have lost their jobs, been laid off, or have been unable to pursue their usual work, and cannot obtain new employment with many businesses closed or operating on reduced staffing, and

WHEREAS, I have established measures designed to limit face to face interactions among people, to impose social distancing measures and to close many businesses;

WHEREAS, more than 110 people are seeking General Assistance each day in Portland alone, making visits to municipal offices inconsistent with social distancing and compliance with state recommendations to shelter at home in order to slow the spread of COVID-19; and

WHEREAS, Maine Tribal members living on Tribal land have higher rates of poverty and unemployment than the counties in which they are located, as well as greater health disparities than non-Tribal members, resulting in greater vulnerability during the COVID-19 pandemic; and

WHEREAS, 37-B M.R.S. § 742(1)(C)(I) & (2) and (13)(a) authorize the Governor during a state of emergency declared due to the outbreak of COVID-19 to: suspend the enforcement of statutes or rules for the conduct of state business if strict compliance with such requirements would in any way prevent, hinder, or delay necessary action in dealing with the emergency; utilize resources of the state and its subdivisions as reasonably necessary to cope

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with the disaster; and reasonably adjust time frames and deadlines imposed by law for state and municipal government when necessary to mitigate an effect of the emergency; and

WHEREAS, pursuant to this authority and the general emergency management powers of the Governor under law, the temporary suspension of selected state laws and rules is necessary to facilitate the response to the current public health situation;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited by 37-B M.R.S. § 742(1)(C)(I) & (2) and (13)(a), do hereby Order the following:

I. ORDER

The relevant provisions of Title 22, Maine Revised Statutes, Chapter 1161, including but not limited to §§ 4301, 4308, 4309, 4310, 4311 and 4316-A and the related rules in the Maine General Assistance Manual, CMR 10-144, Chapter 323, are hereby suspended and/or modified to:

1. Provide for a maximum period of benefit eligibility of sixty days;
2. Consider any application for General Assistance benefits to be an emergency application for purposes of eligibility;
3. Treat the State of Civil Emergency as just cause for provision of General Assistance benefits without requiring compliance with the work search requirements; and
4. Provide state funding, to the extent of existing resources, for 100% of the benefits paid by the Maine Tribes above the threshold amount, provided that if a Tribe elects to determine need without consideration of funds distributed from any municipally controlled trust fund that must otherwise be considered for purposes of this chapter, the department shall reimburse the municipality for 66 2/3% of the amount in excess of such expenditures. The Commissioner of the Department of Health and Human Services is directed to issue forthwith guidance to implement the provisions of this Order.

II. EFFECTIVE DATE

This Order is effective March 31, 2020 and shall remain in effect until rescinded or until the State of Civil Emergency to Protect Public Health is terminated, whichever occurs first.



Maine Department of Transportation

NO. 30 FY 19/20

DATE March 31, 2020

AN ORDER REGARDING AN EXTENSION OF THE CURRENT USE TAXATION DEADLINE

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, the governor's emergency powers under 37-B M.R.S. §742(l)(C)(l3)(a) expressly include the authority to adjust time frames and deadlines imposed by law; and

WHEREAS, this Order is necessary provide flexibility and temporary relief to landowners wishing or planning to enroll in Maine's Current Use Taxation Programs, including the Tree Growth, Farmland, Open Space, and Working Waterfront tax programs; and

WHEREAS, this Order is necessary with municipal offices closed and unable to support landowner questions or accept current use applications online;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provision referenced above, do hereby Order as follows:

I. ORDERS

- A. The annual current use taxation application deadline of April 1st as set forth in 36 M.R.S. §1109 (1) is adjusted to July 1st for 2020. This includes the Open Space and Farmland tax programs.
- B. The annual current use taxation application deadline of April 1st as set forth in 36 M.R.S. §579 (2-A) is adjusted to July 1st for 2020. This includes the Tree Growth tax program.
- C. The annual current use taxation application deadline of April 1st as set forth in 36 M.R.S. § 1133 is adjusted to July 1st for 2020. This includes the Working Waterfront tax program.

II. EFFECTIVE DATE

The effective date of this Order is March 31, 2020.



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31 FY 19/20

DATE March 31, 2020

AN ORDER EXTENDING DEADLINES RELATED TO CERTAIN PROPERTY TAX EXEMPTIONS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, this Order is necessary under this emergency to address numerous administrative issues identified by Maine Revenue Services, Department of Administrative and Financial Services, and the various municipalities in Maine; and

WHEREAS, these issues require extensions of the deadlines to file certain reports and applications to ensure proper administration of the law and protect against unnecessary impositions of property tax, as reasonably necessary to mitigate the effects of the emergency; and

WHEREAS, the Governor's emergency powers expressly include under 37-B M.R.S. §742(l)(C)(13)(a) the authority to adjust time frames and certain deadlines imposed by law when reasonably necessary to mitigate an effect of the emergency

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provision referenced above, do hereby Order as follows:

I. ORDERS

A. Property of Institutions and Organizations. The deadline set forth in 36 M.R.S. §652 for an organization or institution to file an application for exemption from property tax is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

B. Estates of Veterans. The deadline set forth in 36 M.R.S. § 653(1)(G) for a person to file an application for the Maine veteran property tax exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

C. Solar and Wind Energy Equipment. The deadline set forth in 36 M.R.S. §§ 655(1)(U) and 656(1)(K) for a person to file an application for the renewable energy equipment exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.



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D. Exemption of Homesteads. The deadline set forth in 36 M.R.S. § 684(1) for a person to file an application for the Maine resident homestead property tax exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

E. Exemption of Business Equipment. The deadline set forth in 36 M.R.S. § 693(1) for a person to file an application for the business equipment tax exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

II. EFFECTIVE DATE

This Order takes effect on March 31, 2020.



Maine Department of Transportation

34 FY 19/20 NO.-----

DATE April 3, 2020

AN ORDER ESTABLISHING QUARANTINE RESTRICTIONS ON TRAVELERS ARRIVING IN MAINE

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, Executive Order No. 14 FY 19/20 dated March 18, 2020 restricted certain social gatherings and certain use of restaurants and bars, and prohibited gatherings of more than ten people to reduce the transmission of COVID-19; and

WHEREAS, because of unhealthy crowds, the Maine Department of Agriculture, Conservation and Forestry has closed many state-owned beaches and other public venues; and

WHEREAS, many Maine residents and property owners are returning to Maine as the weather warms; and

WHEREAS, aggressive and sustained efforts are necessary to slow the spread of the COVID-19 virus and lessen the strain on Maine's health care system as the COVID-19 virus continues to spread and threatens to overwhelm the State's ability to respond; and

WHEREAS, due to extensive community transmission of COVID-19 in the states of New York, New Jersey and Connecticut, the U.S. Centers for Disease Control and prevention ("USCDC"), on March 28, 2020 advised residents of those states to refrain from non-essential domestic travel for 14 days, and the President of the United States and his Coronavirus Task Force have issued an advisory to limit travel between and among certain states, and several states have begun to impose quarantine and lodging restrictions in order to dissuade and limit such travel; and

WHEREAS, on March 31, 2020, I issued Executive Order 28 FY 19/20 directing all people to stay at home or their place of residence, leaving only for specified essential reasons; and

WHEREAS, Executive Order 19 FY 19/20, dated March 24, 2020, ordered the closure of for profit, non-profit, and other entities, with an exception for Essential Businesses and Operations, including, inter alia, hotel and commercial lodging; and

WHEREAS, I have determined, in light of the significant risk posed by the further spread of this dangerous disease to the people of this State and to the viability of our health care system, there is a need to direct residents and non-residents alike traveling from outside the State to self-monitor and home quarantine for a period of 14 days, and to restrict the operation of hotels and lodging to further effectuate that purpose; and

WHEREAS, a governor's emergency powers expressly include the authorities to:

- a. Control the ingress and egress of persons and occupancy of premises within the State pursuant to 37-B M.R.S. §742(1)(C)(8);
- b. Control the movement of persons and occupancy of premises within the State

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pursuant to 37-B M.R.S. §742(1)(C)(8);

c. Enlist the aid of any person to assist in the effort to control the emergency and aid in the caring for the safety of persons pursuant to 37-B M.R.S. §742(1)(C)(5) and 37-B M.R.S. §827;

d. Utilize all available resources of the State as reasonably necessary to cope with the emergency pursuant to 37-B M.R.S. §742(1)(C)(2); and

e. Take whatever action is necessary to mitigate a danger that may exist within the State pursuant to 37-B M.R.S. §742(1)(C)(12);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions referenced above, do hereby Order as follows:

I. ORDERS

1. To preserve the public health and safety, to ensure the public health and health delivery system are capable of serving all, and to help protect those at the highest risk and vulnerability, any person, resident or non-resident, traveling into Maine must immediately self-quarantine for 14 days or for the balance of 14 days dating from the day of arrival, except when engaging in essential services as defined in Executive Order 19FY 19/20.
2. The Department of Transportation and the Maine Turnpike Authority are hereby directed to post a summary of this Order at all major points of entry into Maine and on highway message boards. The Portland Jetport, the Bangor International Airport and all other Maine airports, all bus stations and passenger train stations are also directed to post the substance of this Order.
3. Guidance for self-quarantine may be made available by the Maine Center for Disease Control and Prevention.
4. Visitors are instructed not to travel to Maine if they are displaying symptoms of COVID-19, and are advised not to travel to Maine if they are travelling from cities and regions identified as COVID-19 "hot spots," including, among others, the cities of Detroit, Chicago and New York City. In addition, residents of the States of New York, New Jersey and Connecticut should refrain from travel to Maine in strict compliance with USCDC travel guidance issued Saturday, March 28, 2020 and any subsequent travel guidance that may be issued during the pendency of this Order.
5. For the purpose of clarifying Essential Services as defined in 19FY 19/20, effective April 5, 2020 at 12:00 noon, all lodging

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operations and accommodations shall close except to the extent of providing lodging for the purposes stated below. Lodging operations and accommodations are defined to include, but not limited to, hotels, motels, bed and breakfasts, inns, short term rentals, such as those made available through VRBO, Homeaway, AirBnb and other services, parks for recreational vehicles and campgrounds, and all public and private camping facilities. Lodging may be provided only for the following purposes:

- a. Housing vulnerable populations, including children in emergency placements, persons at risk of domestic violence, and homeless individuals as permitted by the State.
 - b. Providing accommodations for health care workers, or other workers deemed necessary to support public health, public safety or critical infrastructure.
 - c. Use of lodging properties as self-quarantine or self-isolation facilities as arranged by the State.
 - d. Limited verifiable extenuating circumstances for the care and safety of residents as otherwise approved by the State. On-line reservations shall be suspended, and lodging providers shall post a prominent notice on their web platforms to advise potential guests that reservations for lodging in Maine, as allowed above, shall be accepted by phone only. Lodging providers may permit existing guests to remain through the end of their scheduled stay but may not allow stay extensions or new reservations, except for the purposes set forth above.
6. All state agencies and departments, including the offices of elected officials in the Executive Branch, which register, regulate or license lodging facilities, shall provide an electronic advisory regarding the suspension of lodging operations, consistent with this Executive Order.



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II. IMPLEMENTATION

This Order is subject to amendment and additional guidance as necessary.

III. ENFORCEMENT

Pursuant to 37-B M.R.S. sec. 786, this Order shall be enforced by law enforcement, as necessary, including through means of community policing. A violation of this Order may be charged as a Class E crime subject to a penalty of up to six months in jail and a \$1,000 fine. In addition, this Order may be enforced by any governmental department or official that regulates, licenses, permits or any otherwise authorizes the operation or occupancy of buildings, parks and campgrounds. A violation of this Order may be construed to be a violation of any such license, permit or other authorization to which pertinent penalties may be assessed.

IV. EFFECTIVEDATE

Except as otherwise set forth herein, this Executive Order shall take effect upon signing and shall continue in full force and effect until at least April 30, 2020, at which time the Governor, in consultation with the Maine Department of Health and Human Services, the Maine Center for Disease Control and Prevention, the Department of Public Safety, and the Maine Emergency Management Agency, shall assess the emergency and determine whether to amend or extend this Order.

Janet T. Mills
Governor



Maine Department of Transportation

37 FY 19/20

DATE April 8, 2020

AN ORDER TEMPORARILY MODIFYING CERTAIN IN-PERSON NOTARIZATION AND ACKNOWLEDGEMENT REQUIREMENTS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, the in-person services of notaries public and witnesses are required to complete and validate a wide variety of important personal and commercial transactions; and

WHEREAS, it is now necessary for those services to be provided remotely to ensure the social distancing recommended by the United States and Maine Centers for Disease Control and Prevention; and

WHEREAS, a governor's emergency powers pursuant to 37-B M.R.S. §742(l)(C)(l) and §834 expressly include the authority to suspend the enforcement of statutes, orders or rules where strict compliance therewith would in any way prevent, hinder or delay necessary action in coping with the emergency; and

WHEREAS, this Order will enable citizens, especially those who are elderly or have serious underlying health conditions, to continue to seek and obtain critical estate planning instruments, such as Last Will and Testaments, Financial Powers of Attorney, Healthcare Powers of Attorney, and for all persons to conduct other important business that requires sworn statements or affidavits, in a manner that reduces in-person contact and promotes social distancing; and

WHEREAS, the requirements of this Order are designed to protect the reliability of in-person notary acknowledgments, sworn statements and affidavits;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions cited above, do hereby Order as follows:

I. APPLICATION

This Order applies to all provisions of Maine law that require a signature to be acknowledged, witnessed or notarized in person, with the exceptions of: (a) solemnizing marriages, (b) administering oaths to circulators of state or local direct initiative or referendum petitions and nomination petitions of candidates for electoral office, and (c) absentee ballots in state and local elections. This Order authorizes remote, not electronic, notarization. All requirements under Maine law pertaining to the taking of sworn statements and acknowledgments by notaries and those authorized to perform notarial acts, other than the requirement to appear in person, remain in effect during the effective period of this Order.

II. ORDERS

While this Order is in effect, with the exceptions noted in Part I of this Order, the enforcement of those provisions of Maine law that require the physical presence of the person whose oath is being taken ("the Signatory") at the same location as the Notary Public or other person authorized to perform a notarial act ("the Notary") and any witness to the signing are hereby suspended provided the conditions set forth in paragraphs A-G of this Section are met.

A. The Notary must be physically within the State while performing the notarial act and must follow any additional guidance for remote notarization issued by the Maine Secretary of State.

B. The act of notarization or witnessing required by Maine law may be completed remotely via two-way audio-video communication technology, provided that:

1. The two-way audio-video communication technology must allow direct contemporaneous interaction between the individual signing the document ("the Signatory"), the Notary and any witness by sight and sound in real time (e.g. with no pre-recordings);

2. The Signatory must be reasonably identified by the Notary by one or more of the following:

(a) is personally known to the Notary;

(b) presented a valid photo identification to the Notary during the video conference;

(c) the oath or affirmation of a witness who:

(i) is in the physical presence of either the Notary or the Signatory; or

(ii) is able to communicate with the Notary and the Signatory simultaneously by sight and sound through an electronic device or process at the time of the notarization, if the witness has personal knowledge of the individual and has been reasonably identified by the Notary under clauses (a) or (b) herein.

3. The Signatory must attest to being physically located in Maine and affirmatively state the name of the county in which the Signatory is located at the time of execution during the two-way audio-video communication;

4. The Notary and any witness must attest to being physically located in Maine during the two-way audio-video communication;

5. For Wills and Powers of Attorney, the Notary or at least one witness must be an attorney licensed to practice law in the State of Maine;

6. Before any documents are signed, the Notary must be able to view by camera the entire space in which the Signatory and any witness is located, and any person who is present in those spaces must state their name while on video and in clear view of the Notary;

7. The Signatory must affirmatively state on the two-way audio-video

Maine Department of Transportation

communication what document the Signatory is signing and the Notary must be provided with a copy of the document prior to the signing;

8. Each page of the document being witnessed must be shown to the Notary and any witness on the two-way audio-video communication in a means clearly legible to the Notary and initialed by the Signatory in the presence of the Notary and any witness;

9. The act of signing and initialing must be captured sufficiently up close on the two-way audio-video communication for the Notary to observe;

10. Any witness or witnesses required or permitted to properly execute any original document or documents according to Maine Law may similarly witness the signing of the document by the Signatory utilizing two-way audio-video communication described in paragraph 1 and may sign as a witness to the document upon receipt of the original document;

11. The Signatory must transmit by fax or electronic means (which may include transmitting a photograph of every page by cellphone) a legible copy of the entire signed document directly to the Notary and any witness, immediately after signing the document, or, if that is not possible, no later than 24 hours after the Signatory's execution of the document;

12. The Signatory must send the original signed document directly to the witness within 48 hours (or 2 days) after the Signatory's execution of the document, or to the Notary if no witness is involved;

13. Within 48 hours after receiving the original document from the Signatory, the witness must sign it and sent to the second witness, if any, or to the Notary if no other witness is involved. The official date and time of each witness's signature shall be the date and time when the witness witnesses the Signatory's signature via the two-way audio-video communication technology described in paragraph 1;

14. Upon review of the original document and satisfactory comparison with the faxed or electronic document provided on the date of signing, the Notary shall notarize the original document within 48 hours of receipt thereof, and the official date and time of the notarization shall be the date and time when the Notary witnessed the signature via the two-way audio-video technology and shall add the following language below the Notary and or Witness signature lines: *"Notarized (and/or Witnessed) remotely, in accordance with Executive Order 37 FY 19/20"*; and

15. A recording of the two-way audio-video communication must be made and preserved by the Notary for a period of at least 5 years from the date of the notarial act. The Notary shall provide a copy of the recording to the Signatory and the Secretary of State upon request.

C. Any document that is required under any law of the State of Maine to be notarized "in the presence and hearing" or similar language of a Signatory, and that is signed, notarized or witnessed in accordance with the terms of this Executive Order shall be deemed to have been signed and/or notarized in the presence and hearing of the Signatory.

D. Nothing in this Order shall require a Notary to perform remote notarization.

E. The validity and recognition of a notarization or witness under this Order shall not prevent an aggrieved person from seeking to invalidate a record or transaction that is the subject of a notarization or from seeking other remedies based on State or Federal law other than this Order for any reason not addressed in this Order, such as incapacity, absence of authority or undue influence.

F. The failure of a Notary or a witness to meet a requirement specified in this Order shall not invalidate or impair the recognition of a notarization performed by the Notary if it was performed in substantial compliance with this Order.

G. The Secretary of State is authorized to issue guidance consistent with this Order to protect the integrity of the remote notarization process.

III. INTEGRITY

A primary and essential purpose of this Order is to safeguard the integrity of transactions and the important personal interests served by those transactions. Persons who violate the rights of others during a remote notarization are subject to all pertinent civil remedies and criminal penalties.

IV. JUDICIAL NOTICE

A copy of this Order shall for notice be provided to the Chief Justice of the Maine Supreme Judicial Court. I intend further that the acts, records and proceedings under this Order receive full faith and credit in the courts of the United States and other states.

V. EFFECTIVE DATE

This Order shall take effect on April 8, 2020 and, unless sooner amended or rescinded, terminates 30 days after the termination of the COVID-19 state of emergency.



Maine Department of Transportation

49 FY 19/20
April 29, 2020

AN ORDER TO STAY SAFER AT HOME

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and a renewed state of emergency on April 14, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, between March 18th and April 3rd I issued Executive Orders 14, 19, 28 and 34 FY 19/20 that, for the reasons and upon the authorities stated therein, imposed until April 30th certain emergency rules and limitations necessary to respond to COVID-19; and

WHEREAS, it is necessary to extend the effective dates of those Orders to continue to protect public health while, at the same time, implementing the *Together We Are Maine: Restarting Maine's Economy Plan (hereinafter Restarting Plan)*, as the deliberative process to identify how certain restrictions on businesses and activities can be safely and incrementally eased over time;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations and Orders referenced above, do hereby Order as follows:

I. PURPOSE

The purposes of this Order are to continue to prioritize protection of public health and safety by keeping certain existing public safety measures for business and personal activities in effect through May 31, 2020 and to implement the *Restarting Plan* to assess how certain restrictions may, consistent with expert public health guidance, be safely eased to permit more economic and personal activity.

II. CONTINUED PRIORITY OF PUBLIC HEALTH

Protection of public health and our health care delivery system shall remain the first priority. The Commissioner of the Department of Health and Human Services (DHHS) and the Director of the Maine Center for Disease Control and Prevention (CDC) shall continue to advise on COVID-19 trends and metrics to guide the timing, pace and scope of any easing of current restrictions. Maine CDC currently tracks, subject to change, three primary metrics:

- A. a downward trajectory of reported influenza-like illnesses and COVID-like syndromic cases;
- B. a downward trajectory of documented cases and newly hospitalized patients; and
- C. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the State to engage in a robust testing program.

III. EXISTING EXECUTIVE ORDERS EXTENDED

To continue to protect public health, the effective dates of Executive Orders 14, 19, 28 and 34 FY 19/20 are hereby extended through May 31, 2020 unless sooner amended. All other provisions of such Orders remain in effect and subject to interpretive guidance. Such guidance includes, but is not limited to, the implementation of the *Restarting Plan*, incorporated into this Order by this reference.

IV. STAGES OF THE RESTARTING PLAN

Starting May 1, 2020, and consistent with Maine CDC/DHHS tracking metrics and recommendations, the Commissioner of the Department of Economic and Community Development (DECD) shall implement the *Restarting Plan* and identify businesses and activities where current restrictions may be adjusted to safely allow for more economic and personal activity. Businesses and activities so identified may receive a conditional approval consistent with the *Restarting Plan*. Any such approval is subject to change depending upon the demonstrated efficacy of the conditions imposed or the changing or general needs of public health. Any such approval is also subject to suspension or revocation depending upon actual and consistent compliance with such conditions. DHHS shall issue guidance for DECD and others on the process for health services identified in the *Restarting Plan*.

V. CLOTH FACE COVERINGS

Consistent with guidance from the United States Centers for Disease Control and Prevention individuals must wear cloth face coverings in public settings where other physical distancing measures are difficult to maintain.

A. Definitions. For purposes of this section, the following terms have the following meanings.

1. "Public settings" mean:
 - a. indoor spaces that are accessible to the public such as grocery stores, retail stores, pharmacies and health care facilities;
 - b. outdoor spaces such as playgrounds, busy parking lots, and other areas such as lines for take-out service where the public typically gathers in a smaller area; and
 - c. public transportation such as a taxi, Uber, Lyft, ride-sharing or similar service; ferry, bus, or train; and any semi-enclosed transit stop or waiting area.Employers in settings that are not typically accessible to the public may determine the persons who should wear a cloth face covering at their workplace and shall permit any employee who wants to wear a covering to do so.
2. "Individual" means any person in such settings irrespective of whether the person is an employee, customer, vendor, invitee or other.
3. "Cloth Face Covering" is a protection that covers the nose and mouth; fits

snugly but comfortably against the side of the face; is secured with ties or ear loops; has multiple layers of fabric; allows for breathing without restriction; and is able to be laundered and machine dried without damage or change to its shape.

