



STATE OF MAINE

WORKFORCE TRANSITION - EMPLOYEE GUIDE

As more employees begin returning to work locations, these are guidelines **everyone must follow** to safely navigate the COVID-19 world. Your [Human Resources Office](#) can provide more information regarding these policies as well as guidance to managers and supervisors about handling non-compliance.

SELF-MONITORING DAILY CHECKLIST



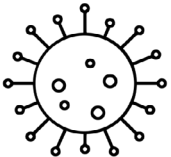
Perform self-health check prior to leaving for the office. **Stay home** if you have had any of following symptoms in the past 48 hours which are not explained by a known noncontagious condition:

- cough
- fatigue
- sore throat
- fever or chills
- headache
- diarrhea
- shortness of breath
- muscle or body aches
- nausea or vomiting
- difficulty breathing
- new loss of taste or smell
- congestion or runny nose

Notify your supervisor if you are not reporting to the workplace and/or unable to work; **notify Human Resources** if you believe you are symptomatic, have been exposed to, are being tested, or have a diagnosis of COVID-19; and **notify your health care provider** for further instructions. Not sure? Use the [CDC's self-checker](#) tool to make decisions about seeking medical care.

SUPERVISORS – refer symptomatic employees to Human Resources; and reach out to HR with questions.

ENTERING STATE BUILDINGS



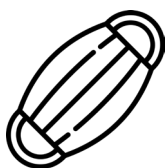
STAY HOME IF YOU ARE SICK. Prior to entering State worksites, **employees must review the checklist above.** Wear a mask and maintain distance. Also note: friends and family members of employees are not permitted to enter non-public State worksites.

HANDWASHING



Practice good hygiene. **Wash your hands for 20 seconds with hot, soapy water** throughout the day, both at home and at work. It is especially important to wash your hands after you have been in a public place and after blowing your nose, sneezing, or coughing. If soap and water are not available, use hand sanitizer with a minimum of 60% alcohol content. More information on these recommendations is available on the [CDC's website](#).

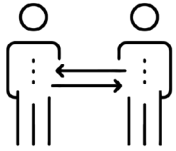
FACE COVERINGS



All employees are required to wear a face mask or face covering at all times outside of their individual office or cubicle. This encompasses all public and common areas, including, but not limited to: lobbies, elevators, stairways, restrooms, hallways, cafeterias, tunnels, and food service areas. Employees must comply with agency-specific work rules for face coverings.

PHYSICAL DISTANCING

Maintain physical distancing, keeping a minimum of 6 feet from others at all times possible.



Be mindful of others - Do not linger at or near coworkers' workstations. They may be uncomfortable with your presence and uncomfortable saying so. Give coworkers a friendly reminder if they are not exercising physical distancing around you.

Breakrooms - The use of breakrooms will be limited to comply with physical distancing guidelines. Thus, depending on the size, layout, and function of each one, agencies will determine how many employees can be in a breakroom at one time. If physical distancing is not possible inside the room, it will be **limited to single occupancy or closed**. Such guidance will be posted at each room's entrance.

Elevators, restrooms, common spaces - Agencies shall post the capacity for every elevator, restroom and other common spaces.

WATCH FOR ONE-WAY TRAFFIC



Agencies may restrict stairways and hallways to one-direction traffic, when feasible, if maintaining physical distancing is not possible. Stairways and hallways designated as one-way will be clearly posted as such. Be on the lookout for signage in State buildings you visit and comply with all posted directions for stairways and hallways.

OUT-OF-STATE TRAVEL



Comply with restrictions and requirements in place for business and personal out-of-state travel per the [Governor's Executive Order](#)*

Notify your supervisor & [Human Resources Office](#) if you are traveling outside of Maine. Requirements for quarantine or testing may impact vacation requests.

*subject to change; review the most recent guidance from the Governor's Office

HELPFUL RESOURCES

[Living Resources](#)

navigate challenging work and life situations
Call 1-844-207-LINK (5465)
TDD 1-800-697-0353

[HelpGuide](#)

mental health and wellness support

[Employee Health and Benefits](#)

updates on benefits programs

[DAFS Covid-19 Resources](#)

information for state employees

FOR ANTHEM SUBSCRIBERS:

[Live Health Online](#)

virtual, 24/7 healthcare

[Grand Rounds](#)

personal healthcare assistant

24/7 Nurse Line

1-800-607-3262