



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
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SERVING THE PUBLIC AND DELIVERING ESSENTIAL SERVICES TO STATE GOVERNMENT

JANET T. MILLS
GOVERNOR

KIRSTEN LC FIGUEROA
COMMISSIONER

March 31, 2021

RE: Current levels of telework until 7/4

Dear State Employee,

The Administration is announcing today an extension of our commitment to current levels of telework for State employees **until July 4, 2021**, so long as operational and productivity goals are met and employees feel successful. This is in line with President Biden's aim to get as many shots in arms between now and then.

This does not mean that employees will definitively return to on-site work as of July 5th – just that we will not be making any wholesale changes to teleworking arrangements until at least then. (As has been the case all along, your supervisor will be in touch about any shifts in operational needs and you should feel free to reach out to HR or your supervisor if you have any concerns with your work situation.)

In order to mitigate the risk for those who must report on-site due to operational needs, we ask that those who can telework please continue to do so. And, as I've shared with you before: Public health safeguards should be observed **even if** you are vaccinated. Please continue to be mindful of **The Four Ws**: **W**ait (remember to stay home if sick), **W**ash hands with hot and soapy water, **W**ear a face covering, and **W**atch your distance.

Continued vigilance is needed for multiple reasons: We have not yet achieved a level of immunity that would mitigate the risk of community transmission; there is not yet an approved vaccine for children under the age of 16; some people will choose not to be vaccinated; there will be no way to know who in a room or crowd has been vaccinated; some staff likely have an underlying medical condition that could reduce the efficacy of a vaccine; the vaccine is specifically designed to prevent serious and terminal illness and clinical trials are underway to better understand how the vaccine can prevent those who are fully vaccinated from spreading COVID-19 to others; and travel will increase over time, which is important to our economy and our quality of life, but comes with risks. For these reasons, as a reminder, employees that have been vaccinated are subject to the same COVID-19 [workplace safety requirements](#) as those not vaccinated.

We have proven, however, that public health measures like masking and distancing greatly reduce the risk. Thank you for keeping them up in the coming months.

This is an ongoing discussion – and we remain committed to the health and safety of our workforce. Please contact Human Resources with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Kirsten LC Figueroa". The signature is written in a cursive style with a large initial "K".

Kirsten LC Figueroa
Commissioner