B. Exceptions. Cloth face coverings are not required for children under age 2, a child in a child care setting, or for anyone who has trouble breathing or related medical conditions, or who is otherwise unable to remove the mask without assistance. A person who cannot wear a cloth face covering because of a medical condition is not required to produce medical documentation of the condition, provided that an employer may require such documentation from an employee in accordance with state and federal law.

C. Other. Cloth face coverings are not a replacement for adhering to social distancing protocols. As recommended by current CDC guidance, surgical masks and N-95 respirators are critical supplies that will remain be reserved for health care workers, medical first responders, and other workers as recommended by Federal guidance.

VI. EFFECTIVE DATE

This Order takes effect on April 29, 2020, with section V taking effect on May 1, 2020.

5/13/2020

Proclamation to Renew the State of Civil Emergency

WHEREAS, I proclaimed a State of Emergency on March 15, 2020 and a First Renewed State of Emergency on April 14, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, the State has taken numerous emergency actions to respond and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, the First Renewed Proclamation by law expires after 30 days and COVID-19 is expected to remain a highly infectious agent presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Second Renewed Proclamation is necessary to authorize the continued use of emergency powers and align the effective dates of certain previously issued emergency Executive Orders to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, §§ 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. §703(2), §742(I)(A) and 37-B M.R.S. Ch. 13, subch. II and 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and



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supersedes my Proclamation to Renew the State of Civil Emergency dated April 14, 2020, and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date of its signature unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed
GIVEN under my hand at Augusta this thirteenth day of May Two Thousand Twenty.

Appendix O

Maine Department of Transportation Coordinated Response

1. PPE for CDC deliveries is our primary mission all corners of the state
2. Delivered cots to two locations Portland and Auburn for shelters
3. Picked up wipes from Sam’s club in Scarborough twice
4. And now picking up masks in Portland first time was today but will be multiple times in the future.
5. Making magnetic signs for vehicles saying, “Official State Business”.
6. Signage and Changeable Message Signs

On 3/27/2020 we put the following message on all our message boards

PLEASE
STAY
HOME

HELP
FIGHT
COVID-19

Quanan-
tine
14 days

And we are talking about putting up the following static signs and posters at airports, bus and train stations.

On 3/31/2020 we put this message on:

PLEASE
STAY
HOME

HELP
FIGHT
COVID-19

We are proposing the following for the latest executive order: (we haven’t been given the go ahead on this yet)

For Non-
Essential
Entry





Maine Department of Transportation

DOT did 85 to 90% of these shipments within the last 4 to 6 weeks. DOT will maintain the current delivery locations basically from Orono south to Kittery.

PPE Shipments

1252 orders shipped, cumulative to-date 4/27/2020

77 picked to ship

% Hospitals

% Congregate Care

% PD/FD/EMS/Funeral Homes

34K items in total shipping today

29 orders to pick today

86% congregate care

14% PD/FD/EMS/Funeral Homes

Sample Spreadsheet from CDC

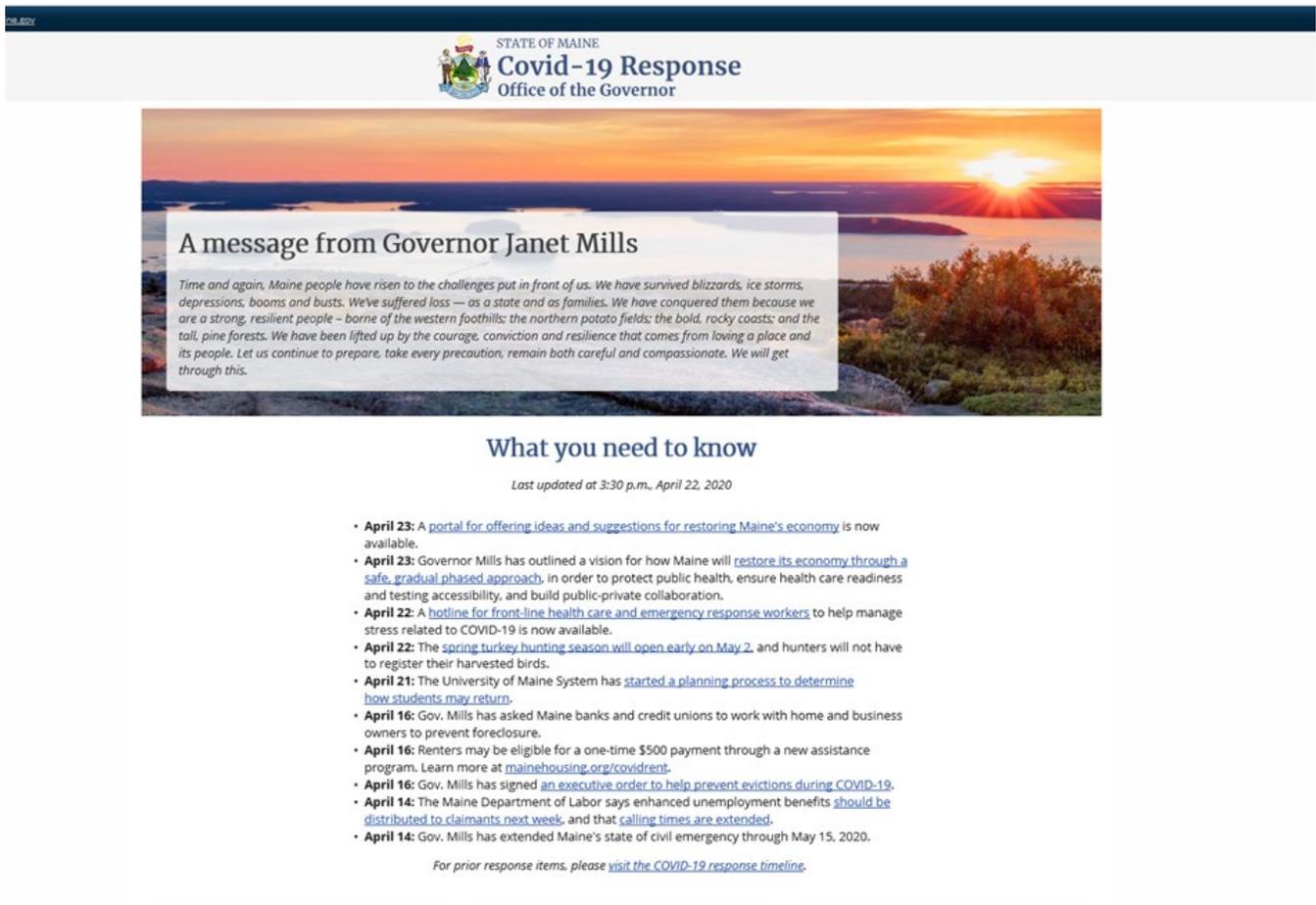
Transit Mode	# Boxes	Order #:	Facility:	Address:	City:	State:	ZIP:	POC	Email	Phone
Van 1	1	1063	Woodlands Senior Living	41 Mollison Way	Lewiston	ME	04240	Jon Barrett	jbarrett@woodlandsmaine.com	(207) 314-7833
Van 1	1	1066	Montello Manor Assisted Living	540 College St.	Lewiston	ME	04240	Kathy Atwood	adminmm@firstatlantic.com	(207) 783-2039
Van 1	2	1069	Becket Family of Services Group Home	47 Pond Rd.	Lewiston	ME	04240	Justin Gifford	justin.gifford@becket.org	(207) 431-2150
Van 1	1	1070	Catholic Charities Maine Recovery	24 Dunn St.	Auburn	ME	04210	Jeff Tiner	jtiner@ccmaine.com	(207) 408-2574
Van 1	2	1071	Alternative Services - Northeast, Inc.	1567 Lisbon Rd.	Lewiston	ME	04240	Linda Reed	lreed@asi-ne.org	(207) 576-3248
Van 1	1	1077	Happy haven Group Home	158 Court St., Ste. 13	Auburn	ME	04210	Amanda Karomba	amandak@happyhaven.llc	(207) 518-1758
Van 1	1	1078	Children's Advocacy Center	66 Paris St.	Norway	ME	04268	Lena Lavoie	lana.lavoie@cac-af.org	(207) 336-2152
Van 1	2	1079	NFI North	98 Russel St.	Lewiston	ME	04240	Brie Maselli	pegfrazier@nafi.com	(207) 784-7144
Van 2	2	1051	Kidspace	49 Atlantic Place	South Portland	ME	04106	Brandy Clapper	brandy.clapper@kidspace.org	(207) 521-4871
Van 2	1	1052	Through These Doors	14 Orchard St.	Portland	ME	04102	Jenny Stasio	jennys@throughtheseddoors.org	(207) 712-8274
Van 2	1	1053	Southridge Rehabilitation & Living Center	10 May St.	Biddeford	ME	04005	Leslie Currier	lcurrier@ncaltc.com	(207) 282-4138
Van 2	1	1059	Evergreen Manor	328 North St.	Saco	ME	04072	Shawn Davis	swdavis@ncahcf.com	(207) 282-5161
Van 2	3	1060	Kennebunk Center for Health & Rehab	158 Ross Rd.	Kennebunk	ME	04043	Megan Stevenson	mstevenson@nhca.com	(207) 985-7141
Van 2	1	1065	Ledgeview Assisted Living	92 U.S. Rt. 1	Cumberland Foreside	ME	04110	David Lander	dlander@maine.rr.com	(207) 781-2408
Van 2	2	1074	The Inn At Atlantic Heights	100 Harbor Dr.	Saco	ME	04072	Matthew McGuire	rsctheinn@firstatlantic.com	(207) 283-3022
Van 2	1	1080	Portland Fire Department	380 Congress St.	Portland	ME	04101	Mike Nixon	mgn@portlandmaine.gov	(207) 449-2125

Appendix P

Various Web Page Resources

From Governor's Office Guidance Dated April 15, 2020

<https://www.maine.gov/covid19/>



STATE OF MAINE
Covid-19 Response
Office of the Governor

A message from Governor Janet Mills

Time and again, Maine people have risen to the challenges put in front of us. We have survived blizzards, ice storms, depressions, booms and busts. We've suffered loss — as a state and as families. We have conquered them because we are a strong, resilient people — borne of the western foothills; the northern potato fields; the bold, rocky coasts; and the tall, pine forests. We have been lifted up by the courage, conviction and resilience that comes from loving a place and its people. Let us continue to prepare, take every precaution, remain both careful and compassionate. We will get through this.

What you need to know

Last updated at 3:30 p.m., April 22, 2020

- **April 23:** A [portal for offering ideas and suggestions for restoring Maine's economy](#) is now available.
- **April 23:** Governor Mills has outlined a vision for how Maine will [restore its economy through a safe, gradual phased approach](#), in order to protect public health, ensure health care readiness and testing accessibility, and build public-private collaboration.
- **April 22:** A [hotline for front-line health care and emergency response workers](#) to help manage stress related to COVID-19 is now available.
- **April 22:** The [spring turkey hunting season will open early on May 2](#), and hunters will not have to register their harvested birds.
- **April 21:** The University of Maine System has [started a planning process to determine how students may return](#).
- **April 16:** Gov. Mills has asked Maine banks and credit unions to work with home and business owners to prevent foreclosure.
- **April 16:** Renters may be eligible for a one-time \$500 payment through a new assistance program. Learn more at mainehousing.org/covidrent.
- **April 16:** Gov. Mills has signed [an executive order to help prevent evictions during COVID-19](#).
- **April 14:** The Maine Department of Labor says enhanced unemployment benefits [should be distributed to claimants next week](#), and that [calling times are extended](#).
- **April 14:** Gov. Mills has extended Maine's state of civil emergency through May 15, 2020.

For prior response items, please [visit the COVID-19 response timeline](#).

<https://www.maine.gov/dafs/covid-19>

ALERT: Stay up to date on [Maine's COVID-19 Response](#)

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Coronavirus Disease 2019 (COVID-19) Resources

Information for the General Public

[Department of Labor](#) - useful if you are looking to file an unemployment claim.

[Maine Center for Disease Control](#) - providing daily updates about the COVID situation in Maine.

- Follow Maine CDC on [Twitter](#) and [Facebook](#).
- You can watch Maine CDC's daily briefings [here](#).

[How State Departments Are Adjusting During the Coronavirus Pandemic \(Updated March 18, 2020\)](#)

[I Think I Had Contact with a Presumptive or Positive Case. What Should I Do? \(Updated April 7, 2020\)](#)

- Check out the CDC's full FAQ about COVID-19 [here](#).

Information for State Employees

Resources

- [COVID-19 Flyer for Employees: Staying Proactive Against the Virus \(PDF\)](#)
- [COVID-19 Q&A for Employees of Maine State Government: Various HR-related Questions/Answers \(PDF\)](#)
- [Best Telework Practices \(PDF\)](#)
- [Documentation from Maine IT about working remotely](#)
- [Q&A for Employees of Maine State Government - Issued March 20, 2020 \(Updated March 30\) \(PDF\)](#)

State Employee Emails (PDFs)

- [March 6, 2020: Update on COVID-19 Action by DAFS to State Employees](#)
- [March 12, 2020: Update on Travel Restrictions and Meetings/Gatherings](#)
- [March 16, 2020: Update to State Employees](#)
- [March 18, 2020: Email to DAFS Employees](#)
- [March 20, 2020: HR-related Update to State Employees](#)
- [March 25, 2020: Update About Lewiston State Office](#)
- [April 5, 2020: Guidance to State Employees on cloth face coverings](#)
- [April 15, 2020: Update with Bullets and Links](#)
- [April 23, 2020: Face Coverings for State Employees](#)

Families First Coronavirus Response Act (FFCRA) Forms and Guidance

- [FFCRA Leave Request Form](#)
- [Emergency Paid Sick Leave Act \(EPSLA\) Leave Request Form](#)
- [FFCRA Q&A for Employees](#)
- [Positions exempt from Expanded Family Medical Leave and Emergency Paid Sick Leave \(Excel\)](#)
- [Leave Options for Employees Exempt from FFCRA](#)

<https://www.maine.gov/sos/bmv/licenses/realid.html>

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DEPARTMENT OF THE SECRETARY OF STATE
Bureau of Motor Vehicles
 STATE OF MAINE




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[Updated March 2020](#)

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[NOTICE: The Department of Homeland Security has extended the Real ID enforcement deadline by one year. Enforcement will now begin on Oct. 1, 2021. Read the March 26, 2020 statement from DHS Acting Secretary Chad Wolf here. The Maine Bureau of Motor Vehicles is currently closed due to virus prevention efforts, thus we cannot process Real ID-compliant credentials at this time.](#)

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[The standard Maine credentials \(driver's licenses and IDs\) will be accepted as valid identification for federal purposes, such as entrance to federal facilities and boarding commercial aircraft, through September 2021.](#)

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[Real ID in Maine: April 2020 Update](#)

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[Watch later](#) | [Share](#)

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[and entrance to secure federal facilities.](#)

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[The Maine Bureau of Motor Vehicles began issuing Real ID-compliant driver's licenses and State identification cards on July 1, 2019. Any person who desires a Real ID-compliant license or ID can now obtain one at their local BMV office. In addition to the \[standard license requirements\]\(#\), Real ID applicants must have their photograph taken and provide the following documentation \(for a complete list download the \[REAL ID Checklist\]\(#\)\), copies of which will remain on file with the BMV:](#)

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- One document that establishes identity, date of birth, and proof of U.S. citizenship, lawful permanent residence, or temporary lawful status in the U.S.
- One document to establish proof of Social Security Number (Such as: A Social Security Administration account number card, a W-2 form with applicant's name and full SSN; Social Security Administration Form 1099 with applicant's name and full SSN; Non-Social Security Administration Form 1099 with applicant's name and full SSN; or pay stub with applicant's name and full SSN on it) or evidence of Social Security Number ineligibility.
- Two documents to establish proof of residence in the State of Maine, such as a utility bill, paycheck stub or mortgage statement (P.O. Box is not acceptable).

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IMPORTANT NAME CHANGE INFORMATION: *If your name has been legally changed and now differs from your identity document(s) (i.e., birth certificate or passport), proof of the name change must be provided to obtain a Real ID. Acceptable documents supporting a legal name change include a marriage license, divorce decree, or court order. In all cases, the documents must show a clear trail of name changes from the name on the identity document to the current name.*

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Those who have a valid license or ID will not be required to renew it prior to its expiration date, unless they choose to do so because they desire/need a Real ID credential. Upon renewal, a person will have the option of getting a Real ID credential or opting out. Those who opt out will be issued a non-REAL ID license. Beginning Oct. 1, 2021, those with non-REAL ID licenses will need to produce a passport or other acceptable identity document for federal purposes that require identification, such as boarding commercial aircraft and accessing secure federal facilities.

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Printable Resources (click on image)

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REAL ID - What you need to know brochure


 Download Document


 History of REAL ID in Maine
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<https://my2020census.gov/>

Website of the United States Government [2020 Census](#)

2020 CENSUS 2020 FAQ INSTRUCTIONS ENGLISH

Welcome to the 2020 Census

- It's quick and easy. The 2020 Census questionnaire will take about 10 minutes to complete.
- It's safe, secure, and confidential. Your information and privacy are protected.
- Your response helps to direct billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Results from the 2020 Census will be used to determine the number of seats each state has in Congress and your political representation at all levels of government.

Getting started:

- You must complete your questionnaire once you begin. If you leave the questionnaire and return later, you will have to start over.
- Do not use the web browser buttons (back, forward, or close browser). Use the buttons within the questionnaire to navigate.
- For best results, use the latest version of Chrome, Firefox, Internet Explorer, or Safari. Enable cookies.

Shape your future | **United States®**
START HERE > | **Census 2020**

[Start Questionnaire](#)

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Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).
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[COVID-19 Response effort](#)



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COVID-19 Response

Each United Way in Maine has launched a **locally based** response to the COVID-19 pandemic based on the needs of their local community. Keeping abreast of the most pressing issues and remaining steadfast in our missions to mobilize communities to give, advocate and volunteer is how we can make the most difference. Now more than ever we must **LIVE UNITED**. You can find a brief description of Each United Way's COVID-19 response fund listed [alphabetically](#) below. Not sure who your local United Way is? Check out our interactive map [here](#).

[United Way of Androscoggin County](#)

COVID-19 Fund supports basic needs including food, childcare, heat and shelter. Find out more and donate [here](#).

[United Way of Aroostook County](#)

COVID-19 Response Fund is distributed to Aroostook County nonprofit partners working directly with those affected by COVID-19. Find out more and donate [here](#).

[United Way of Eastern Maine](#)

The COVID-19 Emergency Response is focused on meeting short term, immediate needs, of individuals and families that are impacted by COVID-19 as well as long term recovery efforts. Funds are deployed to nonprofit organizations as quickly as possible to meet the emerging needs. Find out more and donate [here](#).

[United Way of Greater Portland](#)

The COVID-19 Community Relief Fund supports our most vulnerable neighbors. This includes those currently or those at risk of becoming homeless and those who could suffer devastating financial and health impacts due to the Coronavirus. Find out more and donate [here](#).

[United Way of Kennebec Valley](#)

The Response Fund for Kennebec Valley supports emerging community needs during and in the aftermath of the COVID-19 pandemic. Funds will be distributed quickly to Kennebec Valley nonprofit organizations working directly to help local people access basic needs, including food, heat, shelter and child care. Find out more and donate [here](#).

[United Way of Mid Coast Maine](#)

The COVID-19 Urgent Needs Fund supports initiatives and agencies working hard to meet the increased needs of local people in

[Covid-19 section](#)

 **ALERT:** Stay up to date on [Maine's COVID-19 Response](#)

 BUREAU OF HUMAN RESOURCES
OFFICE OF EMPLOYEE HEALTH & BENEFITS
STATE OF MAINE

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Covid-19 News

As many of you already know, the Covid-19 situation continues to evolve daily, causing personal and professional stressors and challenges to our everyday lives. We have provided the resources below (Safety tips, Webinars, etc.) offered by our vendors to help State of Maine Employees and Retirees navigate through this unique and difficult time.

The Office of Employee Health and Benefits will continue to update this webpage with a variety of resources and information as it becomes more available.

You may also find additional Covid-19 information or resources on our [Wellness Page](#) or [FAQ Page](#).

Health Plan Resources:

- [Coming Soon - Plan Coverage Document on the Treatment of Covid-19](#)
- [Group Health Plan - Anthem](#)
- [Online COVID-19 Assessment Tool - Anthem](#)
- [Sydney Care Mobile App - Anthem](#)
- [Health Premium Credit - State Employees](#)
- [Pharmacy Program - Express Scripts](#)
- [ConvenientMD Services](#)

Retiree Resources:

- [Medicare Advantage Plan 2020-04-08 - Aetna](#)
- [Medicare Advantage Plan 2020-03-30 - Aetna](#)
- [Medicare Advantage Plan Covid-19 FAQ - Aetna](#)

Voluntary Retirement Resources:

- [Virtual 1 on 1 Meetings - Voya](#)
- [State of Maine Deferred Compensation Plan](#)

Wellness Resources:

- [Telehealth Resources - ComPsych](#)
- [Covid-19 Webinar Series - ComPsych](#)
- [Virtual Fitness Classes - State of Maine Wellness Centers](#)
- [Gym Membership Reimbursement Program - FAQ](#)
- [Covid-19 Digital Resources - ComPsych](#)
- [Caregivers on the Front Line - ComPsych](#)
- [Working From Home Ergonomics](#)

Other Resources:

- [Families First Coronavirus Response Act - US Department of Labor](#)
- [Coronavirus Aid, Relief, and Economic Security Act - CARES Act](#)
- [Flexible Spending Accounts - P&A Group](#)
- [Getting Surgery During Covid-19 - Carrum Health](#)

<https://www.maine.gov/covid19/maine-helps>



STATE OF MAINE

Covid-19 Response
Office of the Governor

[Home](#) — [Maine Helps](#)

Maine Helps

Fred Rogers – Mr. Rogers – said, *“When I was young and I would see scary things on the news, my mother would say, ‘Look for the helpers. You will always find people who are helping.’”*

Maine people are helpers, and they are everywhere. They are our doctors, nurses, EMS, firefighters, police officers, grocery store clerks, gas station attendants, child care workers, government employees.

They are you, they are your neighbor, they are your loved ones. They are Maine people.

I hope this new resource will help those looking for ways to lend a hand and encourage more Maine people to target their skills, resources, and time in the most effective and safe ways to do the most good for our state.

Please consider donating to relief funds or trusted local nonprofits, contributing to the health care response, safely supporting your local businesses and community organizations, and connecting virtually to ensure your social bonds remain strong.

We may be apart, but we can still come together in the ways that matter most to support the state that we all know and love.

Governor Janet Mills

This page will be updated regularly.

Help by donating

Donate directly to trusted local nonprofits. Many of the nonprofits you know and trust are providing services to those in need in your community and they could use your help.

Donate to your local United Way. [Each of Maine's nine United Ways*](#) has a local response to the pandemic, based on the needs of the communities they serve. To donate [visit United Ways of Maine](#).

*For Knox County, please also visit [United Midcoast Charities](#).

