

Good morning,

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.

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.

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.

Sincerely,

*Kirsten LC Figueroa*

Commissioner

Department of Administrative and Financial Services