

Dear State of Maine Employee,

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