Donate to the Maine Community Foundation. MaineCF has established a statewide emergency response fund to provide immediate, flexible grants to regional and community-based nonprofits responding to COVID-19 hardships throughout Maine, such as area agencies on aging, community action programs, homeless shelters and food pantries. To donate visit the [Maine Community](#)

Help the health care response

Volunteer your medical experience. To meet immediate health care needs, those with medical or public health experience or backgrounds are asked to register to volunteer.

Please visit [MaineResponds.org](#)

Donate blood. The COVID-19 pandemic has created an urgent need for blood donation.

Call 1-800-RED-CROSS or visit [RedCrossBlood.org](#) to:

[Check your eligibility to donate;](#)
[Find upcoming blood drives and make an appointment.](#)

Contribute medical supplies.

If you wish to help Maine government purchase critical medical supplies, please use this form: [COVID-19 purchase form](#)

Help support local businesses

Pay It Forward Maine is a new statewide effort to assist businesses affected by COVID-19 through a variety of important means. Please visit:

[PayitforwardMaine.com](#)

<p>To donate visit the Maine Community Foundation.</p> <p>Donate for food security. Good Shepherd Food Bank, Maine's largest hunger relief organization, is partnering with state agencies and food pantries to support those affected by COVID-19. To donate or hold a virtual food drive in your community, visit gsfb.org/mainecovid.</p>	<p><i>critical medical supplies; please see the terms</i> COVID-19 purchase form</p> <p>If you have critical, certified medical supplies* to donate to combat COVID-19, please use this form: COVID-19 donation form</p> <p><i>*Only items sealed in original packaging can be accepted. Governor Mills deeply appreciates Maine people who have volunteered to make masks, however the Maine CDC is not recommending that health care providers use donated homemade masks at this time.*</i></p>	
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Help by volunteering

Organizations across Maine depend on volunteers to ensure essential needs and services are delivered. [Volunteers are now permitted to provide in-person support to those organizations deemed essential](#), but given the crucial need stop the spread of COVID-19, all volunteers should abide by physical distancing guidelines and maintain their personal safety. If you wish to volunteer with a local nonprofit or service organization, we encourage you to contact them to see how you can support their mission safely.

To volunteer for emergency or disaster relief efforts, please register at MaineReady.org. Emergency agencies seeking volunteers can also register their agency and needs at MaineReady.

To volunteer with nonprofit or service agencies serving essential needs, please visit VolunteerMaine.com.

The Good Shepherd Food Bank, Maine's largest hunger relief organization, [is accepting volunteer inquiries](#).

Where to find help

If you need to help yourself, or for a loved one, connect with specialists at 211 Maine via phone, text, or email – it's free and confidential. Please visit: [211 Maine](https://211Maine.org)

The Department of Health and Human Services is encouraging online applications for public assistance programs to decrease delays in delivery of benefits. Please visit: [MyMaineConnection](https://MyMaineConnection.org)

Help by connecting

While keeping physical distance is paramount to prevent the spread of COVID-19, now is the time to strengthen and renew social bonds with friends, family and community. Make a phone call. Use video tools, like FaceTime, Google Hangouts or Zoom, to have face-to-face conversations. Connect on social networks to engage with your community and identify businesses or other services you may need or wish to support.

The AARP has created a portal to find mutual aid groups near you. To search, visit aarpcommunityconnections.org

<https://www.maine.gov/governor/mills/news/governor-mills-extends-state-income-tax-payment-deadline-july-15-2020-2020-03-26>

Maine.gov

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ALERT: Stay up to date on [Maine's COVID-19 Response](#)



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Governor Mills Extends State Income Tax Payment Deadline to July 15, 2020

March 26, 2020

Governor Janet Mills and Commissioner of the Department of Administrative and Financial Services Commissioner Kirsten Figueroa announced today that the State will extend the deadline for Maine income tax payments from April 15, 2020 to July 15, 2020. The change aligns with the Federal government's recent extension of the Federal tax filing deadline to July 15, 2020.

"It is my hope that moving back this deadline will help provide a measure of relief to Maine people who are struggling to make ends meet as a result of COVID-19," said Governor Janet Mills. "The Congressional actions in recent days make this move appropriate and practical."

"Aligning Maine's tax filing and payment deadlines with the federal government and waiving late fees and interest payments will ease the number of things that Maine businesses and taxpayers have to think about during this difficult time," said DAFS Commissioner Kirsten Figueroa.

The State extended the payment deadline of April 15, 2020, to July 15, 2020. This includes any final and estimated Maine income tax payments due by April 15, 2020. Any failure-to-pay penalties and interest will be abated for the period of April 16, 2020, through July 15, 2020.

The extended filing deadline for Maine income tax returns is automatically tied to any federal extension. Therefore, the filing deadline of April 15, 2020, for 2019 Maine income tax returns, is automatically extended to July 15, 2020. This includes Form 1040ME (Maine Individual Income Tax Return), Form 1041ME (Maine Income Tax Return for Estates and Trusts), and Form 1120ME (Maine Corporate Income Tax Return).

Sales tax and payroll payments will continue as normal. For questions about Maine income tax, contact Maine Revenue Services (MRS) at (207) 626-8475 or visit the MRS website at www.maine.gov/revenue.

Credit



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https://www.maine.gov/governor/mills/official_documents

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Official Documents

Proclamations

Veto Messages

Official Documents

Executive Orders

[Executive Order 1: An Order to Require the Expedient Implementation of the MaineCare Expansion \(PDF\) \(Accessible version, PDF\) - 1/3/2019](#)

[Executive Order 2: An Order to Implement Immediate Responses to Maine's Opioid Epidemic \(PDF\) \(Accessible version, PDF\) - 2/6/2019](#)

[Executive Order 3: An Order Concluding the Maine Wind Advisory Commission and Wind Permit Moratorium \(PDF\) \(Accessible version, PDF\) - 2/14/2019](#)

[Executive Order 4: An Order Regarding Administrative Rulemaking \(PDF\) \(Accessible version, PDF\) - 3/4/2019](#)

[Executive Order 5: An Order to Study the Threats of PFAS Contamination to Public Health and the Environment \(PDF\) \(Accessible version, PDF\) - 3/6/2019](#)

[Executive Order 6: An Order Establishing the Governor's Board on Executive Clemency \(PDF\) \(Accessible version, PDF\) - 3/6/2019](#)

[Executive Order 7: An Order Establishing the Governor's Judicial Nominations Advisory Committee \(PDF\) \(Accessible version, PDF\) - 4/10/2019](#)

[Executive Order 8: An Order Establishing the Governor's Task Force on All-Terrain Vehicle Trail Initiatives \(PDF\) \(Accessible version, PDF\) - 4/26/2019](#)

[Executive Order 9: An Order Implementing the Death With Dignity Act \(PDF\) - 6/12/2019](#)

[Executive Order 10: An Order to Strengthen Maine's Economy and Achieve Carbon Neutrality By 2045 \(Accessible version, PDF\) - 9/23/2019](#)

[Executive Order 11: An Order Establishing the Elder Justice Coordinating Partnership \(PDF | Word\) - 10/23/2019](#)

[Executive Order 12: An Order Creating the Maine Complete Count Committee \(PDF\) | Word - 10/24/2019](#)

[Executive Order 13: An Order for State Agencies to Lead by Example Through Energy Efficiency, Renewable Energy and Sustainability Measures \(PDF | Word\) - 11/26/2019](#)

[Executive Order 14: An Order to Protect Public Health \(PDF\) - 3/18/2020](#)

[Executive Order 15: An Order Regarding School Readiness \(PDF\) - 3/19/2020](#)

[Executive Order 16: An Order Suspending Provisions of Certain Health Care Professional Licensing Statutes and Rules in Order to Facilitate the Treatment and Containment of Covid-19 - 3/20/2020](#)

[Executive Order 17: An Order Regarding Certain Laws Enforced by IFW \(PDF\) - 3/20/2020](#)

[Executive Order 18: An Order Extending Compliance Dates Under Certain Motor Vehicle Laws \(PDF\) - 3/23/2020](#)

[Executive Order 19: An Order Regarding Essential Businesses and Operations \(PDF\) - 3/24/2020](#)

<https://www.maine.gov/bhr/oeH/benefits/health-premium-credit>

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Flexible Spending Accounts

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Benefits Directory

Flu Shot Clinics

Health Premium Credit

Health Premium Credit Program

Due to Covid-19 the Office of Employee Health and Benefits will be modifying the Health Premium Credit Program. The Health Premium Credit Program will be extended through September 30, 2020. Updates will be made to this website as more information becomes available.

What does this mean?

- Employee Health and Benefits will maintain the Health Premium Credit effective 7/1/19 for all health plan members currently receiving the credit **until September 30, 2020**. This will allow employees that have not had the opportunity to obtain their health numbers or vision visits to meet the criteria for the 2020 Health Premium Credit Program.
- Employees that have completed the Health Premium Credit through 11:59 pm on April 30, 2020 will receive the credit effective July 1, 2020.

The requirements for both primary subscriber (e.g. State of Maine employee) and covered spouse/domestic partner are:

- Log on to [WellStarME](#) and
- Complete the Wellness Questionnaire at [WellStarME](#) and
- Watch the Benefits video and take a short quiz at [WellStarME](#) (The first question will appear once the video has ended.) and
- Choose **one** of the following:
 - Complete the [My Numbers](#) information at [WellStarME](#) or
 - Have a vision visit

[Frequently Asked Questions](#)

MORE INFORMATION

Appeals deadline ended August 9, 2019 for the current plan year's Health Credit Premium Program.

Credit

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Commemorating 200 Years of Statehood



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Phone: (207) 624-7380
or 1-800-422-4503
TTY: dial Maine Relay 711

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Appendix Q

Families First Coronavirus Response Act (FFCRA)

GUIDANCE FOR EMPLOYEES OVERVIEW OF AND QUESTIONS AND ANSWERS ABOUT THE EFMLEA AND EPSLA

OVERVIEW

The Families First Coronavirus Response Act (FFCRA) includes two laws providing for employee leave. The first is the Emergency Family and Medical Leave Expansion Act (EFMLEA); the second is the Emergency Paid Sick Leave Act (EPSLA). These laws require the state to provide employees with paid sick leave and expanded family and medical leave *for the specified reasons* related to COVID-19. These provisions will apply from April 1, 2020, until the end of the emergency but no later than December 31, 2020. Employees are covered by the EFMLEA only after being employed for 30 days, but are eligible for paid leave under the EPSLA from the first day of employment. *NOTE: These laws do not apply to health care providers and emergency responders (Definitions on pp. 10-11).*

PAID LEAVE AVAILABLE

The Emergency Paid Sick Leave Act provides up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave when an employee is unable to work or telework because of one of six qualifying reasons related to COVID-19. Although the Emergency Paid Sick Leave Act requires the state to pay only 2/3 of an employee's pay and only up to a limit of \$200/day for three of the six qualifying reasons for the leave, this Administration has decided that *employees will receive their full pay* for all time off taken pursuant to this law.

The Emergency Family and Medical Leave Expansion Act provides up to 12 weeks of expanded family and medical leave (the first 2 weeks unpaid, followed by 10 weeks of paid leave) for an employee unable to work or telework because the employee is required to care for the employee's child whose school or day care has closed, or regular daycare provider has become unavailable due to COVID-19, if there is no other suitable person to care for the child. Like the Emergency Paid Sick Leave Act, the expanded FMLA requires the state to pay only 2/3 of an employee's pay and only up to a limit of \$200/day for leave. However, this Administration has decided that *employees will receive their full pay* for the paid time off taken pursuant to this law.

ELIGIBLE EMPLOYEES

All State employees (not to include health care providers and emergency responders defined on p. 10-11) are eligible for the 80 hours of emergency paid sick leave (or a lesser amount for part-time employees), regardless of how long an employee has been employed, *when the employee is unable to work or telework* for one of the six qualifying reasons related to COVID-19.

An employee who has been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of paid and 2 weeks of unpaid expanded family medical leave to care for the employee's child whose school or day care closed or child care provider is unavailable due to COVID-19. *Note that the 12 weeks of expanded FML is reduced by any traditional FML an employee has taken this calendar year.*

These leaves can be taken prior to an employee being required to use accrued leaves.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take the emergency paid sick leave if the employee is *unable to work or telework*, because an employee:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. [The stay-at-home order issued by Gov. Mills does not prevent any state employee from working and therefore does not satisfy this requirement].
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19. This applies only when the health care provider's advice for the employee to self-quarantine is based on a belief either that the employee *has or may have COVID-19*, or when the *employee is particularly vulnerable* to COVID-19. This does not apply when an employee is advised to self-quarantine to protect the health of a family or household member.
3. The employee is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis.
4. The employee needs to care for an individual subject to an order described in #1 or self-quarantine as described in #2. The relationship of the individual to the employee must be such as to create the expectation that the employee would care for the individual.
5. The employee needs to care for the employee's child whose school or place of care is closed (or their regular child care provider is unavailable) for reasons related to COVID-19. This requires that it is necessary for the employee to care for the child, and that no other suitable person is available to care for the child.
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. [At this time no condition has been specified by the Secretary].

An employee is entitled to take the expanded family and medical leave *only* if the employee is unable to work or telework because the employee is caring for a child whose school or place of care is closed, or their regular child care provider is unavailable, for reasons related to COVID-19. Note that this is the same as reason #5 for emergency paid sick leave. In order to qualify for the expanded family medical leave, or for emergency paid sick leave for reason #5, the employee must be *unable to work or telework* because the employee is *needed* to care for the child *and there must be no other suitable person available* to care for the child.

These laws took effect on April 1 and cannot legally be taken prior to that time.

The questions and answers below are based upon regulations and guidance from the USDOL.

QUESTIONS & ANSWERS

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (“EFMLEA”)

Note: Health Care Providers and Emergency Responders are excluded from the provisions of this Act.

Q. When an employee is unable to work or telework because the employee is needed to care for a son or daughter due to a COVID-19 school or daycare closure, what leave is the employee eligible for?

A. A covered employee is entitled to up to 12 weeks of expanded FML leave pursuant to the EFMLEA (2 unpaid, 10 paid) when the employee is *unable to work or telework* because the employee is *needed* to care for the employee's child, and *there is no other suitable person to care for them*. The employee is also entitled to up to 80 hours of emergency paid sick leave under the EPSLA to provide pay during these two unpaid weeks of expanded FML. The employee can opt instead to take accrued leave instead of the emergency paid sick leave during these two weeks. Only if the employee had previously used the emergency paid sick leave for another qualifying reason *and* the employee has no available accrued leave can the two weeks or any portion of them be unpaid. *Note: Any "traditional" FMLA leave previously taken by the employee during the calendar year is subtracted from the 12 weeks of EFMLEA, and any leave taken under the EFMLEA will reduce the employee's calendar year entitlement for traditional FMLA.*

Q. Can a grandparent, aunt/uncle, niece/nephew, or similar relative take one of these federal leaves for the purpose of caring for a child?

A: No. Neither the expanded FML nor the emergency paid sick leave is available for such leave. Under both the 12 week extended FML and the two-weeks of paid sick leave, such leave is available for school closure or loss of childcare only for an employee's own son or daughter.

Q. Who meets the definition of "son or daughter"?

A. Under the EPSLA or EFMLEA, a "son or daughter" is an employee's own child under 18 years of age. This includes a biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee is standing *in loco parentis*—someone with day-to-day responsibilities to care for or financially support a child. A "son or daughter" is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Q. How long must employees be employed by the state in order to qualify for the extended leave provided by the expanded FML? A: Any full-time or part-time employee who has been on the state's payroll for 30 days prior to taking leave under the expanded FML is eligible for the leave.

Q. If an employee has already used six (6) weeks of job-protected FML this calendar year, is the employee entitled to 12-weeks of leave under the expanded FML in addition to the six (6) weeks of FML already taken? A: No. The expanded FMLA simply adds new eligibility criteria to the old law. Therefore, the expanded FML benefit counts toward an employee's total of 12-weeks of traditional FML. Thus, because an employee has already taken six (6) weeks of FML, the employee is only entitled to an additional six (6) weeks of total leave under either the expanded FMLA or the traditional FMLA. Similarly, if an employee used the full 12-week expanded FML benefit for a COVID-19 reason the employee will not have access to additional

leave for traditional FML reasons later in the calendar year. *Note that even after an employee has exhausted 12 weeks of FMLA/EFMLEA, the employee would nevertheless be eligible for the two weeks of emergency paid sick leave if it had not been already taken.*

Q. The expanded FMLA states it is solely for those employees who are unable to work or telework due to a need to care for a child under 18 due to closures of schools/daycares related to the COVID-19 health emergency. What happens if the employee themselves is hospitalized due to COVID-19? A. The only benefit available under the expanded FMLA is for an employee unable to work or telework because the employee is needed to care for a son or daughter due to school or daycare closure as a result of the COVID-19 emergency. The employee may, however, be eligible for job-protected emergency paid sick leave, or leaves pursuant to the traditional FMLA, and to the collective bargaining agreement.

Q. If both parents work for the state, does the expanded FMLA limit the couple to 12 total weeks of expanded FML, or is each individual employee entitled to 12-weeks of expanded FML? A. Each covered parent is eligible for expanded FML, and each is required to exhaust the 10-day unpaid leave period prior to being entitled to the paid expanded FML. Although each parent is entitled to the expanded FML, the requirement that the employee be *needed* to care for the child and that no other suitable person is available to care for the child means that, absent extenuating circumstances, both parents would not be eligible to take the expanded FML at the same time. *Note: each employee can opt to use the 80 hours of emergency paid sick leave or the employee's own accrued leave during each 10-day unpaid period.*

Q. Is the state required to continue health insurance benefits and pay the employer's share of premiums for coverage for the employee, spouse, and dependents when an employee utilizes leave under the expanded FML? A. Yes.

Q. Is the state required to restore an employee to the employee's position upon return from expanded FML? A. Yes. An employee taking expanded FML has the same return rights as an employee returning from any other FMLA leave.

Q. Are there any employees who are exempt from the extended FML? A. The federal law specifically allows employers to exempt from coverage for the emergency sick leave and the expanded FML any employee who is a "health care provider" or an "emergency responder". *(Definitions at pp 10-11.)*

EMERGENCY PAID SICK LEAVE ACT ("EPSLA")

Note: Health Care Providers and Emergency Responders are excluded from the provisions of this Act.

Q. Is the emergency paid sick leave available to employees in addition to the paid sick leave provided by the collective bargaining agreement? A: Yes. The emergency paid sick leave is in addition to any paid leave already provided by the state, and the employee cannot be required to exhaust accrued paid leave benefits before using the paid sick leave provided by the EPSLA.

Q. Does the Governor’s stay-at-home order constitute a state quarantine or isolation order that would qualify an employee to take the paid sick leave?

A. Regardless of whether the Governor’s stay-at-home Order would meet the standard in the emergency paid sick leave law, an employee is eligible for the emergency paid sick leave *only* when the employee is unable to work or telework. Because the Governor’s order does not prevent state employees from continuing to perform the work of state government, an employee is not eligible for paid sick leave based on that Order because the employee would not meet the “unable to work or telework” requirement.

Q. If an employee is informed by the employee’s health care provider that the employee should self-quarantine because *the employee is at high-risk*, is the employee entitled to take emergency paid sick leave? After the 10 days, would the employee be eligible for leave pursuant to the traditional FMLA ? A. Where a covered employee has been advised by a medical provider to self-quarantine, the employee is entitled to emergency paid sick leave *only if the employee is unable to work or telework* as a result. After all of an employee’s emergency paid sick leave has been used, an employee would only qualify for traditional FMLA leave if the employee has a “serious health condition”. The employee may also be entitled to access other leave pursuant to the collective bargaining agreement. *Employees should contact HR to discuss what leaves might be available to them.*

Q. Is an employee who is worried about contracting COVID-19 entitled to use emergency paid sick leave? A. It depends. Only if the employee is unable to work or telework due to one of the six (6) criteria would the employee be eligible to use emergency paid sick leave. If the employee is advised by their health care provider to quarantine or isolate because the employee is vulnerable to COVID-19 due to age or health condition *and* this prevents the employee from working *or teleworking*, the employee would be entitled to use the 80 hours of emergency paid sick leave. The employee may also be entitled to access other leaves pursuant to the collective bargaining agreement, and if the employee has a serious health condition, the FMLA.

Q. What qualifies an employee for leave under the 6th qualifying reason for emergency paid sick leave, that “the employee is experiencing a substantially similar condition to COVID-19 as has been identified by the Secretary of Health and Human Services?” A. At

this time the HHS Secretary has not yet identified any such conditions similar to COVID-19, and until such time as he does, no employee is entitled to leave pursuant to this provision.

Q. How long will the emergency paid sick leave be available, and will the state pay out emergency sick leave banks at the end of the year?

A. Emergency paid sick leave will not be carried over or paid out at the end of the year or upon separation from employment. The leave is available only during the COVID-19 emergency, and the law will sunset on December 31, 2020.

EMERGENCY PAID SICK LEAVE, EXPANDED FML, AND TRADITIONAL FML

Q. When is an employee able to telework?

A. An employee may telework when the employer permits the employee to perform work at home or at a location other than the normal workplace. Telework is work for which normal wages are paid and is not considered paid leave.

Q. If the employee is or becomes unable to telework, is the employee entitled to emergency paid sick leave or expanded FML?

A. If the employer permits teleworking but the employee is unable to perform those tasks, or is unable to work the required hours because of one of the qualifying reasons for paid sick leave, then the employee is entitled to take paid sick leave. Similarly, if the employee is unable to perform those teleworking tasks or hours because the employee needs to care for a son or daughter because of a COVID-19 school or daycare closure, and no other suitable person is available to care for the child, then the employee is entitled to take expanded FML and emergency paid sick leave. *NOTE: To the extent the employee is able to telework while caring for the child, paid sick leave and expanded family and medical leave is not available.*

Q. What if the employee can work but not their regular hours?

A. If the employee and employer agree that the employee will work their normal number of hours, but outside of their normally scheduled hours (for instance early in the morning or late at night), then the employee is able to work and leave is not necessary unless a COVID-19 qualifying reason prevents the employee from working that schedule.

Q: Assuming an employee is eligible for traditional FMLA, must the state grant an employee traditional FMLA job-protected leave when the employee is subject to a government-ordered quarantine or isolation order, is advised by a health care provider to self-quarantine, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis? A: An employee may be entitled to job-protected leave under the traditional FMLA under these circumstances, assuming the employee has a “serious health condition” as defined by the FMLA. Employees should contact HR for information. *NOTE: The employee may be entitled to emergency paid sick leave, or leaves pursuant to the collective bargaining agreement or state and federal law.*

Q: An employee is *concerned* about contracting COVID-19 and has requested access to traditional FMLA job-protected leave. Is the employer required to provide the employee with leave benefits pursuant to the traditional FMLA? A: It depends. Only if an employee has a “serious health condition” would the employee be entitled to leave under the traditional FMLA. Employees should contact HR for information.

Q: Does the traditional FMLA allow an employee access to job-protected leave to care for a family member who is quarantined, isolated, or experiencing symptoms associated with COVID-19?

A: Under the traditional FMLA, an employee is entitled to 12-weeks of leave to care for an immediate family member (*i.e.*, spouse, child, or parent) with a “serious health condition”. Employees should contact HR for information.

