

# Coronavirus Disease 2019 (COVID-19) Q&A for Employees of Maine State Government\*

## 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.

\*Guidance for State employees will be updated and distributed as new information becomes available.

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.

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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.