

SUBMIT A VACCINE CARD TO FORGO MASKING

➤ **Submit your vaccine card to forgo masking.**

State workers fully vaccinated against Covid-19 may forgo face covering requirements. To be eligible, workers must voluntarily submit a copy of their Covid-19 vaccination card through our [instantaneous and secure online portal](#). More stringent masking and PPE expectations apply for settings such as hospitals; follow agency-specific guidance.

➤ **Wear a mask if you are not fully vaccinated and/or have not submitted a copy of your vaccination card.**

State workers not fully vaccinated against Covid-19 must wear a face covering when conducting State work inside (including when inside a vehicle). Those who prefer not to submit a copy of their vaccination card or who are immunocompromised should also continue to wear a face covering while conducting State work inside. Face coverings are not required when conducting State work outside or when alone inside one's own workspace or cubicle with a line-of-sight barrier.

Anyone is welcome to wear a face covering based upon their personal comfort level.

Face coverings help prevent respiratory droplets from traveling into the air and onto other people or surfaces when the person wearing the face covering coughs, sneezes, talks, or raises their voice. Masks/face coverings should be replaced when soiled or wet. If the mask/face covering becomes soiled, remove and safely discard disposable masks, or store reusable face coverings in a sealed container or plastic bag for laundering. Perform hand hygiene after changing a soiled mask/face covering. Reusable masks/face coverings should be washed daily. Masks with exhalation valves should not be used.

FOLLOW PUBLIC HEALTH GUIDANCE

We recommend that you consider **THE FOUR Ws** of public health best practices for keeping yourselves, your coworkers, and the Maine residents we serve as safe as possible.

- **WAIT! Stay home if you are sick.** If sick, contact your supervisor and seek medical attention. Do you feel sick with any symptoms consistent with Covid-19 or other infectious disease (such as new cough, shortness of breath, or vomiting/diarrhea)? Have you had a fever (100.4 and above) or used any fever reducing medicine? **Contact HR if you have been exposed to or diagnosed with Covid-19.**
- **WATCH your distance.** Physical distancing is an important practice that helps mitigate transmission of the virus. This might be especially important in hallways or other communal spaces such as breakrooms. Supervisors should consider whether it would be appropriate to use Teams or other electronic meeting formats in lieu of a crowded conference room setting.
- **WASH those hands.** Frequent hand hygiene reduces the risk of transmission of Covid-19 by removing pathogens from the surface of the hands. Cough or sneeze into your elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into trash container, and then perform hand hygiene.
- **WHEN traveling, plan ahead.** Make your vacation time requests in consideration of any travel restrictions, testing, or quarantining requirements at home and/or at your destination.

Covid-19 Employee Safety Guide

FOR STATE GOVERNMENT WORKERS

effective Monday, July 26, 2021

“PEOPLE WHO ARE FULLY VACCINATED ARE PROTECTED FROM SEVERE DISEASE AND DEATH, INCLUDING FROM THE VARIANTS CURRENTLY CIRCULATING IN THE COUNTRY SUCH AS DELTA. PEOPLE WHO ARE NOT VACCINATED REMAIN AT RISK. VIRTUALLY ALL COVID-19 HOSPITALIZATIONS AND DEATHS ARE AMONG THOSE WHO ARE UNVACCINATED.”

– U.S. Centers for Disease Control and Prevention + Federal Drug Administration

SUPERVISORS + EMPLOYEES: CONTACT HR WITH QUESTIONS OR CONCERNS ABOUT NON-COMPLIANCE WITH THE MASKING POLICY.