Q: If the state allows employees to take traditional FMLA for the employee’s own serious health condition, is the state required to pay the employee for the FMLA leave taken by the employee? A: No. Neither state nor federal law entitles the employee to receive pay for traditional FMLA leave. *Note: The employee may be eligible for two weeks of paid leave under the EPSLA and to use the employee’s accrued leave.*

Q: What information can the state request to verify that the employee needs to miss work to care for a child pursuant to the EFMLEA or EPSLA?

A: The employee requesting leave must fill out the leave request form for the emergency sick leave or the expanded FML being requested.

Q: May an employee stack leave provided under either the EPSLA or the EFMLEA? A: An employee caring for children out of school or day care because of a COVID-19 closure is provided the 80 hours of emergency paid sick leave to cover the two week unpaid period of expanded FML. The employee can opt to substitute accrued leave in place of the emergency paid leave. If the employee has already used all or part of the 80 hours for another qualifying reason and has no accrued leave available, then the two weeks would be unpaid expanded FML. Note that an employee can never be *paid* twice for the same time.

Q: Can an employee choose to take 12 weeks of expanded FML first and then take 2 weeks of emergency paid sick leave so the employee will have access to 14 weeks of leave to care for a child due to school closing? A: Yes, but only if the employee chooses to substitute the employee’s accrued leave for the 10 days of emergency paid sick leave. In that case, the 10 days of emergency paid sick leave would still be available after 12 weeks, assuming the qualifying conditions are still met.

Q: Is a full-time employee working from home eligible for expanded FML and emergency paid sick leave to care for the employee’s child or children?

A: It depends on the child care obligations being performed by the employee and whether the employee can realistically work from home. In order to qualify, the employee must be *needed* to

care for the children, with no other available suitable person to care for the children. The younger and greater the number of children, the harder it will be for the employee to work from home.

Q: Does the employee have an obligation to notify the state of the need to take leave?

A. Yes. Just as employees are required to do when using regular sick leave, employees must notify the employer of the need to use the expanded FML or emergency paid sick leave as soon as possible. When the employee is aware of the need in advance, the employee should provide the employer with that advance notice.

Q. Is the state required to notify employees of their rights under these federal leave laws?

A. Yes. Notices are posted in conspicuous places on the premises and provided electronically to employees working remotely.

Q. Are employees protected from discharge, discipline, or other discrimination for taking leave under these federal leave laws or filing a complaint or instituting a proceeding under or related to these laws?

A. Yes. Employees are protected for exercising their rights under these laws.

Q. How many hours per week is a full time employee entitled to be paid pursuant to these federal leave laws?

A. For expanded FML, the employer must pay an employee for hours the employee would have been normally scheduled to work, even if more than 40 hours in a week. Hours over 40 are paid at the straight time rate rather than the premium rate. Emergency paid sick leave is paid only up to 80 hours over a two-week period. For example, an employee who is scheduled to work 50 hours a week may take 50 hours of paid sick leave in the first week (at the straight time rate) and 30 hours of paid sick leave in the second week. In any event, the total number of emergency paid sick leave hours is capped at 80. If the employee's schedule varies from week to week, the calculation of hours for a full-time employee with a varying schedule is calculated using the same method as for a part-time employee.

Q. How many hours per week of emergency paid sick leave or expanded FML is a part-time employee entitled to be paid?

A. A part-time employee is entitled to paid leave for the employee's average number of work hours in a two-week period that the employee would normally be scheduled to work. If the normal hours are unknown or the employee's schedule varies, the 6-month average is used to determine the employee's average daily hours.

Q. How are the hours of an intermittent employee calculated?

A. Unless the intermittent employee has a regular schedule, the average daily hours are calculated using a six-month average. Such intermittent employee may take emergency paid sick leave for this number of hours per day for up to a two-week period, and may take expanded family and medical leave for the same number of hours per day up to ten weeks after that. If this calculation cannot be made because the employee has not been employed for at least six months, the calculation is based upon the number of hours the employee and employer agreed that the employee would work upon hiring; if there is no such agreement, the calculation is

based upon the average hours per day the employee was scheduled to work over the entire term of his or her employment.

Q. When calculating pay due to employees taking leave, must regularly-scheduled overtime hours be included?

A. Yes, regularly scheduled overtime hours are included, but the pay does *not* include premium (time and a half) for overtime hours. In other words, an employee on paid leave will receive straight time for scheduled overtime hours (but only up to an 80-hour maximum for a full time employee for emergency paid sick leave).

Q. Can an employee take 80 hours of emergency paid sick leave to self-quarantine and then another amount of emergency paid sick leave for another covered reason?

A. No. An employee can take up to two weeks of paid leave for any of the qualifying reasons. This is limited to 80 hours for a full-time employee; for a part-time employee, the number of hours is equal to the average number of hours that the employee works over a typical two-week period.

Q. If an employee is home unable to work or telework with a child because his or her school or place of care is closed, or child care provider is unavailable, does the employee get emergency paid sick leave, expanded FML, or both, and how do they intersect?

A. The employee may be eligible for both types of leave to care for their child whose school/childcare is closed/child care provider is unavailable due to COVID-19 related reasons, assuming such leave is *necessary* because the employee is *unable to work or telework* as a result, and no *other suitable person is available* to provide care. The extended FMLA provides 2 weeks unpaid and 10 weeks paid; the emergency paid sick leave act provides 80 hours paid leave. Only if the employee has no emergency paid sick leave left and chooses not to use their accrued leave will the first two weeks of expanded FML be unpaid.

Q. If an employee is out on another type of leave on April 1 for a reason that would qualify the employee for emergency paid sick leave or extended FML, is the employee entitled to leave pursuant to the Acts?

A. Yes. Effective April 1, 2020, an employee already on a leave for a reason that would qualify the employee for emergency paid sick leave or extended FML would be entitled to up to 2 weeks of emergency paid sick leave and 12 weeks of expanded FML (10 weeks paid) for qualifying reasons when the employee is unable to work or telework.

Q. Can an employee take emergency paid sick leave or paid expanded FML and accrued leave for the same time?

A. No. An employee cannot be paid twice for the same time.

INTERMITTENT LEAVE UNDER THE EFMLEA AND EPSLA

Q. Can an employee take emergency paid sick leave or expanded FMLA intermittently while teleworking?

A. Yes, if the employer allows it, subject to operational needs, and if the employee is unable to telework their normal hours due to any of the qualifying reasons for emergency paid sick leave or expanded FMLA. In that situation, *by mutual agreement only*, the employee may take paid sick leave intermittently while teleworking. Similarly, if the employee is prevented from teleworking the employee's normal hours because the employee needs to care for the employee's child whose school/daycare is closed because of COVID-19 related reasons, *by mutual agreement only* the employee can take expanded FMLA intermittently while teleworking. The employee may take intermittent leave in any increment *that the employee and employer agree upon*. For example, if they agree on a 90-minute increment, the employee could telework from 1:00 PM to 2:30 PM, take leave from 2:30 PM to 4:00 PM, and then return to teleworking.

Q. May an employee take emergency paid sick leave or expanded FMLA intermittently while working at the employee's usual worksite (as opposed to teleworking) if the leave is due to caring for children whose school or daycare is closed due to COVID-19?

A. Yes, if operational needs allow and *the employer and employee agree*, but only if the leave is due to caring for children due to the school or daycare closure. For example, if the child is at home because his or her school or daycare is unavailable because of COVID-19 related reasons, the employee may take paid sick leave on Mondays, Wednesdays, and Fridays to care for the child, but work at the normal worksite on Tuesdays and Thursdays.

Q. May the employee take emergency paid sick leave intermittently while working at the employee's usual worksite (as opposed to teleworking) if the leave is due to any reason other than caring for children out of school or daycare?

A. No. Unless the employee is teleworking, paid sick leave for qualifying reasons related to COVID-19 other than to care for a child whose school or daycare closed cannot be taken intermittently. Unless the employee is teleworking, once the employee begins taking paid sick leave for one or more of the *other* qualifying reasons, the employee must continue to take paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave. *This limit is imposed because if the employee is sick or at risk for becoming sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the paid sick leave is necessary to keep the employee from potentially spreading the virus to others.*

Q. If an employee no longer has a qualifying reason for taking emergency paid sick leave before exhausting the 80 hours, may the employee take the remaining emergency paid sick leave at a later time?

A. Yes. If another qualifying reason occurs before the public health emergency ends and before December 31, 2020, the employee can use the remaining time to a total of 80 hours (for a full time employee).

Q. Does an employee qualify for expanded FMLA even if the employee has already used some or all of the employee's leave under the traditional FMLA?

A. The employee's eligibility for expanded FML depends on how much traditional FMLA leave the employee has already taken during the calendar year. The employee may take a total of 12 workweeks for FMLA (including expanded FML) during a calendar year. If the employee has taken some, but not all, of 12 workweeks of leave of FMLA during this calendar year, the employee may take the remaining portion of leave available. If the employee has already taken 12 workweeks of FMLA leave this year, the employee may not take any expanded FML. For example, if the employee took two weeks of FMLA leave in January 2020 to undergo and recover from a surgical procedure, the employee has 10 weeks of FMLA leave remaining. Because expanded FML is a type of FMLA leave, the employee would be entitled to take up to 10 weeks of expanded FML, rather than 12 weeks, and any expanded FML the employee takes would count against the employee's entitlement to traditional FMLA leave for the remainder of the calendar year. In addition, an eligible employee will still be eligible for emergency paid sick leave regardless of how much expanded FML or traditional FML the employee has taken.

DEFINITIONS OF "HEALTH CARE PROVIDER" AND "EMERGENCY RESPONDER"

Q. Who is a "health care provider" who may be excluded by their employer from paid sick leave and/or expanded family and medical leave?

A. The USDOL defines "health care provider" as anyone employed at any doctor's office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity. This includes any permanent or temporary institution, facility, location, or site where medical services are provided that are similar to such institutions. This definition includes any individual employed by an entity that contracts with any of the above institutions, employers, or entities institutions to provide services or to maintain the operation of the facility. This includes anyone employed by any entity that provides medical services, produces medical products, or is otherwise involved in the making of COVID-19 related medical equipment, tests, drugs, vaccines, diagnostic vehicles, or treatments. This also includes any individual that the Governor determines is a health care provider necessary for Maine's response to COVID-19. Maine State employees covered by this exemption include (but may not be limited to) all employees at the State's two psychiatric hospitals and employees at Maine's CDC.

Q. Who is an "emergency responder" who may be excluded by their employer from paid sick leave and/or expanded family and medical leave?

A. The USDOL defines "emergency responder" as an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the Governor

determines is an emergency responder necessary for Maine's response to COVID-19. Maine State employees covered by this exemption include (but may not be limited to) the Maine State Police, most other law enforcement officers, employees of Maine's correctional facilities, employees in the Bureau of Unemployment Compensation, employees at Maine's CDC, and child and adult protective workers and crisis workers at DHHS.

DOCUMENTATION REQUIRED FOR EMERGENCY FML AND EMERGENCY PAID SICK LEAVE

For emergency FML (EFMLEA) or emergency paid sick leave (EPSLA) due to the school/daycare closure/daycare provider unavailability due to COVID-19:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason
5. Name of the son/daughter being cared for
6. Name of the closed school/daycare, or regular childcare provider who is unavailable due to COVID-19; and
7. Statement representing that no other suitable person is available to care for the child during the period of the requested leave.

For emergency paid sick leave because the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason; and
5. Name of the government entity issuing the quarantine or isolation order.

For emergency paid sick leave because the employee has been advised by a health care provider to self-quarantine related to COVID-19:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason; and
5. Name of the health care provider who advised the employee to self-quarantine due to concerns regarding COVID-19.

For emergency paid sick leave because the employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis:



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1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave; and
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason.

For emergency paid sick leave because the employee caring for an individual subject to an order described in qualifying reason #1 or self-quarantine as described in qualifying reason #2:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason; and
5. a) name of the government issuing the quarantine order, or b) name of the health care provider advising the individual to self-quarantine.



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REQUEST FORM -1

LEAVE TO CARE FOR YOUR CHILD DUE TO COVID-19 SCHOOL/ DAYCARE CLOSURE [use Request Form-2 for all other COVID-19-related paid leaves] *Emergency paid leave not available for Emergency Responders and Health Care Providers*

New federal laws provide expanded Family and Medical Leave (FML) and emergency paid sick leave under the following circumstances:

- your child’s school or daycare is closed or regular childcare provider unavailable due to COVID-19
- you are unable to work or telework as a result of your *need* to care for your child; *and*
- there is *no other suitable person* to care for your child.

Expanded FML provides for a total of 12 weeks of leave – two weeks unpaid followed by 10 weeks paid. *(Note: This 12 weeks of leave is reduced by any traditional FML you may have already taken in 2020.)* Emergency paid sick leave is also available for up to 80 hours for full-time employees, to be taken during the two unpaid weeks of expanded FML, unless you have exhausted your emergency paid leave for other qualifying reasons.

If you wish to request leave because you meet the three conditions above, please provide the following information:

Your name Dates of leave requested

Are you requesting intermittent or consistent leave? If intermittent, please state your work availability. *Intermittent leave is available only upon mutual agreement between you and your agency.*

State the reason for your leave

Name(s) of your child/children you are required to care for

Name of school(s) or daycare(s) closed or regular provider(s) unavailable due to COVID-19

Are you unable to work or telework because you need to care for your child/children? Yes ___ No ___

Is there any other suitable person available to provide care for your child/children? Yes ___ No ___

Do you want to use your accrued leave instead of emergency paid sick leave during the first two weeks of expanded FML? Yes ___ No ___

If so, what type of accrued leave (*i.e. sick, vacation, personal, comp time*)? _____



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I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee Signature: _____ Date: _____



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REQUEST FORM - 2

LEAVE FOR QUALIFYING COVID-19 REASONS [use Request Form-1 for reasons related to COVID-19 school/daycare closures] *Emergency Paid Sick Leave Not available for Emergency Responders and Health Care Providers*

A new federal law provides up to 80 hours (for a full-time employee) of emergency paid sick leave when an employee is unable to work or telework when the employee:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19 because the employee has or may have COVID-19 or the employee is particularly vulnerable to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in #1 or self-quarantine as described in #2;
5. is caring for a child whose school or place of care is closed (or their regular child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services. [This is not available because the HHS Secretary has not specified conditions].

If you wish to request emergency paid sick leave when you are unable to work or telework because of one of the reasons above, please provide the following information:

Employee name Dates of leave requested

Are you requesting intermittent or consistent leave? If intermittent, please state your work availability. *Intermittent leave is available only upon mutual agreement between you and your agency.*

State the reason for your leave. *You must refer to one of the qualifying reasons above.*

Are you unable to work or telework because of this COVID-19 reason? Yes ___ No ___

If you are requesting leave because you are subject to a federal, state, or local quarantine or isolation order related to COVID-19 (reason #1), what government entity has issued the quarantine/isolation order that prevents you from working or teleworking? *[NOTE: The stay-at-home order issued by Gov. Mills does not prevent any state employee from working and therefore does not satisfy this requirement].* _____

If you are requesting leave because you have been advised by a health care provider to self-quarantine related to COVID-19 (reason #2 above), state the name of that health care provider:

If you are requesting leave because you are caring for an individual who is subject to a government quarantine or isolation order or who was advised by a health care provider to self-quarantine related to COVID-19, please provide either the name of the government issuing the quarantine or isolation order



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or the name of the health care provider advising the individual to self-quarantine *as applicable*:

I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee Signature: _____ Date: _____

Appendix R

Governor Mills Outlines Vision for a Gradual, Safe Reopening of Maine's Economy

April 23, 2020

Science, public health, and collaboration will drive Maine's phased-in approach to reopening the economy when the time is right

Governor Janet Mills today outlined her vision for a gradual and safe reopening of Maine's economy amid the novel coronavirus (COVID-19) pandemic, emphasizing four principles that will guide the State's decision-making process and inviting Maine people to offer their ideas through a new portal launched by the Department of Economic and Community Development.

"While we all dream of going back to the way things were, we have to face the hard truth that the coronavirus continues to be a threat and that life will not return to normal soon. Instead, we have to invent a new normal – a different way of doing business, shopping, traveling, and recreating that keeps all of us safe," said Governor Mills. "In the coming weeks, my Administration will continue to assess the impact of the coronavirus in Maine and engage with various sectors of the Maine economy to determine how they can safely reopen at the right time in the right way. This will be a gradual process to protect the health of Maine people while restarting our economy."

Maine's reopening will be driven first and foremost by public health considerations and guided by the following principles:

1. **Protecting Public Health:** The State will continue to continue to rely on epidemiological data, such as case trends, hospitalization rates, recoveries and deaths, to inform decisions with the private sector regarding the appropriateness of lifting restrictions.
2. **Maintaining Health Care Readiness:** Maine must maintain its capacity to respond to any surge of the virus. To that end, the State will continue to work closely with our hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and will continue to procure and distribute personal protective equipment as needed to hospitals, nursing facilities, emergency services, and other frontline responders.

3. **Building Reliable and Accessible Testing:** Testing capacity for all symptomatic people and sentinel disease surveillance are key elements of reopening various sectors of the economy. While the widespread availability of rapid testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.
4. **Prioritizing Public-Private Collaboration:** Collaboration and leadership among businesses, employees, government entities, and the public is vital to develop, implement, oversee, and adapt guidelines and safe practices. Government alone cannot fix things, government doesn't have all the answers; we need the best thinking of Maine people from every industry and every corner of the state to reimagine and reinvent how we do things in this state in a way that protects both lives and livelihoods.

More specifically, the Administration's approach will utilize criteria and measures currently under development by the Maine Center for Disease Control and Prevention leading to a phased reopening of the economy. In its planning, the Maine CDC will also develop measures to detect a resurgence in the virus that may necessitate the reimplementation of restrictions.

"Science continues to guide Maine's strategy on COVID-19," said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. "Ensuring the health and safety of Maine people, which includes taking steps to reduce the risk of a second surge of the virus, remains our priority."

Meanwhile, the Department of Economic and Community Development (DECD) will solicit from representatives of industries and various sectors of Maine's economy their ideas on how they can develop practical, reasonable, evidence-informed protocols that will allow them to safely resume operations or activities once the public health benchmarks are met.

"Since the Stay Healthy at Home Order was issued, the Department has worked in close partnership and collaboration with the public and private sector to provide the most transparent process possible," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "These have been challenging times for Maine's economy and as we work to reopen the state it will take thoughtful collaboration to ensure that we effectively prioritize public health while reopening businesses sectors."

DECD will work in close partnership with different economic sectors to analyze business practices, consider modifications to prioritize safety and security, and consult with public health experts to confirm that such modifications will be effective to mitigate the spread of the coronavirus. These accommodations may be as simple as closing break rooms, providing flexible working hours, and installing plexiglass shields, or as complex as adjusting a business' sales process to ensure employee and customer safety.

To that end, Governor Mills launched today a portal through the Department of Economic and Community Development to serve as an avenue for business owners, employees, and Maine residents to offer their ideas. The portal can be accessed at www.maine.gov/decd.

"We invite all Maine people to take part in the discussion," said Governor Mills. "Give us your specific ideas on how we can do things differently, how we can restart the economy and keep all our people safe and healthy. We want to hear from you."

The Governor cautioned, however, that decisions to reopen sectors of Maine's economy will be driven by public health considerations and cautioned that moving too aggressively risks a surge of the virus.

"We all want life to return to normal as soon as it is safe to do so. Our hearts break to see closed storefronts and people struggling to make ends meet because of this crisis," Governor Mills continued. "At the same time, we all know that reopening too soon and too aggressively is likely to cause a surge in COVID 19 cases, jeopardizing the lives of Maine people, overwhelming our healthcare system and further destabilizing the economy. None of us wants that."

Governor Mills continues to work with Governor Chris Sununu of New Hampshire and Governor Phil Scott of Vermont, as well as other governors, on regional coordination in lifting restrictions so as to minimize interstate travel which could jeopardize public health.

The criteria under development by the Maine CDC will be issued in the next several days and the protocols developed by DECD in close collaboration with industry partners will also be made public when finalized.

The Governor's Stay Healthy At Home Order remains in effect through April 30th.



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Restarting Maine's Economy

Introduction

Related Documents

- [Restarting Maine's Economy Booklet \(PDF\)](#)
- [Restarting Maine's Economy Sample Checklist \(PDF\)](#)
- [COVID-19: Public Health Considerations for Re-Opening Maine Presentation \(PDF\)](#)

After months of tireless efforts and decisive action by people across Maine, our state appears to be flattening the curve against COVID-19. However, we should not expect life to return to normal. Instead, we have to embrace a new normal – a different way of doing business, shopping, traveling and recreating that keeps us all safe. To that end, the Mills Administration has prepared a plan to gradually and safely restart Maine's economy.

The plan establishes four gradual stages of reopening, the first of which begins on May 1st. Designed with input from public health and industry experts, this staged approach will allow Maine businesses to safely open when the time is right, and stay open by following reasonable, practical guidelines to ensure the safety of employees and customers.

Public health is the foremost factor guiding this process. As the Administration gradually eases restrictions on some businesses and activities, it also implements protective protocols, along with broader additional health and safety measures, to protect Maine people.

Guiding Principles

The guiding principles for this approach include:

- 1 Protecting Public Health:** The State will continue to use epidemiological data, such as case trends and hospitalization rates, to inform decisions about the appropriate time to lift restrictions.
- 2 Maintaining Health Care Readiness:** Maine must be able to respond to any surge of COVID-19. To that end, the State will continue to work closely with hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and to procure and distribute personal protective equipment to hospitals, nursing facilities, emergency services, and other frontline responders.
- 3 Building Reliable and Accessible Testing:** Testing for all symptomatic people and sentinel disease surveillance are key foundations for opening the economy. While the widespread availability of rapid testing and antibody testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.
- 4 Prioritizing Public-Private Collaboration:** Opening Maine's economy depends on close collaboration among businesses, employees, government, and the public to develop, implement, oversee, and accept guidelines and safe practices. A new Economic Recovery task force will be appointed to ensure this occurs.

A Staged Approach

Under the Governor's plan, the stages are based on calendar months, to allow for time to assess the effectiveness of the health and safety precautions put into place and give businesses a predictable timeframe to plan for opening.

The earliest stages are focused on resuming business operations and activities which can be conducted in a safe manner, meaning they have a low risk for potential transmission of the virus.

In addition, new public health guidance will also go into effect. Maine people will be newly required to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain.

Employers must also ensure workers wear such cloth face coverings when appropriate, and long-term care facilities will be subject to emergency rules to keep residents and staff safe.

While progression through the stages is planned month-by-month, decisions will be determined by public health metrics. Progress may also change based on virus trends, testing or treatment breakthroughs, or identification of new, safe ways of doing business.

Health Metrics

Throughout the opening process, Maine CDC epidemiological data, such as case trends and hospitalization rates, as well as health care readiness and capacity, will inform Governor Mills' decisions on proceeding through the stages and lifting restrictions.

The Maine CDC will be tracking three primary metrics in its evaluation of whether or not to progress through the stages:

1. a downward trajectory of influenza-like illnesses and COVID-like syndromic cases;
2. a downward trajectory of documented cases and newly hospitalized patients; and
3. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the state to engage in a robust testing program.

The Administration will also continue to evaluate standards outlined in the Governor's vision statement, such as testing capacity and contact tracing, to inform decisions about proceeding.

If the COVID-19 situation worsens in Maine for any reason, the state will move quickly to either halt progress or return to an earlier stage.

Establishing Safety Precautions

In order to reopen, various sectors of Maine's economy will be required to work with the Department of Economic and Community Development to implement practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.

These accommodations may be as simple as closing break rooms, providing flexible working hours, employee training, and installing plexiglass shields, or as complex as adjusting a business' sales process and reducing occupancy to ensure employee and customer safety.

This collaboration between DECD and the private sector will result in what will be known as a COVID-19 Prevention Checklists, which will be distributed ahead of staged openings to allow businesses to prepare.

These checklists will identify best practices for the business specific to its operations as well as general best practices related to physical distancing, hygiene, personal protection, and maintenance of clean workplaces, among others.

The checklists, which will differ sector to sector, will undergo a rigorous review process including from government officials, health experts, and industry representatives. [A sample checklist is included](#) as an appendix to this plan.

Businesses that commit to complying with the requirements on the checklist will be provided a badge to post at their business, on their website, in their advertising, or on social media. Their names will also be posted on the DECD website and they will be allowed to open. Health providers in Maine will follow U.S. CDC and professional association guidelines.

Restarting Maine's Economy

The Governor's plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, [among others \(PDF\)](#), and then plans for the safe reopening of those businesses not currently operating.

The stages do not use essential v. non-essential designations, like those used to limit business operations and activities in the immediate response to COVID-19. All businesses in Maine are essential, and the focus is now on ensuring the safety of their employees and customers.

The stages are advanced as a framework for planning. Innovations or expanded testing and other capacity could accelerate this pace, as could a determination that certain parts of Maine, such as rural areas, may be able ease restrictions safely.

The Mills Administration does not currently anticipate that it will be safe to accept cruise or commercial passenger ships with more than 50 people this summer. The Administration will review this assessment in September 2020. This excludes passenger ferries working between Maine ports.

Additionally, the Administration is currently working with stakeholders to develop plans for a safe return to school in the fall.

The upcoming four stages as contemplated by the Governor’s plan include:

Stage 1, May

Stage 1 contemplates a continued prohibition on gatherings of more than 10 people as well as the continued quarantine of all people entering Maine for a period of 14 days. All businesses that have been open may remain open. At-risk people should stay home when possible.

In addition:

- If employees are able to work from home, they should continue to do so. This includes State of Maine employees.
- Professional services, such as legal services, should continue to be done remotely.
- Construction firms should deploy additional Personal Protective Equipment and other safety measures on job sites.

Openings permitted per checklist standards

Entertainment

- Drive-in theaters

Health care

- Health care from Maine licensed providers, with a recommendation that they prioritize care for patients with time-sensitive conditions; assure the safety of patients, staff, and communities; manage the use of essential resources such as personal protective equipment and testing supplies; and pace reopening services to the level of community COVID-19 activity, maintaining capacity in our hospitals for potential outbreaks.

Outdoor recreation

- Golf Courses and Disc Golf Courses
- Guided outdoor activities (Hunting, Fishing)
- Guided boating (5 or fewer customers)
- Marinas
- Some 30 State Parks and Historic sites, but coastal sites will remain closed.
- State owned public lands trails

Personal services

- Barber Shops and Hair Salons
- Dog Grooming

Religious

- Limited drive-in, stay-in-your-vehicle church services

Retail/Commercial

- Auto Dealerships
- Car Washes

Stage 2, June

Stage 2 contemplates a continued prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

Openings permitted per checklist standards

Hospitality

- Restaurants
- Lodging (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)

Outdoor recreation

- Campgrounds/RV parks (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)
- Day camps for Maine children
- Coastal State Parks, with some services

Personal services

- Fitness and Exercise Gyms
- Nail Technicians

Retail

- All retail businesses

Stage 3, July-August

Stage 3 maintains the prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

Openings permitted per checklist standards

Hospitality

- Bars
- Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines (e.g. potential testing requirements) to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.

Outdoor recreation

- Charter boats, excursions – fewer than 50 people
- State Park Campgrounds
- Summer Camps

Personal services

- Spas
- Tattoo and Piercing Parlors
- Massage Facilities
- Cosmetologists and Estheticians
- Electrolysis Services
- Laser Hair Removal Services, and Similar Personal Care and Treatment Facilities and Services



Maine Department of Transportation

Stage 4, TBD

All businesses are open and operating with appropriate safety modifications.

Restarting Maine's Economy Booklet





RESTARTING MAINE’S ECONOMY

JANET MILLS MAY 2020

A MESSAGE FROM GOVERNOR JANET MILLS

Time and again, Maine people have risen to the challenges put in front of us. We have survived blizzards, ice storms, depressions, booms and busts. We’ve suffered loss — as a state and as families. We have conquered them because we are a strong, resilient people – borne of the western foothills; the northern potato fields; the bold, rocky coasts; and the tall, pine forests. We have been lifted up by the courage, conviction and resilience that comes from loving a place and its people. Let us continue to prepare, take every precaution, remain both careful and compassionate. We will get through this.

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INTRODUCTION

After months of tireless efforts and decisive action by people across Maine, our state appears to be flattening the curve against COVID-19. However, we should not expect life to return to normal. Instead, we have to embrace a new normal – a different way of doing business, shopping, traveling and recreating that keeps us all safe. To that end, the Mills Administration has prepared a plan to gradually and safely restart Maine’s economy. The plan establishes four gradual stages of reopening, the first of which begins on May

1st. Designed with input from public health and industry experts, this staged approach will allow Maine businesses to safely open when the time is right, and stay open by following reasonable, practical guidelines to ensure the safety of employees and customers. Public health is the foremost factor guiding this process. As the Administration gradually eases restrictions on some businesses and activities, it also implements protective protocols, along with broader additional health and safety measures, to protect Maine people.

The guiding principles for this approach include:

1 PROTECTING PUBLIC HEALTH

The State will continue to use epidemiological data, such as case trends and hospitalization rates, to inform decisions about the appropriate time to lift restrictions. Signs about the appropriate time to lift restrictions.

2 MAINTAINING HEALTH CARE READINESS

Maine must be able to respond to any surge of COVID-19. To that end, the State will continue to work closely with hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and to procure and distribute personal protective equipment to hospitals, nursing facilities, emergency services, and other frontline responders.

3 BUILDING RELIABLE AND ACCESSIBLE TESTING

Testing for all symptomatic people and sentinel disease surveillance are key foundations for opening the economy. While the widespread availability of rapid testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.

4 PRIORITIZING PUBLIC-PRIVATE COLLABORATION

Opening Maine's economy depends on close collaboration among businesses,

employees, government, and the public to develop, implement, oversee, and accept guidelines and safe practices. A new Economic Recovery task force will be appointed to ensure this occurs.

A STAGED APPROACH

Under the Governor's plan, the stages are based on calendar months, to allow for time to assess the effectiveness of the health and safety precautions put into place and give businesses a predictable timeframe to plan for opening.

The earliest stages are focused on resuming business operations and activities which can be conducted in a safe manner, meaning they have a low risk for potential transmission of the virus.

In addition, new public health guidance will also go into effect. Maine people will be newly required to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain.

Employers must also ensure workers wear such cloth face coverings when appropriate, and long-term care facilities will be subject to emergency rules to keep residents and staff safe.

While progression through the stages is planned month-by-month, decisions will be determined by public health metrics. Progress may also change based on virus trends, testing or treatment breakthroughs, or identification of new, safe ways of doing business.

HEALTH METRICS

Throughout the opening process, Maine CDC epidemiological data, such as case trends and hospitalization rates, as well as health care readiness and capacity, will inform Governor Mills' decisions on proceeding through the stages and lifting restrictions.

The Maine CDC will be tracking three primary metrics in its evaluation of whether or not to progress through the stages:

1. a downward trajectory of influenza-like illnesses and COVID-like syndromic cases;
2. a downward trajectory of documented cases and newly hospitalized patients; and
3. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the state to engage in a robust testing program.

The Administration will also continue to evaluate standards outlined in the Governor's vision statement, such as testing capacity and contact tracing, to inform decisions about proceeding.

If the COVID-19 situation worsens in Maine for any reason, the state will move quickly to either halt progress or return to an earlier stage.

ESTABLISHING SAFETY PRECAUTIONS

In order to reopen, various sectors of Maine's economy will be required to work with the Department of Economic and Community Development to implement practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.

These accommodations may be as simple as closing break rooms, providing flexible working hours, employee training, and installing plexiglass shields, or as complex as adjusting a business' sales process and reducing occupancy to ensure employee and customer safety.

This collaboration between DECD and the private sector will result in what will be known as a COVID-19 Prevention Checklists, which will be distributed ahead of staged openings to allow businesses to prepare.

These checklists will identify best practices for the business specific to its operations as well as general best practices related to physical distancing, hygiene, personal protection, and maintenance of clean workplaces, among others.

The checklists, which will differ sector to sector, will undergo a rigorous review process including from government officials, health experts, and industry representatives.

Businesses that commit to complying with the requirements on the checklist will be provided a badge to post at their business, on their website, in their advertising, or on social media. Their names will also be posted on the DECD website and they will be allowed to open. Health providers in Maine will follow U.S. CDC and professional association guidelines.

RESTARTING MAINE'S ECONOMY

The Governor's plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, among others, and then plans for the safe reopening of those businesses not currently operating.

The stages do not use essential v. non-essential designations, like those used to limit business operations and activities in the immediate response to COVID-19. All businesses in Maine are essential, and the focus is now on ensuring the safety of their employees and customers.

The stages are advanced as a framework for planning. Innovations or expanded

testing and other capacity could accelerate this pace, as could a determination that certain parts of Maine, such as rural areas, may be able ease restrictions safely. The Mills Administration does not currently anticipate that it will be safe to accept cruise or commercial passenger ships with more than 50 people this summer. The Administration will review this assessment in September 2020. This excludes passenger ferries working between Maine ports. Additionally, the Administration is currently working with stakeholders to develop plans for a safe return to school in the fall. The upcoming four stages as contemplated by the Governor's plan include:

STAGE 1, MAY

Stage 1 contemplates a continued prohibition on gatherings of more than 10 people as well as the continued quarantine of all people entering Maine for a period of 14 days. All businesses that have been open may remain open. At-risk people should stay home when possible.

In addition:

- If employees are able to work from home, they should continue to do so. This includes State of Maine employees.
- Professional services, such as legal services, should continue to be done remotely.
- Construction firms should deploy additional Personal Protective Equipment and other safety measures on job sites.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

ENTERTAINMENT

- Drive-in theaters

HEALTH CARE

- Health care from Maine licensed providers, with a recommendation that they prioritize care for patients with time-sensitive conditions; assure the safety of patients, staff, and communities; manage the use of essential resources such as personal protective equipment and testing supplies; and pace reopening services to the level of community COVID-19 activity, maintaining capacity in our hospitals for potential outbreaks.

OUTDOOR RECREATION:

- Golf Courses and Disc Golf Courses, with restrictions
- Guided outdoor activities (Hunting, Fishing)
- Guided boating (5 or fewer customers)
- Marinas
- Some 30 State Parks and Historic sites, but coastal sites will remain closed.
- State owned public lands trails

PERSONAL SERVICES:

- Barber Shops and Hair Salons
- Dog Grooming

RELIGIOUS

- Limited drive-in, stay-in-your-vehicle church services

RETAIL/COMMERCIAL

- Auto Dealership Sales
- Car Washes

STAGE 2, JUNE

Stage 2 contemplates a continued prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

HOSPITALITY

- Restaurants
- Lodging (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)

OUTDOOR RECREATION

- Campgrounds/RV parks (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)
- Day camps for Maine children and those who have met the 14 day quarantine requirement
- Coastal State Parks, with some services

PERSONAL SERVICES

- Fitness and Exercise Gyms
- Nail Technicians

RETAIL

- All retail businesses

STAGE 3, JULY-AUGUST

Stage 3 maintains the prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

HOSPITALITY

- Bars
- Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines (e.g. potential testing requirements) to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.

OUTDOOR RECREATION

- Charter boats, excursions – fewer than 50 people
- State Park Campgrounds
- Summer Camps



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PERSONAL SERVICES

- Spas
- Tattoo and Piercing Parlors
- Massage Facilities
- Cosmetologists and Estheticians
- Electrolysis Services
- Laser Hair Removal Services, and Similar Personal Care and Treatment Facilities and Services

STAGE 4, TBD

All businesses are open and operating with appropriate safety modifications.

COVID-19 PREVENTION CHECKLIST (SAMPLE)

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. This document will be updated as additional information and resources become available.

GENERAL GUIDANCE

PHYSICAL DISTANCING AND GOOD HYGIENE TO PREVENT THE SPREAD OF DISEASE

- Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Higher risk employees may include:
 - Individuals over 65 years of age.
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised:
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Employees with disabilities that put them at high risk for complications of COVID-19 may request telework as a reasonable accommodation to reduce their chances of infection during a pandemic. Employers should make workplaces as safe as possible for workers.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.
- Maintain 6 feet physical distancing for staff, customers, and vendors.
- Face-to-face staff meetings should be limited and respect physical distancing.

- Increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/meal times to limit contact between employees.
- Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
- Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
- Provide access to hand washing areas for staff, vendors, and customers.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
- Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Ventilate workspace with open windows and doors to the extent possible.
- Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- Discourage shared use of desks, offices, or phones.
- Avoid out of state travel.
- Non-essential business travel should be limited as much as possible. Consult Maine CDC website for current travel advisories.
- Limit staff travel between multiple locations.
- Make sure you have a safe process to receive supplies and other deliveries.

IN CASE OF ILLNESS

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill:
 - Instruct employees to not come to work with symptoms of COVID-like illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Becomes ill on the job
 - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Call 911 for guidance/assistance.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Return to work
 - Know the current CDC guidance for employee infected by COVID
 - Members of the public who become ill while at your business:
 - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the , but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).

CLEAN

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of EPA-registered household disinfectant.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Alcohol solutions with at least 70% alcohol may also be used.

SOFT SURFACES: FOR SOFT SURFACES SUCH AS CARPETED FLOOR, RUGS, AND DRAPES

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. OR
- Disinfect with an EPA-registered household disinfectant.

ELECTRONICS: FOR ELECTRONICS, SUCH AS TABLETS, TOUCH SCREENS, KEYBOARDS, REMOTE CONTROLS, AND ATM MACHINES

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly. [For the latest guidance, please visit the U.S. CDC website.](#)

INDUSTRY GUIDANCE

PHASE 1: AUTO DEALERSHIP SALES

PERSONAL PROTECTIVE GEAR, SUPPLIES, AND CLOTHING

- Require employees and customers to wear face coverings
- Provide gloves to employees for contact with high-touch surfaces, cleaning and disinfecting, and direct contact with customer vehicles. Gloves should be changed between vehicles.
 - Wear gloves when handling customer keys and disinfect keys before and after service
 - Wear gloves when returning keys and receipts to customer in a sealed plastic bag
- Provide workers with up-to-date COVID information and training on safe donning, doffing, and disposal of personal protective equipment such as gloves and face coverings.

CUSTOMERS

- Inform your customers of your COVID policies and procedures in advance, if possible.
 - Don't come in if you feel sick
 - Maintain physical distance in waiting rooms
 - Recommend use of face coverings
- Use posters and signage to remind customers of physical distancing at entrance, waiting areas, and counters.

Maine Department of Transportation

- Encourage customers to limit who they bring into the dealership, particularly children.
- Support physical distance between customer and service manager by taping off 6 feet distance from counter. Consider installation of plexiglass barriers to maximize physical distancing.
- Minimize foot traffic and limit number of customers inside common areas.
- Do not let customers in work area.
- Minimize shared touch surfaces such as tablets, pens, credit cards, receipts and keys.

VEHICLE SERVICES

- Minimize customer face-to-face exposures as much as possible. Schedule service appointments by phone or email. Schedule sales appointments by phone or email.
- Support physical distance between customer and service manager by taping off 6 foot distance from counter
- Maintain physical distancing in customer lounges or waiting areas or consider closing these spaces entirely. Don't serve coffee or snacks.
- Discontinue shuttle service.
- Cleaning and disinfecting of automobiles should be done when:
 - Car is brought in for service and returned to customer
 - Car is taken for a test drive
 - Used car in taken in for trade or auction
- Consider vehicles as "hot spots" with high touch surfaces and confined areas
- Customers should declutter vehicles before service to minimize staff contact with items inside the vehicle.
- Have customers stay in vehicle until staff is ready for the servicing and disinfect vehicle immediately upon entry to service area.
- Repeat disinfection after servicing.
- Create a designated "touch-free" drop spot for parts deliveries
- Vehicle loaner practice should be either restricted or eliminated. If dealership cars are loaned to customers, use disinfection procedure listed above upon return to the dealership.
- Use disposable wheel covers and shift covers, if available.
- Disinfect cars received via delivery trucks or other services per cleaning procedures described below.

DISINFECTION OF VEHICLE

- Clean using the appropriate EPA approved material for the surface:
 - Door handles, inside and out
 - Armrests
 - Steering wheel
 - Seat belts and buckles
 - Any push buttons on dash and doors
 - Cruise control and wiper shield control
 - Glove box and center controls
 - Shift levers and knobs
 - Hazard lights and buttons
 - Cup holders

SALES

- Modify dealership test-drive policy to exclude personnel ride along.
- Disinfect vehicle after test drive. See disinfection guidance above.
- To the extent possible, conduct online and telephone customer communication to minimize face-to-face interactions.
- Limit customers in showroom at any one time to 5 to 8 depending on showroom size. Conduct sales and service business by appointment only at this time. Call ahead for urgent service visits.
- Keep limited number of vehicles in showroom to enhance physical distancing.
- Vehicles in the showroom are also high-touch surfaces and need regular wiping down.
- Operate with reduced sales personnel in showroom, other personnel can work remotely.
- Conduct paperwork in a spacious area for customer to review – sign – return, while maintaining physical distance of 6 feet. Do not share pens.
- Avoid special events/promotions that could draw large numbers of the public to the dealership at one time.



Maine Department of Transportation

**COVID-19: PUBLIC HEALTH
CONSIDERATIONS FOR RE-OPENING
MAINE**

DR. NIRAV SHAH
APRIL 28, 2020

Proposed Maine Gating Criteria – Summary

REDUCTION OF COVID-19 SYMPTOMS

- Downward trajectory of influenza-like illnesses (ILI)
- Downward trajectory of COVID-like syndromic cases

DECREASE IN COVID-19 CASES

- Downward trajectory of documented cases
- Downward trajectory of newly hospitalized patients

HEALTH SYSTEM PREPAREDNESS

- Treat all patients without crisis care
- Robust testing program in place for at-risk health care workers, including emerging antibody testing

Maine Recommendations for Gating Criteria - Symptoms

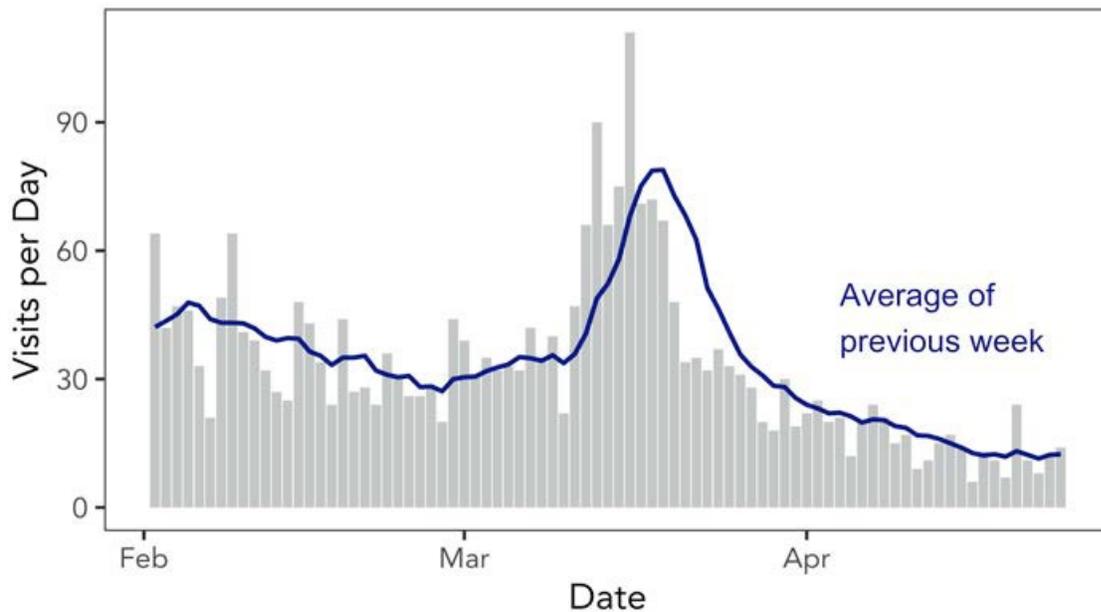
OBJECTIVE:

Measure the burden of symptoms of COVID-19-like illness to capture patients who may have COVID-19, even if they were not tested.

NUMBER OF VISITS WITH INFLUENZA LIKE ILLNESS (ILI)

PURPOSE:

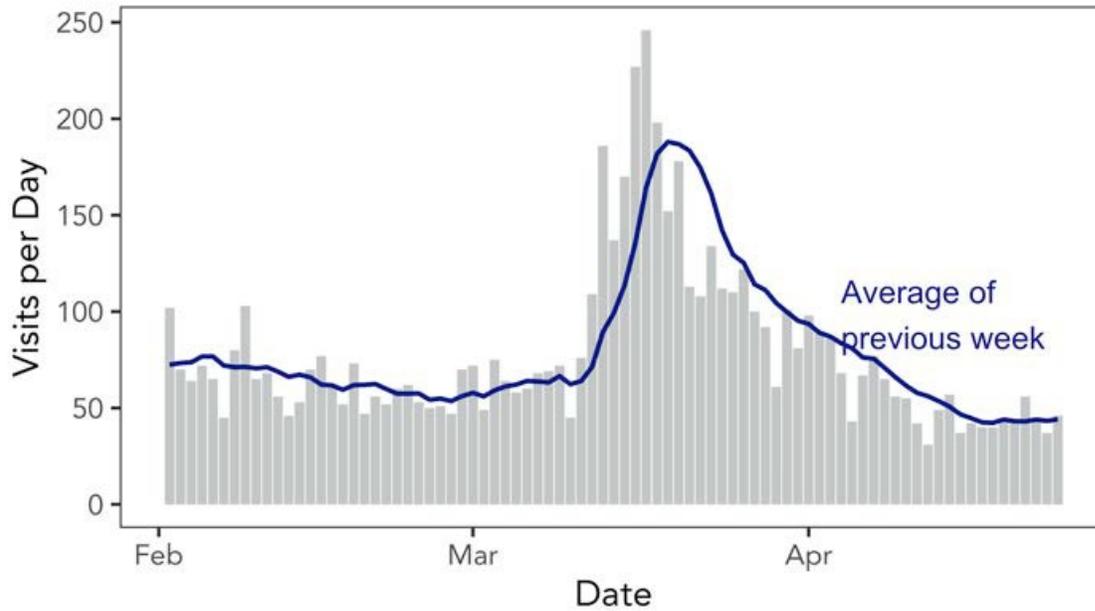
Strict, symptom-based definition, which may be more objective.



NUMBER OF VISITS THAT ARE POTENTIALLY COVID-19

PURPOSE:

Broad query, which may capture a larger number of visits.



1 Definition: Fever AND (Cough OR Short of Breath) **2** Definition: Fever OR Cough OR Short of Breath OR Viral infection OR COVID/Coronavirus mentioned

Maine Recommendations for Gating Criteria – Cases

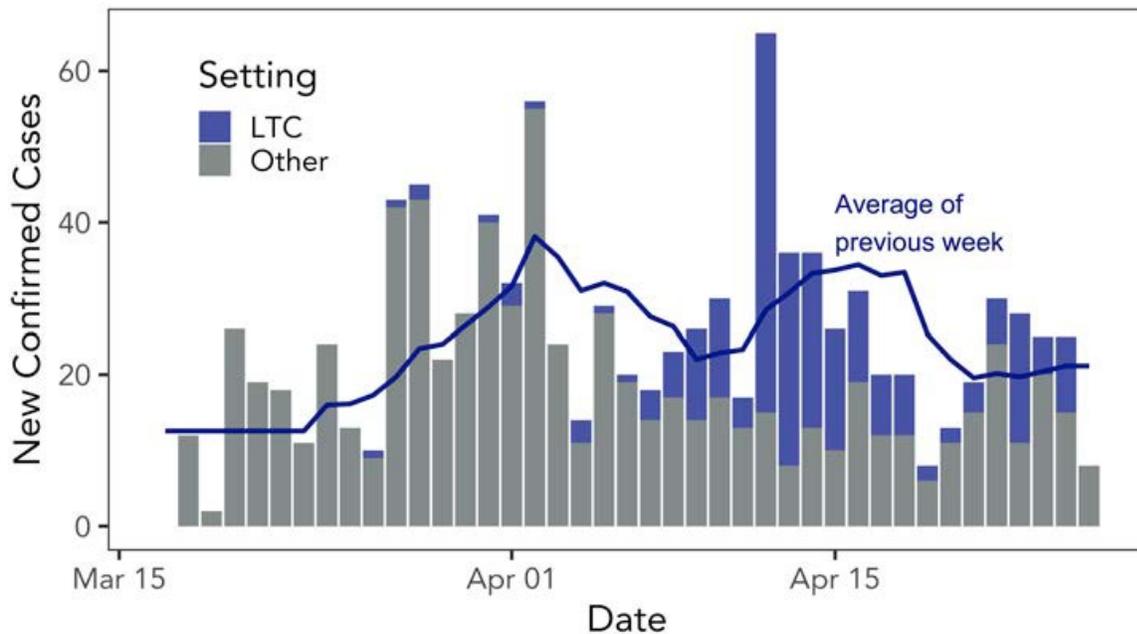
OBJECTIVE:

Measure the burden of confirmed COVID-19 cases—both in number and severity—focusing on severe disease that may result in high health care utilization

NUMBER NEW COVID-19 CASES

PURPOSE:

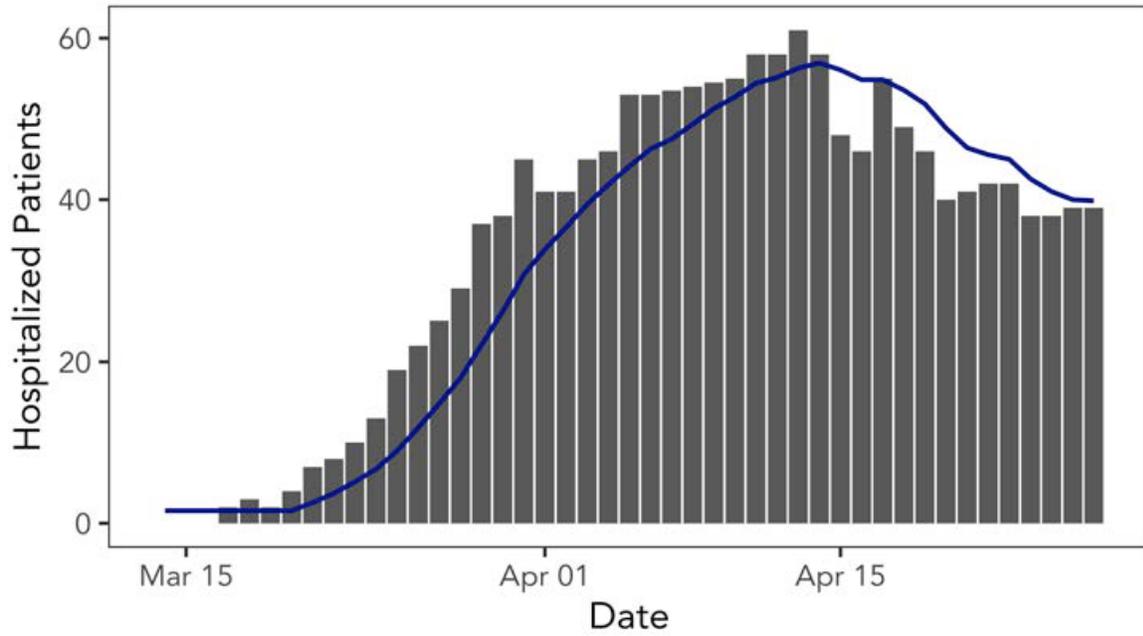
Measure the incidence of new COVID-19 cases.



NUMBER OF PATIENTS HOSPITALIZED FOR COVID-19

PURPOSE:

Measure the burden of severe COVID-19 disease.



Maine Recommendations for Gating Criteria – Hospitals

OBJECTIVE:

Ensure adequate health care resources are available to protect health care workers and patients in the event of a new outbreak.

CRITERION: TREAT ALL PATIENTS WITHOUT CRISIS CARE

PURPOSE:

Ensure adequate hospital capacity if the number of cases rise.

**CRITERION:
TREAT ALL PATIENTS WITHOUT CRISIS CARE**

PURPOSE:

Ensure adequate hospital capacity if the number of cases rise.

Resource	COVID-19 Occupied ¹	Available ¹
ICU Beds	16	167 (+193)
Ventilators	7	307 (+394)
Non-ICU Beds	23	967

**CRITERION:
ROBUST TESTING PROGRAM IN PLACE FOR AT-RISK HEALTH CARE WORKERS**

PURPOSE:

Ensure healthcare workers are tested to protect patients and health care workers.

HEALTH CARE WORKERS ARE CURRENTLY:

- In the top tier for COVID-19 testing and,
- Are able to receive tests promptly after exposure or symptom onset

¹ Available Number reported on Maine CDC survey of hospitals 4/27/2020 + Known current surge capacity

Additional Public Health Measures

EXPAND TESTING

- Widespread testing—especially in congregate settings—allows high-risk settings to prevent and manage outbreaks
- Expand testing among public and private labs
- Determine role of antibody testing in allowing individuals to return to work or social activity

EXPAND CONTACT TRACING

- Contact tracing allows for contacts of confirmed cases to be identified and properly quarantined to limit spread
- Maine CDC will engage additional individuals to perform contact tracing and outbreak investigation

ENSURE HOSPITAL PREPAREDNESS

- Maine CDC has distributed more than 600,000 pieces of PPE and will continue to do so, with a current focus on congregate settings
- Maintain ability to surge health care system capacity if cases rebound



**RESTARTING MAINE'S ECONOMY
GOVERNOR JANET MILLS
APRIL 28, 2020**

**STAY SAFER AT HOME: EXTENDING
MAINE'S STAY AT HOME ORDER**

The new stay at home order, which will be issued by Thursday, will continue to have Maine people stay at home with limited exceptions for already permitted activities, such as grocery shopping or exercising.

However, the new Stay Safer at Home Order will also allow Maine people to visit businesses or participate in activities that are deemed safe to open under the reopening plan.

The Order will extend through May 31, 2020 but is subject to change.

GRADUALLY AND SAFELY RESTARTING MAINE'S ECONOMY

- The gradual reopening plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, among others, and then establishes four stages focused on resuming business operations and activities not currently operating that can be conducted safely.
- Focuses not on whether business has been deemed essential or non-essential by the federal government, but on whether a business or activity can restart, even in a limited way, while protecting public safety.

ESTABLISHING SAFETY PRECAUTIONS

- Businesses must work with the Department of Economic and Community Development to develop practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.
- This collaboration will produce “COVID-19 Prevention Checklist identifying best practices to protect Maine people.
- Once completed, businesses that commit to complying with the requirements on the checklist will be provided a badge to post on their business door or website, their names will also be posted on the DECD website and they will be allowed to open.

STAGE 1

- Beginning on May 1st, limited expansion of certain business, religious, and quality of life activities, with appropriate safety precautions. These include:
 - Health care from Maine licensed providers
 - Personal services: Barber shops, hair salons, and pet grooming
 - Limited drive-in, stay-in-your-vehicle church services
 - Drive-in movie theaters
 - Outdoor recreation: guided outdoor activities (hunting & fishing) and restricted use of golf and disc golf courses
 - State parks, state owned public land trails, and historic sites; although certain coastal state parks will remain closed
 - Auto dealerships and car washes

STAGE 2

- Tentatively beginning on June 1st, Stage 2 would allow for some degree of opening with reservations, capacity limits, and other protective measures for:
 - Restaurants
 - Fitness and exercise centers and nail technicians
 - Retail stores for broader in-store shopping
 - Coastal State parks

STAGE 3

- Tentatively beginning July 1st, Stage 3 would allow for some degree of opening for:
 - Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.
 - Outdoor recreation such as charter boats and boat excursions
 - Bars
 - Personal services such as spas, tattoo and piercing parlors, and massage facilities, among others

STAGE 4

Time is undetermined but would allow for all businesses and activities to resume with appropriate safety precautions.

Stay Safe. Stay Vigilant. We will get through this together.

Mills Administration Updates Plan to Restart Maine's Economy

May 19, 2020

Maine people can enjoy campgrounds this Memorial Day Weekend; State delays full reopening of gyms, fitness centers, and nail salons

The Mills Administration announced today the following updates to its plan to restart Maine's economy: 1) Maine residents may enjoy campgrounds beginning Memorial Day weekend; and 2) the Administration is delaying the full reopening of gyms, fitness centers, and nail salons in light of emerging research and experiences in other states of COVID-19 transmission related to these establishments.

"We believe allowing private campgrounds to open with strict health and safety precautions to Maine residents minimizes risks while supporting mental and physical health, particularly during the long Memorial Day weekend," said Governor Janet Mills. "We also believe that it is appropriate to delay the reopening of gyms and nail salons, both of which appear to present a greater risk of transmission of the virus based on emerging science and the experiences of other states. It is important that the plan remain flexible and that we take steps to update it when necessary in order to both protect public health and support our economy."

With these updates, campgrounds, including RV parks, may now reopen with enhanced health and safety precautions to Maine residents only beginning on Friday, May 22, 2020, an acceleration of the previously identified reopening date of June 1 (Stage 2). This change is similar to the current policies of New Hampshire and Vermont regarding campgrounds. The Mills Administration worked with campgrounds to develop a COVID-19 Prevention Checklist, which was posted on May 14. Campgrounds that follow this guidance can offer Maine residents of all ages an opportunity to safely hike, fish, bird watch, star gaze, boat and even swim this weekend that marks the start of summer. Maine has a long-standing tradition of embracing the outdoors, which has the additional benefit of promoting public health during this global pandemic

The Mills Administration is also delaying the full reopening of gyms and fitness centers, originally scheduled for June 1 (Stage 2), in light of [new studies raising concerns](#) about the transmission of the virus in such settings due to large numbers of people in relatively small spaces with moist, warm atmospheres coupled with turbulent air flow generated

by intense physical exercise. Gyms and fitness centers are currently allowed to conduct outside classes of less than 10 participants and one-on-one instruction inside.

Additionally, the Mills Administration is delaying the re-opening of nail salons, also originally scheduled for June 1 (Stage 2), after the State of California identified the establishments as a source of COVID-19 community transmission. While claims continue to be reviewed, some preliminary evidence suggests that the close, face-to-face contact between clients and professionals could increase risk of transmission. Maine is assessing such evidence and expects to announce new re-start dates for nail salons and indoor gyms and fitness centers in early June.

"We continuously review evidence nationwide and in Maine to guide our actions to safely restart Maine's economy," said Jeanne Lambrew, Commissioner of the Department of Health and Human Services. "As we did today, we expect to both slow down and accelerate different types of activities based on this evidence and trends within Maine to keep our state safe and strong."

"We appreciate the ongoing partnership with the business community," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "This is an incredibly difficult time for businesses, and we appreciate their creativity as we work together to develop solutions that keep people safe and create opportunities for businesses."

Aside from these updates outlined above, there are no changes to the plan at this time. Half way into the first month of Stage One of Restarting Maine's Economy, Maine remains near the bottom compared to other states in its per-capita COVID-19 cases, hospitalizations, and deaths. The State strives daily to improve its prevention, detection, and containment of COVID-19 so Maine can restart as safely and as soon as possible.

COVID19 Prevention Checklist General Guidance

<https://www.maine.gov/decd/covid-19-prevention-checklists>

Updated May 8, 2020

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Stage 1 Openings (May 1, All Counties)

Building

- [Construction \(PDF\)](#) *(updated 5/27/20)*

Education

- [Graduation guidance from DOE](#) *(released 5/6/20)*

Entertainment

- [Drive-in theaters \(PDF\)](#) *(updated 5/27/20)*

Health care

- [Health care guidance from DHHS \(PDF\)](#) *(updated 5/12/20)*

Outdoor recreation

- [Golf Courses and Disc Golf Courses \(PDF\)](#) *(updated 5/27/20)*
- [Guidance from IF&W for Hunting, Fishing, Boating and Outdoor Activities \(PDF\)](#)
- [Marinas \(PDF\)](#) *(updated 5/27/20)*

Personal services

- [Barber Shops and Hair Salons \(PDF\)](#) *(updated 5/27/20)*
- [Dog Grooming \(PDF\)](#) *(updated 5/27/20)*
- **Opening May 11**
 - Outdoor fitness classes of fewer than 10 people
 - 1-on-1 fitness instruction



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Real Estate

- [Guidelines for Real Estate as an Essential Business \(PDF\)](#) (released 5/27/20)

Religious

- [Religious Gatherings \(PDF\)](#) (released 5/22/20)

Retail/Commercial

- [Auto Dealerships \(PDF\)](#) (updated 5/27/20)
- [Car Washes \(PDF\)](#) (updated 5/27/20)

Transportation

- [Transportation](#)

Rural Reopening Plan

For Aroostook, Piscataquis, Washington, Hancock, Somerset, Franklin, Oxford, Kennebec, Waldo, Knox, Lincoln, and Sagadahoc counties

Certain businesses in these 12 Maine counties, which have not experienced community transmission of COVID-19, are now permitted to open on the following schedule.

May 11

- [Retail businesses \(PDF\)](#) (released 5/8/20)

May 18

- [Restaurants](#) (for dine-in service and outdoor dining) (updated 5/27/20)
- [Wilderness campsite guidance from DACF \(PDF\)](#)
- Sporting camps should follow the guidance for [restaurants](#) and [lodging](#)

Stage 2 Openings (June 1, All Counties)

Public Gatherings

- [Large gatherings \(PDF\)](#) *(released 5/20/20)*
- [Public and Community Buildings \(PDF\)](#) *(released 5/20/20)*
- [Museums](#) *(released 5/27/20)*

Hospitality

- [Restaurants](#) *(updated 5/27/20)*
- [Lodging \(PDF\)](#) (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.) *(released 5/20/20)*

Outdoor recreation

- [Campgrounds/RV parks \(PDF\)](#) *(Open to Maine residents only on May 22. Open to out-of-state residents who have completed quarantine guidelines on June 1.) (updated 5/20/20)*
- [Day Camps and Summer Recreation](#) *(released 5/20/20)*
- State Park Campgrounds
- Coastal State Parks, with some services
- [Community Sports \(PDF\)](#) *(released 5/20/20)*

Personal services

- Fitness and Exercise Gyms *(Opening date to be determined in June)*
- [Nail Technicians \(PDF\)](#) *(released 5/14/20) (Opening date to be determined in June)*
- [Tanning salons](#) *(release 5/20/20)*

Retail

- All retail businesses

Education and Training

- [Motorcycle Safety Programs \(BMV\)](#)
- [Summer Education Programming \(DOE\)](#)

Stage 3 Openings (July 1, All Counties)

Hospitality

- Bars (*Checklist coming in June*)
- Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines (e.g. potential testing requirements) to assist them in safely reopening.

Outdoor recreation

- Overnight charter boats, excursions – fewer than 50 people (*Checklist coming in June*)
- [Overnight Summer Camps \(PDF\)](#) (*released 5/20/20*)

Personal services

- Spas (*Checklist coming in June*)
- Tattoo and Piercing Parlors (*Checklist coming in June*)
- Massage Facilities (*Checklist coming in June*)
- Cosmetologists and Estheticians (*Checklist coming in June*)
- Electrolysis Services (*Checklist coming in June*)
- Laser Hair Removal Services, and Similar Personal Care and Treatment Facilities and Services (*Checklist coming in June*)

COVID-19 Prevention Form

In order to open, businesses must commit to complying with requirements of these checklists by [filling out this short online form](#). Please note that religious organizations and licensed health care providers are not required to use this form.

If you have questions, please contact us at business.answers@maine.gov or [1-800-872-3838](tel:1-800-872-3838).

Download badges

DECD has created badges—for businesses that have used the checklist and filled out the compliance form—to voluntarily post on their doors, website or social media channels to help instill consumer confidence in their operations.

- [Door sign \(PDF\)](#)
- Print: [Black \(EPS\)](#), [White \(EPS\)](#), [Black \(JPEG\)](#)
- Website: [Black \(SVG\)](#), [White \(SVG\)](#), [Black \(PNG\)](#), [White \(PNG\)](#)

Please note: This document may be updated as additional information and resources become available. **Employers, please review the CDC guidance *Prepare your Small Business and Employees for the Effects of COVID-19***

- Know where to find local information on COVID-19 and local trends of COVID-19 cases

Prevention and Preparation

Physical Distancing and Good Hygiene to Prevent the Spread of Disease

- Maintain 6 feet physical distancing for staff, customers, and vendors.
- Require employees to wear cloth face coverings.
 - Cloth face coverings are intended to prevent transmission.
 - The degree to which cloth face coverings, masks and face shields are recommended is based on proximity and duration of contact. Please see industry specific guidance.
- Require employees to practice good hand hygiene. Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing. Remind employees to practice good hand hygiene with frequent handwashing and hand sanitizing especially between contact with customers and customer items.

Screening

- Ask employees and customers the following questions to screen for illness:
 - Have you had a cough or sore throat?
 - Have you had a fever or do you feel feverish?
 - Do you have shortness of breath?
 - Do you have a loss of taste or smell?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
 - Have you been out of state in the last 14 days?
- Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Higher risk employees may include:
 - Individuals over 65 years of age.

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- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People with hypertension
 - People who are immunocompromised:
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Operations

- Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
- Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
- Provide access to hand washing areas for staff, vendors, and customers.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
- Face-to-face staff meetings should be limited and respect physical distancing.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.
- Increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/meal times to limit contact between employees.
- Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Ventilate workspace with open windows and doors to the extent possible.
- Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- Discourage shared use of desks, offices, or phones.
- Avoid out of state travel.
- Non-essential business travel should be limited as much as possible. Consult Maine CDC website for current travel advisories.
- Limit staff travel between multiple locations.
- Make sure you have a safe process to receive supplies and other deliveries.

- For contact tracing purposes, establishments should maintain a record including contact information for clients, and those personnel who had direct prolonged interaction with them. Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

Cleaning, Disinfecting, and Sanitizing

Employers, please review the CDC guidance *Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers*

Clean

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of EPA-registered household disinfectant.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.

Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

In Case of Illness

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Require employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).

- Consider conducting thermal temperature checks (optional)
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill: ○ Instruct employees to not come to work with symptoms of COVID-like illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Becomes ill on the job
 - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Call 911 for guidance/assistance.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Return to work
 - Know the current CDC guidance for employee infected by COVID
- Members of the public who become ill while at your business:
 - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).

For the latest guidance, please visit the U.S. CDC website.

Transportation Check List

General Guidance

- 1) Require all staff, vendors, visitors, and riders to maintain 6 feet of physical distance from individuals who are not part of their party whenever possible.
- 2) Require all staff, vendors, visitors, and riders to wear a face covering, per CDC recommendations and pertinent Executive Orders from the Office of the Governor.
 - a) Additional information about proper use of face coverings is available from the CDC (see: [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)).
- 3) The number of individuals that can gather in a shared space (e.g., conference room, bus) must not exceed the limit established by the Governor's Executive Order.
 - a) Maintaining physical distancing of 6 feet and wearing face coverings are the primary tools to avoid transmission of respiratory droplets between individuals. If an indoor space cannot accommodate the gathering limit without complying with the six-foot distancing requirement, attendance must be limited to allow for such compliance.
- 4) Infection risk while in transit depends on proximity of riders, duration of trip, number of riders, and ability to ventilate appropriately. Given the variety transportation methods, efforts should be made to minimize risk in each of these areas.

Riders

1. Riders should not utilize transportation services if they are sick (e.g. have a fever or cough).
2. Riders are encouraged to practice good hand hygiene during travel, sanitizing hands before boarding, after touching high-touch surfaces, and after disembarking.

Employees

- 1) Staff should consider whether they can work safely if they have any of these conditions and managers should discuss potential risks for individuals with the following:
 - a) People 65 or older
 - b) People who live in a nursing home or long-term care facility
 - c) People of all ages with underlying medical conditions, particularly if not well controlled including:
 - i) People with chronic lung disease or moderate to severe asthma
 - ii) People who have serious heart conditions
 - iii) People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone

- marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- iv) People with severe obesity (body mass index [BMI] of 40 or higher)
 - v) People with diabetes
 - vi) People with chronic kidney disease undergoing dialysis
 - vii) People with liver disease
- 2) Require employees to stay home if they are sick.
 - 3) Require employees to practice good hand hygiene with frequent handwashing, especially after contact with patrons/riders and high-touch surfaces.
 - 4) Provide employees access to soap, clean running water, and drying materials or alcohol-based hand sanitizers containing at least 60% alcohol at their worksite.
 - 5) Where possible, stagger employee shifts and meal breaks to avoid crowding.
 - 6) Adjust seating in break rooms and other common areas to reflect physical distancing practices.
 - 7) Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
 - 8) Provide services and conduct business by phone or internet to the greatest extent practicable.
 - 9) Limit in-person gatherings or meetings of employees to the greatest extent practicable.
 - 10) Limit interactions between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
 - 11) Adjust training/onboarding practices to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.
 - 12) Discourage employees from using colleagues' phones, desks, workstations, radios, handhelds/wearables, or other office tools and equipment.
 - 13) Provide employees training on:
 - a) hand hygiene
 - b) physical distancing guidelines and expectations
 - c) monitoring personal health
 - d) proper wear, removal, and disposal of Personal Protective Equipment (PPE)
 - e) laundering of face coverings and uniforms: [Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)(CDC)
 - f) cleaning protocols, including how to safely and effectively use cleaning supplies: [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)
 - 14) Consider employee training in safe de-escalation techniques.

General Cleaning and Disinfection

- 1) Regularly clean and disinfect facilities, stations, and vehicles.
- 2) Refer to the following documents for guidance on general cleaning and disinfection:
 - a) [COVID-19 Prevention Checklist General Guidance](#) (State of Maine)
 - b) [Cleaning and Disinfecting Your Facility](#) (CDC)
 - c) [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)
- 3) For guidance on cleaning and disinfecting of non-emergency transport vehicles refer to applicable CDC guidelines (see: [Cleaning and Disinfection for Non-emergency Transport Vehicles](#)).

Stations, terminals, and office space

- 1) Inform customers of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, social media assets, newspaper, etc.
- 2) Place signage at entrances and throughout building (particularly high traffic areas such as service counters and information desks) alerting staff and visitors to physical distancing and face covering policies.
- 3) Consider installing non-porous physical barriers such as partitions or Plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
- 4) Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.
- 5) Eliminate waiting rooms and lines to the greatest extent practicable. Where lines are unavoidable, ensure 6 feet of distance between individuals. This can be accomplished by demarcating 6-foot distances on floors or walls.
- 6) Modify building traffic flow to minimize contact between staff, contractors, customers, and visitors; consider one-way entrances and exits, if possible. Use floor decals and/or signage to establish travel patterns.
- 7) Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one directional stairwells, if possible.
- 8) Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans to exhaust air from indoor spaces, and other methods. Do not open windows and doors if doing so poses a safety risk to employees or visitors.
- 9) Use digital rather than paper formats to the greatest extent practicable.
- 10) Minimize shared touch surfaces such as pens, tablets, receipts, etc.
- 11) Remove items such as brochures, magazines, newspapers, and any other unnecessary paper products from common areas.

12) Due to concerns about shared touch items, suspend “self-service” food stations.

Transactions

- 1) Promote “contactless” payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.) and fare collection methods .
- 2) Where possible, card readers should be placed in front of physical barriers so customers can swipe their own cards and enter their codes. Card readers and keypads should be cleaned and disinfected frequently. Hand sanitizer should be made available for customers before and after transactions.
- 3) Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling credit, debit, or identification cards, cash, or visitor paperwork.

Restrooms

- 1) Limit restroom occupancy for group restrooms to incorporate physical distancing and avoid formation of waiting lines outside of restrooms.
- 2) Clean and disinfect restrooms on a regular and scheduled basis (see General Cleaning and Disinfecting section).
- 3) Remove any items that do not have to be in the restrooms (e.g., magazines, decor).
- 4) Consider establishing separate restrooms for staff and visitors/customers.
- 5) Post handwashing signs in all restrooms.
- 6) Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms in during initial stages of re-opening.

All vehicles and vessels

- 1) Clean and disinfect steering wheel, seatbelt, console, and other frequent touchpoints before the operator/engineer boards or as part of pre-trip routine.
- 2) Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling passengers’ personal items.
- 3) Clean and disinfect frequently touched surfaces in the passenger compartment at layovers.
- 4) To allow for 6 feet of physical distance between travel parties, identify and plan to enforce maximum seated and standing capacity per vehicle or vessel size and type.
- 5) Instruct operators to monitor passenger loads and advise of load capacity to allow passenger spacing.
- 6) Place signage in vehicles or vessels alerting riders to physical distancing requirements, occupancy limits, and face covering policies.
- 7) Consider using covers, signs, or decals to prevent use of some seats in order to create space for physical distancing.

- 8) Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows. Do not open windows if doing so poses a safety risk to operators or riders.

Bus and paratransit vehicles

- 1) To ensure physical distancing from operators, consider blocking off or removing front seats in proximity to operator and/or installing a temporary, easily removable standee line (chain or other barrier) that can be removed when access to/from wheelchair ramp is needed.
- 2) Use non-porous physical barriers such as Plexiglass to protect operator where possible.
- 3) For vehicles with multiple doors, consider instituting rear door boarding/exiting, persons requiring a wheelchair ramp exempted.
- 4) Minimize shared rides on paratransit/dial-a-ride vehicles, Personal Care Attendant (PCA) excluded.
- 5) Use good hand hygiene before and after strapping wheelchair passengers.
- 6) Additional guidance for bus transit operators is available from the CDC (see: [What Bus Transit Operators Need to Know about COVID-19](#)).

Taxis, rideshare, limo, and other driver-for-hire services

- 1) Due to the increased risk of public transport, operators and riders should wear face coverings at all times when passengers are inside the vehicle.
- 2) Avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- 3) Avoid close contact with passengers, when possible.
- 4) Advise passengers to sit in the back seat; discourage passengers from sitting in the front seat.
- 5) Keep a distance of at least 6 feet from passengers when you are outside the vehicle.
- 6) Ask that passengers sit 6 feet from the driver when transporting passengers in larger vehicles such as vans, buses, or limos.
- 7) Consider asking passengers to handle their own personal bags and belongings during pick-up and drop-off. If handling of passenger belongings is unavoidable, use hand sanitizer after handling passengers' personal belongings.
- 8) Passengers should be encouraged to wash their hands before and after rides.
- 9) Partitions between the vehicle driver and passengers reduce risk of transmission through respiratory droplets. Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- 10) Avoid offering items such as water bottles or magazines often provided for free to passengers.



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- 11) Avoid contact with surfaces frequently touched by passengers or other drivers, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.

Rail vehicles

- 1) Consider running additional railcars to spread out crowds; if feasible, close off the lead and rear cars to passengers to protect the train operator/engineer from passenger interaction.
- 2) Have the operator/engineer walk outside, rather than through the car to their operating cab.
- 3) If on-board dining services are provided, consult the checklist for [restaurants](#).

Ferries

Those who drive on the ferry may want to stay in their vehicles for the crossing. Passengers should maintain 6 feet of physical distance from individuals who are not in their party.

COVID-19 Prevention Form

In order to open, businesses must commit to complying with requirements of these checklists by [filling out this short online form](#). Please note that religious organizations and licensed health care providers are not required to use this form.

If you have questions, please contact us at business.answers@maine.gov or [1-800-872-3838](tel:1-800-872-3838).

Appendix S

Construction Project Safety Guidelines Related to the Effects of the COVID-19 Virus

Revised: 5-01-20

As the MaineDOT responds to the COVID-19 outbreak, the following information represents the minimum requirements for active construction projects.

Personal Responsibilities:

- It is critical that employees NOT report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
 - Employees should seek medical attention if they have or develop symptoms.
 - Employees that develop **emergency warning signs** for COVID-19 should get **medical attention immediately**. Emergency warning signs include, but are not limited to: Trouble breathing, persistent pain or pressure in the chest, new confusion, drowsiness, or bluish lips or face. This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Social Distancing:

- Social Distancing: **Staying Away** from **Close Contact** in public places.
- Do not host large group meetings. CDC recommends avoiding gatherings. Perform meetings online, via conference call, or outdoors (while maintaining 6-foot distance between people), whenever possible.
- Avoid using other workers' phones, desks, offices, field books, or other work tools and equipment when possible. If shared use is unavoidable, wear gloves and disinfect the equipment before and after use. Wash your hands following the removal of gloves.
- Limit the number of people on a jobsite.
- Avoid physical contact such as hand-shaking and other contact greetings.
- Inspection staff only go into the project field office for essential functions. Do as much work from your vehicle as possible.
- Ensure electronic devices are charged every night and have a car charger available for each device.
- Limit grouping of individuals at breaks and during lunch. Breaks and lunches may need to be staggered to maintain appropriate social distancing.

Jobsite / Office Practices:

- Residents/Superintendents shall remind/update all employees on the job site during all safety meetings/talks on current COVID-19 guidelines and ask if anyone is feeling ill. If "yes", follow the directions listed under Managing Sick Employees.
- Communicate key CDC recommendations (and post signage where appropriate) to your staff as potential safety talks:
 - [How to protect yourself](#)
 - [If you are sick](#)
 - [COVID-19 Frequently Asked Questions](#)

- Place posters that encourage *staying home when sick*, *cough and sneeze etiquette*, and *hand hygiene* at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Employees shall wear appropriate PPE on the job site as required and shall not share personal PPE with another employee.
- Employees will wear a cloth facemask/covering, whether pre-manufactured or not, to cover the mouth and nose when working within six feet of other people (in field offices, while interacting with contractors, the public, etc.). Facemasks/coverings are not required when the six-foot distance is maintained.
- While working in a potential COVID-19 environment, it is important to reduce the risk of potential exposures by keeping all work vehicles, equipment, and tools clean and frequently disinfected, especially between users, operators, or occupants.
- Contractor shall provide bottled water instead of water coolers. Sharing of common water coolers is highly discouraged. Employees may bring individual reusable water bottles from home.
- Handwashing facilities are preferred. If handwashing facilities with soap and water are not feasible, then hand sanitizer, containing at least 60% alcohol, is an acceptable substitute.

Managing Sick Employees:

- Isolate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be sent home immediately.
- If employee is diagnosed with COVID-19 or shows symptoms of COVID-19, the employee should consult the employee's primary care provider and the employer before returning to work.
- The supervisor will communicate Human Resources practices for managing sick time related to COVID-19 to their employees.
- For any employees who are higher risk for serious illness from COVID-19 because of age or because of a serious long-term health problem, it is important for them to take actions to reduce the risk of getting sick with the disease as per CDC guidance:
- <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
- After notification from an employee that tests positive for COVID-19 the supervisor will take the following steps and follow current CDC guidelines:
 - Communication of positive test to all employees who were present at the job site and all project stakeholders while maintaining patient confidentiality (HIPAA).
 - Supervisor shall investigate additional potential exposure while maintaining patient confidentiality (HIPAA).
 - Deep clean of project as described in the stakeholder's safety plan.

Material Deliveries & Anyone Entering the Jobsite:

- Limit entry into the jobsite to only necessary persons.
- Anyone entering the project site including all outside vendors and truck drivers are to practice social distancing.
- Subcontractors are to submit their own COVID-19 Safety Plan or follow the prime contractors COVID-19 Safety Plan.

Resources:

- Hand washing: <https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>
- CDC Handout: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-preadof-germs.pdf>
- If sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-factsheet.pdf>
- Full List of EPA disinfectants: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
- CDC: Cleaning and Disinfecting Surfaces: https://www.cdc.gov/coronavirus/2019-cov/prepare/cleaningdisinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html
- Coronavirus Q&A from the World Health Organization (WHO): <https://www.who.int/newsroom/q-a-detail/q-a-coronaviruses>
- Department of Labor OSHA Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA Issues New COVID-19 Preparedness Guidance for Employers: <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=3990>
- OSHA reminds employers COVID-19 is a recordable illness: <https://www.businessinsurance.com/article/20200311/NEWS06/912333495/OSHAreminds-employers-COVID-19-is-a-recordable-illness-coronavirus>
- OSHA Issues Guidance to Employers on Preventing Worker Exposure to Coronavirus: <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=3989>

Risk-Based Inspection Guidelines Related to the Effects of the COVID-19 Virus Overview:

Moving to a risk-based inspection scenario serves two main objectives:

- It reduces human interfacing and assists with achieving social distancing on construction sites. Residents and Inspectors are to maximize social distance inspection opportunities (i.e. inspect from afar/in the general area of the operation while crews are present to keep an eye on the progression of the work and relocate to the actual work during hold point inspections).
- It ensures construction quality when available inspection personnel may be limited during risk-based inspection.

Guidelines:

The following are the main concepts behind this initiative:

- These risk-based inspection guidelines are not intended to replace the normal inspection requirements. They are intended to guide and allocate the use of potentially limited resources to critical activities and promote social distancing of inspection staff on low risk operations where “hold point” inspections are deemed adequate considering the need to maximize social distancing because of the COVID-19 threat.
- Prior to the start of physical work, virtual meetings are to be held with the Resident, Inspectors and Contractor project field staff. As part of this meeting, the COVID-19, risk based inspection principles/policy is to be discussed along with a review of operations where this is to be implemented on the project. The objective will be to ensure both parties understand the modified inspection procedures and to ensure productive and quality work by the Contractor.
- Additional operations eligible for risk-based inspection may be identified on a project-by project basis. These operations shall be identified by the Resident.
- For the risk-based inspection operations, i.e., for inspection of items that must be inspected differently, or less frequently, due to COVID-19 concerns, Inspectors shall document that the inspection procedures for this work was altered. For example, Inspectors shall document that the operation was inspected at hold points and/or upon completion, in accordance with these guidelines.
- Items identified can either be inspected after the work is complete, or at appropriate interim hold points.
- Risk-based Inspection will require hold points, which will inherently require project inspection staff and Contractor staff to increase communications regarding scheduling, when work will begin, and when hold point inspections are required.
- Certain topics are recommended to be discussed at Pre-Construction Meetings which, at a minimum, shall include:
 - All inspection will be done by maintaining the 6 foot social distance rule. Situations where this is impossible will be discussed with your supervisor for alternate inspection methods.

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- Items to be hidden from view (e.g., pipes, rebar, subgrade, etc.) will take priority in inspection over items that can be verified at a later date (e.g., curb, guardrail, etc.).
- Inspection of HMA and structural concrete will be a high priority.
- Common equipment, such as grade rods, levels, material testing equipment, field books, etc., should not be used by multiple individuals, to the greatest extent possible.
- Designate specific individuals to use specific tools throughout any given day. Tools that must be used by multiple individuals should be cleaned and appropriately disinfected between each user and at the end of each day. Wear disposable gloves when utilizing these shared items. Wash hands with soap and water for 20 seconds or with hand sanitizer containing at least 60% alcohol following the removal of gloves.
- Discuss operation work limits, specifications and material sampling, testing and usage.
- Identify agreed upon hold points for operations, such as when subgrade is reached, when top of ASCG is reached, when drainage piping is ready to be backfilled, when rebar installation is complete, etc.
- Establish protocols for contractor request for hold point inspections.
- Establish response times for Department personnel.
- Advance communications regarding scheduling and execution of work are encouraged to occur between all parties prior to commencement of physical work.
- Establish social distancing best practices for operation, including required attendees for hold point inspections.
- Required attendees could include: Superintendent, foreman responsible for work, Resident, inspection staff and other QC and QA personnel.
- These pre-construction meetings shall be held virtually, unless impractical. If impractical, maintain a 6-foot distance between all people or wear facemask/covering.
- The Contractors are 100% committed to quality and safety in addition to accepting an increased awareness while inspector presence may be limited due to COVID-19 restrictions and procedures.
 - This guidance will remain in effect on the project until further notice.

Implementation of Fabrication, Materials, Testing and Labor Compliance Guidance

Guidance:

- **Shop Fabrication for Construction Products**
 - Products are currently being fabricated/produced but some are not being shipped to project sites due to construction work suspension in other states.
- Shop Fabrication:
 - Recommend the fabricator use electronic delivery to transmit required documentation to the QA Inspector. If electronic delivery cannot be done, the required documentation shall be placed in a sealed container and quarantined for a minimum of 24 hours before being provided to the QA Inspector. Gloves are recommended for handling the required documentation and/or container.
 - Hold pre-fabrication meetings virtually.
 - Practice 6-foot social distancing best practices when inspecting structural components.
 - QA Inspectors are to wear fabric masks when in the presence of others.
- Precast Concrete Products:
 - Practice social distancing best practices while performing mock-up and pre/post-pour dimensional inspections.
 - Recommend that only the QA Inspector handle the testing equipment and maintain social distancing during testing.
 - If producer strips the forms of a sample, the sample will remain quarantined for a minimum of 24 hours before being provided to the QA Inspector.
- Fabricated Structural Steel:
 - Practice social distancing best practices while performing in-shop inspection and witnessing non-destruction testing.

Material Deliveries to Project Site

- Delivery tickets for all materials, including, but not limited to, those for HMA and Ready-Mix concrete, shall be handled using one of the following options:
 - E-Ticketing (if available).
 - PDF sent from plant.
 - Photograph taken at plant and transmitted electronically.
 - Photograph taken by ticket taker.
 - Physical transfer of ticket using a grabber tool, minimum of 36 inches long (last resort). Tickets will remain quarantined for a minimum of 24 hours before being processed. Gloves are recommended to be worn by those who will process tickets.
 - The Resident and Contractor will determine the most appropriate/achievable method for collecting and distributing delivery tickets.

Mix Designs

- HMA Mix Designs: Many Contractors have requested to utilize mix designs approved in 2019 to start work in 2020. These designs will take minimal effort to approve as they utilize existing aggregates, JMF targets, and there is a reactivation process already in place. New 2020 mix designs are currently being submitted and new aggregates samples are being delivered by Contractors for aggregate qualities assessment. This is being done even if 2019 mix designs are being re-activated. The Labs have developed protocols to address any material handling and personnel interaction.
- Concrete Mix Designs: Mix design approval will follow the current process, at this time.

HMA Acceptance Testing

- No changes in protocol for HMA testing and delivery of samples to lab, unless otherwise noted. Maintain applicable social distancing.

Structural Concrete Acceptance Testing

- No changes in protocol for structural concrete testing and delivery of samples to lab, unless otherwise noted. Maintain applicable social distancing.
 - QC and QA will take separate split samples in their own respective receptacle.
 - QA sampling and testing duties will be assigned to one Inspector, by the Resident, even if there are multiple certified Inspectors onsite.
 - Only QA samples will be allowed to be stored in the curing box designated for use by the Department. QC samples shall be stored separately.
 - All QC and QA results will be shared verbally while maintaining applicable social distancing, through text messages, or through email.

Acceptance of Drainage Piping

- The Inspector will need to carefully observe that the contractor is accurately performing the installation. Scale the trench depths from the cross sections against existing pavement. Do not use references such as ditches or gravel shoulders that could have changed since the survey. This is a good check on grade rod calculations. When the contractor leans the grade rod against the trench, check to make sure the grade is close to being correct. If the pipe grade is over 1.5 percent, careful grade control is less important, as the pipe will be pitched in the correct direction. On flatter grades, wider tolerances will need to be accepted. Set hold points with the contractor. Critical items such as RCP or pipes with low percent grade will require frequent checks. Others can be inspected from a distance.

Labor Compliance

- Wage Rate Interviews: Wage rate interviews are required by law and must be conducted on all federally funded construction projects, so must still be performed; however, there are work-arounds that Residents can use to do the interviews and remain in compliance with applicable social distancing requirements. The following methods are acceptable:
 - Conduct the interviews using cellphones while staying a safe distance away while talking. As for signing the form: As long as the Resident reads the information back to the employee and the employee agrees that it is correct, it is acceptable to submit the form with that notation.
 - Conduct the interviews by phone and then email the form to the employee and have them sign it and return it electronically.
 - Regardless of how the interview is conducted, they need to be uploaded onto Elations with comment.

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- Note that wage rate interviews are purely voluntary on the employee's part and Residents should be advising them of that. Residents do need to conduct the interviews, but the employees have the right to refuse. In that event, the Resident should note as such on the form and move on to another employee.
- Residents still need to complete and submit the Commercially Useful Function form if there are any DBE's working on site.

Guidelines for Occupying Facilities

Overview:

- Bangor and Freeport Labs:
- Contractor and Department personnel shall perform sample and material drop-offs unassisted, without close-contact, by utilizing existing and planned drop-off times and locations. Please contact the appropriate Lab for more information.
- Staff members shall follow daily workspace cleaning/disinfecting protocols at the end of their shift in compliance with CDC guidelines as follows:
 - All work surfaces, doorknobs, light switches, testing equipment, and commonly accessed surfaces are to be disinfected following CDC guidelines.
 - All workspace equipment such as phones, computers, etc. are to be disinfected and secured.
- Any additional supporting MTE staff will work remotely, if possible.
 - Visitors will not be permitted in Labs.
- Construction Project Field Offices: The goal is to maintain social distancing per the requirements of the CDC and to reduce the spread of COVID-19 in construction project field offices. The following guidelines shall be followed to the greatest extent possible relative to construction field offices:
 - The number of inspection staff co-locating in field offices should be minimized and conform to social distancing requirements (6 foot minimum spacing). To accomplish this, the following should be considered:
 - A maximum of one individual located in each available partitioned office space.
 - Inspection staff should avoid working in field offices. See additional information below.
 - Contractor staff and visitors are not be permitted in field offices.
 - Inspection staff should minimize time in the field office by maximizing time outdoors or utilizing vehicles (within or near to active work zones) as personal workspaces when not observing construction activities:
 - Most work can be completed in this manner with current technology that is already in use.
 - Inspectors should follow existing Department protocols relative to maintaining safety and security when working within personal vehicles.
 - Daily field inspection assignments and construction operations should be communicated electronically or via telephone rather than reporting to the field office.
 - If Wi-Fi is needed the Inspector should be able to park/sit near the field office to get signal and/or upload files from remote offsite locations at the end of the workday.
 - The use of field offices for face-to-face project meetings should be avoided:

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- Progress and other project meetings and discussions should be held outdoors (while maintaining 6-foot social distancing) and/or via phone/video conferencing with meeting minutes documented and shared per existing requirements.
- Printing of documents should be minimized:
 - Documents that need to be printed or copied can be sent electronically to a designated individual already working in the field office. That individual is to handle printed materials wearing gloves and place the folder in a designated safe place near the field office entrance to transfer the materials. Printed materials can be retrieved once per day. Gloves are recommended to be worn when retrieving and handling printed documents.
- Cleaning of Field Offices:
 - All work surfaces, doorknobs, light switches and commonly accessed surfaces should be disinfected daily.
 - Staff are to secure their work materials (including paper products or equipment) away from work surfaces and lock them up at the end of the shift so that cleaning can be done without contacting paper and materials. This includes field books and project documents.
- Additional Hygienic Materials:
 - Disinfectant hand wipes/sanitizer and/or gel, along with a lined no touch trash receptacle, should be located adjacent to field office entrance(s) and used by each individual upon each entry. Materials are to be replenished daily. Availability of hand wipes/sanitizer may restrict the ability to meet this guideline.
 - Staff should sanitize their equipment (computers, PPE and desks) when each shift is finished and prior to the start of a new shift.
 - Extra (new) disposable PPE equipment including earplugs, gloves and safety glasses is to be available for staff use.
- HMA, Ready-Mix Concrete and Fabrication Facilities:
 - Department staff performing inspections or sampling at these facilities will follow the facility owner's safety plan while present there:
 - Facility to institute a COVID-19 Safety Plan for review and acceptance.
 - Institute best practices for worker safety as outline by the CDC.



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Appendix T

ESSENTIAL WORK EXPOSURE CONTROL PLAN

Revision 1.6 April 2020

Purpose & Scope

Due to the nature of the MaineDOT's work, close proximity among employees is required for essential work. Many MaineDOT employees have the potential for occupational exposure to COVID-19. MaineDOT is attempting to reduce that exposure by implementation of this plan when social distancing (at least 6' between people) isn't maintained. This plan provides guidance to MaineDOT for maintaining essential functions, services, and safety during the COVID-19 pandemic. Those involved with inspection activities will follow the **Construction Project Safety Guidelines Related to the Effects of the COVID-19 Virus** available in the Department's Continuity of Operations Plan.

Definitions

CDC Centers of Disease Control and Prevention Close Proximity: Within six feet or less of another person.

Essential Work: Work required to maintain a safe work environment, safe infrastructure of roads and bridges, and maintenance and facilitation of safety practices and procedures that are established to protect employees (i.e., work or repairs that have time constraints or a potential to have major negative impact on the traveling public, or work that poses specific safety implications to an individual employee for example team lifts and etc.)

Exposed (Close Contact): Exposed means one or more of the following:

1. Living in the same household as a person who has tested positive for COVID-19
2. Caring for a person who has tested positive for COVID -19
3. Being within 6' of a person who has tested positive for COVID-19 for about 15 minutes or more
4. Coming in direct contact with secretions from a person that has tested positive for COVID-19, while that person was symptomatic.

COVID-19 Symptoms: Coughing, Fever, Shortness of breath, difficulty breathing. Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. For changes and a list of up to date symptoms visit the CDC website below:

<https://www.cdc.gov/coronavirus/2019-ncov/symptomtesting/symptoms.html>

Responsibilities

Directors/Region and Area Managers will:

- Have overall responsibility for the implementation of this plan and restricting the use to it to essential/emergent jobs/tasks that cannot be deferred.
- Know the Plan and be prepared to answer related questions.
- Hold subordinate employees responsible for following and abiding by this plan.

Superintendents/Managers will:

- Have responsibility to identify essential tasks to be performed under this plan.
- Know the Plan and be prepared to answer related questions.
- Hold subordinate employees responsible for following and abiding by this plan.

Transportation Operations Manager (TOM)/Other Managers will:

- Have primary responsibility for correct application of this plan for tasks in the field.
- Ensure employees are trained in the requirements of this plan.
- Notify the Director of Health & Safety of any changes in controls, environment or process that would necessitate re-evaluation of this plan.
- Hold subordinate employees responsible for following and abiding by this plan.

TCSs, TCLs, Other Supervisors, and Occupational Safety Specialist will:

- Be responsible for implementing the Plan.
- Immediately contact the Regional Manager, Director of Human Resources and/or the Director of Maintenance & Operations regarding any employee notice of positive symptoms related to COVID-19.
- Incorporate site specific procedures related to the Plan into the Job Safety Analysis.
- Provide initial training related to the Plan to all employees (existing and new).
- Complete investigation, documentation, and first reports of illness for suspected cases of COVID_19 occurring in their respective areas.
- Hold subordinate employees responsible for following and abiding by this plan.

Director of Occupational Health & Safety will:

- Have primary responsibility for establishment, implementation and maintenance of the Plan.
- Perform a periodic review and revise the Plan with employee input as necessary to ensure that employees are protected from associated hazards.

Director of Human Resources will:

- Along with the Regional Manager and the Director of Maintenance & Operations provide guidance to supervisory personnel who have identified an employee with potential symptoms of COVID-19
- Will communicate with the CDC any suspected COVID-19 for advice on steps to take to handle the situation
- Will communicate the status of any suspected or confirmed COVID-19 case(s).

Employees will:

- Stay home if symptoms of COVID-19 are experienced, as recommended by the CDC.
- Notify their supervisor and stay home if they are sick or have a known exposure to COVID-19.
- Self-isolate away from others and notify their TCS/TCL if they develop symptoms of COVID-19 while at work.
- Take steps to protect themselves from acquiring COVID-19. Refer to CDC guidelines.
- Frequently wash their hands with soap and running water for at least 20 seconds. When soap and water are unavailable, use an appropriate alcohol-based hand rub.
- Avoid touching their eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes.
- Do not share utensils, cups, water bottles or food.
- Clean up after themselves.
- Avoid exposure (close contact) with people that are sick and practice social distancing.

Determining Exposure Potential:

- The virus is thought to spread mainly between people who are in close contact with one another (approximately 6-feet) through respiratory droplets produced when an infected person speaks, coughs, or sneezes. It has also been reported that infection with COVID-19 can occur by touching a contaminated surface or object then touching one's mouth, nose, or eyes. Common tasks that present the potential for an occupational exposure without regard of the use of personal protective equipment include, but are not limited to the following:
 - Sharing of tools and equipment among employees (i.e., hand tools, vehicles and/or machinery).
 - Handling waste for disposal.
 - Cleaning/disinfecting tasks
 - Performing tasks near and with other persons (within 6-feet)
 - The following is not intended to be an all-inclusive list.
 - Installing joint seals
 - UBIT Bridge Inspection (fracture critical)
 - Finishing concrete
 - Mixing patch material
 - Carpentry tasks (i.e., form work, etc.)
 - Furniture Building
 - Team lifting heavy objects
 - Changing cutting edges on plows and wings/buckets/moldboards
 - Hooking/unhooking plows and wings to head gear
 - Chipper feeding and safety bar tending
 - Changing drill bits
 - Adding drill casing
 - Hoisting drill casings
 - Stencil crew operations
 - Heavy vehicle service requiring two mechanics (i.e., Replacing springs)

- Taking samples
- Providing first responder activities including first aid and CPR.
- Plumbing & HVAC work
- Other

Engineering Controls –

- Barriers – Erect barriers between employees and others whenever possible.
- Ventilation – Increase ventilation as possible.

Administrative Controls –

○ Self-Screen for Symptoms of COVID-19:

Prior to reporting to work employees will self-screen for COVID-19 symptoms. Understanding that the Centers for Disease Control (CDC) is continually learning and sharing more about COVID-19 symptoms, the following is a link to the CDC website regarding the current associated symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- **Stay home!**
- Employees who are feeling ill or experiencing symptoms of COVID-19 should stay home! Employees should contact their supervisor and are encouraged to seek medical evaluation.
- Employees who become ill or begin to experience signs and symptoms at work should be isolated from others and the Regional Manager, Director of Human Resources and/or the Director of Maintenance & Operations should be called for guidance.
- Employees who are sent home will be encouraged to seek medical evaluation.
 - Calling the medical provider first, before showing up is recommended.
 - Return to work will follow CDC guidelines and will be managed by The Director of Human Resources.
- **Hand Washing**

All employees are strongly encouraged to wash their hands often with soap and water for at least 20 seconds. When soap and water are unavailable, alcohol-based hand sanitizer should be used.
- **Other:**
 - Hold meetings outdoors maintaining 6' distance between people.
 - Clean and sanitize common tools and equipment. Including wiping down controls, seats, handles and other common surfaces in vehicles and heavy equipment.
 - Limit visitors to the worksite to only those necessary persons. Make all visitors aware of this plan and prescreen each individual daily.
 - Avoid handshaking and other physical social greetings.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Follow respiratory etiquette, including covering coughs and sneezes.
 - Do not use coolers to provide water. Employees should bring their own water in individual containers.
 - Do not share utensils, cups, water bottles, food, cell phones, etc.

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- Each employee will clean up after themselves including the proper disposal of drink containers, food wrappings, disposable PPE, and etc. Maintaining good hygiene and work site housekeeping is required.
- Schedule breaks and lunch in small groups, individual is best. Stagger breaks and lunch as necessary to maintain 6' distancing.
- Bring your lunch and snacks to reduce daily contact at stores.
- Avoid exposure (close contact) with people that are sick and practice social distancing outside of work
- Limit employees from traveling to and entering DOT facilities other than the facility they are assigned to
- Vehicle, equipment, mail, parts & supply pick-ups & drop-offs to be conducted outside when possible, otherwise, each facility must have a designated area or drop box that allows for social distancing.

Personal Protective Equipment (PPE) -

- When employees are working in close proximity (less than 6' distancing) the following PPE will be worn at minimum:
 - Hardhat
 - Safety eyewear with side shields
 - Class 3 high visibility vest
 - Steel toe boots
 - Any specific task related PPE
 - Face mask or face covering (employees, with respiratory clearance and previous fit test, may choose to wear an appropriate respirator)
 - Gloves

PPE must not be shared unless appropriately decontaminated between users. See manufacturer recommendations for cleaning and sanitizing.

Responding to a Confirmed/Suspected Case of COVID-19

If a confirmed case of COVID-19 is communicated to the Department, refer to Appendix K of the MaineDOT Continuity of Operations Plan located at the following electronic file location:

R:\Region0\M&O\Public\\$\Common-MO\Continuity_of_Operations\COVID_19\Plan\

Bureau of Labor Standards (BLS)/Incident Reporting

- 1) COVID-19 can be a BLS reportable illness if an employee is infected as a result of an event or exposure in the work environment. The case of COVID-19 will be recorded as an OSHA illness if all of the following are met:
 - i) The case is a confirmed case of COVID-19; and
 - ii) The case is work-related, as defined by 29 CFR 1904.5; and
 - iii) The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g., medical treatment beyond first-aid, days away from work).
- 2) Supervisors should document the incident on a First Report.
- 3) Identification of needed corrective actions: What measures will be put into place to prevent further spreading of the virus.
 - a) clean and sanitize the work area(s) and/or tools (hand and power)

- b) reinforce the CDC guidelines for prevention

Cleaning and Disinfecting Tools/Equipment/Surfaces

- o Wash hands or use a hand sanitizer before and after use to help prevent contamination.
- o Cleaning of visibly soiled hands with soap and water is recommended before use of hand sanitizers.
- o Wear PPE (gloves appropriate for the task) when handling tools
- o Clean tools with mild soap and a clean damp cloth, as needed to remove visible dirt prior to disinfecting.
- o Disinfect commonly touched surfaces before the start of and at the end of the workday, and between operators/users.

CLEANING & Disinfecting OPTIONS:

1. Bleach and water solution:
 - a. Mix 5 tablespoons (1/3rd cup) bleach per gallon of water; or
 - b. Mix 4 teaspoons bleach per quart of water
 - c. **Never mix bleach with other cleaners/chemicals (i.e., ammonia).**
2. Sanitizing wipes, as available.



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Appendix U

**Indoor Air Quality Assessment
Maine Department of Transportation
Headquarters
24 Child Street
Augusta, Maine**

Submitted to:

Maine Department of Transportation
98 State House Station
Augusta, ME 04333-0098

Submitted by:

Ransom Consulting, LLC
400 Commercial Street, Suite 404
Portland, Maine 04101
207-772-2891

May 29, 2020

Project R041.06023

Indoor Air Quality Assessment

Maine DOT Headquarters, 24 Child Street Augusta Maine

Ransom Consulting, LLC 1

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- 7. Limitations and Closure**
- 8. Signatures**

1. Scope of Work

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On May 20, 2020 Ransom Consulting, LLC (Ransom) conducted an indoor air quality assessment at the Maine Department of Transportation (MaineDOT) Headquarters located at 24 Child Street, Augusta Maine. The purpose of the monitoring assessment was to evaluate indoor air quality parameters prior to the reoccupation of the building anticipated to take place on June 1, 2020. The indoor air quality parameters monitored by Ransom included carbon dioxide (CO₂), carbon monoxide (CO), temperature, relative humidity, and volatile organic compounds (VOCs).

Ransom also performed a visual assessment to determine potential moisture issues with visible building components (e.g. dropped ceiling tiles, sheetrock, and flooring). Ransom also worked in conjunction with the building's maintenance personnel to conduct a limited assessment of the building's heating ventilation and air conditioning (HVAC) system; specifically related to indoor air circulation and the air filter changeout schedule.

2. Site Overview

The MaineDOT Headquarters, located at 24 Child Street in Augusta, Maine is a four-story building occupying a footprint of approximately 32,000 square feet. The building's basement/first floor (Level 1) is occupied by mechanical rooms, storage areas, file rooms, photo labs, the mail room, custodial rooms, a cafeteria, and a training room. The remaining three floors (Level 2, Level 3, and Level 4, respectively) are occupied primarily by offices and conference areas.

A penthouse located on the roof of the building houses the majority of the air handling equipment associated with the building's HVAC system.

Ransom's assessment activities on May 20, 2020 were conducted within building spaces that are generally occupied during the course of a typical workday. Areas excluded from this assessment included stairwells, restrooms, and small storage closets. The assessment of the HVAC system was based upon visual observations and available information from the building's maintenance staff and documents from the building's mechanical contractors. It should be noted that Ransom's assessment of the HVAC system should not be construed as a full assessment or evaluation of the HVAC system; if further evaluation is necessary, it should be conducted by a qualified mechanical engineer.

A photograph log of the assessment activities is provided as Appendix A.

3. Monitoring Methodologies

3.1 Methodologies

Indoor Air Quality Parameters

Ransom used a TSI Q-Trak 7575 indoor air meter to measure CO₂, CO, temperature, and relative humidity within occupied spaces of the building. Ransom also used a RAE Systems ppb photoionization detector (PID) to evaluate indoor air for the presence of VOCs.

The meters were held at approximately arm's length from the sampler and at a height which was representative of an average person's breathing zone. The meters remained in this position until the parameters stabilized, at which point the measurements were recorded. In total, Ransom took a total of 86 indoor air quality parameter measurements within the building.

Ransom also collected air quality readings from the exterior of the building to establish what could be considered anthropogenic background levels (i.e. car exhaust and other outdoor air particulates).

Building Material Moisture Content

Ransom measured the moisture content of building materials with the use of a General MMD4E moisture meter. Building materials included sheetrock, ceiling tiles, carpets, and pipe insulation. When a measurement was obtained, it was based on visual observations or olfactory evidence such as water staining on a ceiling tiles, water on the floor of a mechanical room, or the presence of a musty odor within a building space.

In general, materials with moisture contents up to 10% are generally considered to be “dry,” materials with moisture contents between 10 and 20% are considered to be “damp,” and materials which have a moisture content above 20% are considered “wet”.

3.2 Applicable Standards and Recommended Values

Ransom compared the indoor air quality assessment results for temperature, relative humidity, CO₂, CO, and VOCs to values outlined in a United States Environmental Protection Agency (U.S. EPA) document titled “A Standard EPA Protocol For Characterizing Indoor Air Quality in Large Office Buildings” dated February 2003. According to the document, the recommendations for the indoor air quality parameters are as follows:

1. Temperature: 18 to 27°C (65 - 80°F);
2. Relative Humidity: 20% to 80%, and may vary by season and geographic region;
3. CO₂: 350 to 900 ppm, not to exceed 1,500 ppm;
4. CO: Not to exceed the National Ambient Air Quality Standards (NAAQS) 8-hour time weighted average of 9 ppm; and
5. VOCs: Not to exceed 50 parts per billion (ppb).

The air flow rates inside the building were compared to the International Mechanical Code (IMC), Table 403.3.1.1 “Minimum Ventilation Rates.” The ventilation rates presented in this table are a function of the area of the occupied room, as well as the number of occupants within the room. IMC states that the minimum air flow rate per person in a room should be 5 cubic feet per minute (CFM) (i.e. for a conference room with 50 people, the minimum air flow rate would be 250 CFM); or that the minimum air flow rate per square foot of occupied space is 0.06 CFM (i.e. for a 600 square foot conference room, the minimum air flow rate would be 36 CFM).

Because Ransom was not provided with information on the total number of building occupants, the recommended minimum air flow rate was calculated using the area of the building. Based on the minimum ventilation rates provided by the IMC, and assuming the total floor space within each floor of the building is 32,000 square feet, the minimum ventilation rate required for each floor in the building would be 1,920 CFM.

4. Results

4.1 Indoor Air Quality Assessment Results

Ransom used a TSI Q-Trak 7575 indoor air meter to measure O₂, CO₂, CO, temperature, and

relative humidity within occupied spaces of the building. Ransom also used a RAE Systems ppb PID to evaluate indoor air for the presence of VOCs. The results of the indoor air quality monitoring are presented below:

Level 1

1. Temperature was measured between 69.3°F and 73°F;
 2. Relative humidity was measured between 32.1% and 42%;
 3. CO₂ was measured between 465 and 509 ppm;
 4. CO was not detected above 0.0 ppm; and
 5. VOCs were measured between 0.0 and 30 ppb. These low levels of VOC may be attributed to cleaning products (e.g. isopropyl alcohol), toiletries/fragrances worn by building occupants, or newly-renovated building components (rugs, furniture, paint, adhesives, and other building materials can off-gas for a relatively long time).
- Water was observed on the floor of a mechanical room; the maintenance staff was aware that a small leak was present within a water pump. Additionally, Ransom observed that one ceiling tile within a training room showed water staining, discoloration and warping indicating that water was dripping from above (either from a leaking pipe or condensation). The moisture meter showed a moisture content of 9% in this ceiling tile, which indicates that this ceiling tile was “dry”, and that the staining and discoloration was likely related to a historic moisture issue that is not ongoing. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue on Level 1.

Level 2

1. Temperature was measured between 70.8°F and 72.6°F;
 2. Relative humidity was measured between 30.1% and 31.8%;
 3. CO₂ was measured between 462 and 506 ppm;
 4. CO was not detected above 0.0 ppm; and
 5. VOCs were measured between 0.0 and 45 ppb. As noted above, low levels of VOC may be attributed to cleaning products, toiletries/fragrances, or newly-renovated building components.
- Moisture issues (e.g. stained ceiling tiles or a musty odor) were not observed on Level 2. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue in this area.

Level 3

1. Temperature was measured between 71°F and 72.6°F;
 2. Relative humidity was measured between 30.3% and 31.3%;
 3. CO₂ was measured between 492 and 517 ppm;
 4. CO was not detected above 0.0 ppm; and
 5. VOCs were measured between 5 and 24 ppb.
- Moisture issues (e.g. stained ceiling tiles or a musty odor) were not observed on Level 3. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue in this area.

Level 4

1. Temperature was measured between 72°F and 73.8°F;
2. Relative humidity was measured between 30.1% and 31.6%;

3. CO₂ was measured between 492 and 556 ppm;
 4. CO was not detected above 0.0 ppm; and
 5. VOCs were measured between 5 and 20 ppb.
- Moisture issues (e.g. stained ceiling tiles or a musty odor) were not observed on Level 4. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue in this area.

Building Exterior

1. Temperature was measured between 72.6°F and 77°F;
2. Relative humidity was measured between 24.6% and 29%;
3. CO₂ was measured between 460 and 470 ppm;
4. CO was measure between 0 and 0.6 ppm; and
5. VOCs were not detected while monitoring the exterior of the building.

4.2 Ventilation System Assessment

During assessment activities on May 20, 2020, Ransom made general observations regarding the building's ventilation system. The ventilation system assessment included visual observations of accessible areas and information provided by either the building's maintenance staff or the building's mechanical contractor. It should be noted that Ransom's assessment of the HVAC system should not be construed as a full assessment or evaluation of the HVAC system; if this level of assessment detail is necessary, it should be performed by a qualified mechanical engineer.

The vent diffusers within the building appeared to be clean with the exception of the diffuser located near the legal cubicles on Level 2. The diffusers in this area appeared to have a minor amount of particulate buildup.

In general, the building's ventilation system appeared to be well maintained with air filter changeouts occurring on a quarterly basis. The air filters observed by Ransom included both 2-inch wide particulate filters and larger High Efficiency Particulate Air (HEPA) filters housed within galvanized steel boxes. Ransom viewed the maintenance logs left by the building's HVAC contractor, Thayer Corporation of Auburn Maine. According to the maintenance logs, HEPA filters were changed on April 1, 2020 and will be replaced in the beginning of July. Ransom was not able to obtain documentation pertaining to the specified air exchange rate provided by the building's HVAC system prior to the publishing of this report. The building's maintenance staff and/or mechanical contractors should confirm that the air exchange rate meets or exceeds the standards set by the IMC as discussed in Section 3.2.

5. Conclusions and Discussion

The indoor air quality parameters measured on May 20, 2020 were observed to be within the recommended range of values presented in U.S. EPA's "Standard EPA Protocol for Characterizing Indoor Air Quality in Large Office Buildings" dated February 2003. A copy of this document is provided as Appendix B.

Some indoor air parameter measurements may vary or change once the building is occupied. In

general, CO₂ readings increase with an increase in building occupants; however, given that all the measurements were well within the applicable guidelines and that the building's HVAC system is being adequately maintained, Ransom does not anticipate these indoor air quality parameters will be a cause of concern. Other parameters, such as VOCs, have the potential to rise due to the presence of cleaning products with volatile constituents (e.g. isopropyl alcohol) or fragrant products worn by those working within the building (e.g. colognes or perfumes). Parameters such as temperature and relative humidity were observed to be consistent throughout occupied building spaces. These parameters can also be adjusted as needed via the building's HVAC system.

With the exception of the one water damaged ceiling tile in the training room on Level 1 and the water leak within the mechanical room on Level 1, Ransom did not observed visual or olfactory evidence that would otherwise indicate potential moisture problems contributing to indoor air quality issues.

With the exception of the particulate buildup on the vent diffusers on Level 2, the HVAC systems appears to be adequately maintained per the preventative maintenance performed by the building's HVAC system.

6. Recommendations

The May 20, 2020 assessment did not identify indoor air quality issues in occupied spaces of the building based on the parameters that were monitored. Ransom recommends the following best management practices be conducted:

- The ceiling tile in the Level 1 training room should be replaced, and any leaks or water intrusion should be repaired.
- The water leak within the Level 1 mechanical room should be repaired.
- Air vents should be cleaned on a regular basis, and any particulate matter buildup (similar to what was observed on the vent diffuser near the legal cubicles on Level 2) should be cleaned.
- The building's mechanical contractor should continue to implement the preventative maintenance measures that are currently in place, including quarterly replacement of HVAC air filters, and confirming that the air exchange rate in the building continues to meet or exceed the standards set by the IMC.

7. Limitations and Closure

This report was prepared for the exclusive use of MaineDOT, for the specific application of summarizing the results of our work. No other warranty, expressed or implied, is made.

Assumptions, measurements, and data used for the assessment are stated herein.

The information and conclusions presented in this report are based upon work undertaken by trained professional and technical staff in accordance with generally accepted occupational hygiene practices current at the time the work was performed. Conclusions presented in this



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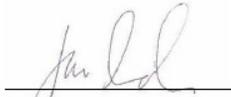
report should not be construed as legal advice.

The conclusions presented in this report represent the professional judgment of Ransom based on the data obtained from the work and the site conditions encountered at the time the work was performed.

We appreciate the opportunity to assist the MaineDOT with its worker health and safety efforts. We would be pleased to further assist with evaluating options for mitigating exposures through engineering controls and/or additional monitoring to assess the efficacy of any controls already implemented or exposures not previously evaluated.

8. Signatures

The work was conducted by the undersigned in accordance with MaineDOT recommendations for monitoring techniques. Please contact us if you have any questions regarding the findings and conclusions contained within this report.



Jaime Madore, P.E.
Project Manager

This report was reviewed by the undersigned to provide quality assurance and ensure that appropriate recommendations are made to address identified exposures.



Nicholas O. Sabatine, P.G.
Vice-President, Senior Technical Review