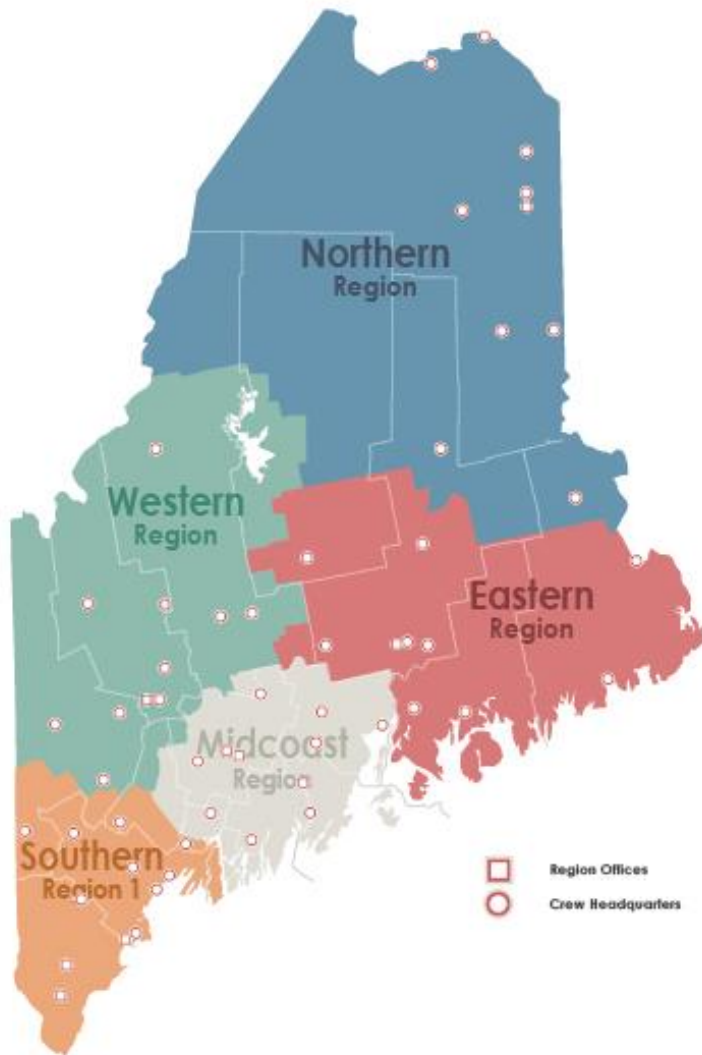


COVID-19 Response Plan





Maine Department of Transportation

FORWARD

The Maine Department of Transportation maintains operations that must be performed, or rapidly and efficiently resumed, in an emergency or disaster. While the impact of an emergency or disaster cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency or disaster on our people, our facilities and our mission. Continuity of Operations (COOP) Plans are important resources in providing essential services, maintaining vital records and systems, and continuing essential functions.

This document was prepared by the Maine Department of Transportation to ensure essential operations and functions can be performed during an emergency or disaster.

Recommended changes to this plan may be sent to David Bernhardt at:
David.Bernhardt@maine.gov

Bruce Van Note
Commissioner
Maine Department of Transportation



Maine Department of Transportation

Contents

MaineDOT Continuity of Operations Plan	9
COVID-19 Phased Response Plan	9
Communications	9
Members of MaineDOT Planning and Response Team	9
General Policy	9
Education:	9
Symptoms:	10
Sanitization and Hygiene:	10
Social Distancing Strategies:	10
After Exposure:	10
MaineDOT Headquarters - Notification Process (August 27, 2020)	11
MaineDOT’s Phased- Approach for Planning and Response	13
Phase 1: Preparation and Prevention (No confirmed cases in Maine)	13
Phase 2: Confirmed case(s) in Maine community or because of community transmission restrictions (Current)	15
Phase 3: Confirmed case(s) in a MaineDOT facility	17
COVID-19 Essential Work Exposure Control Plan	19
Appendix A	28
Bureau and Office Specific Plans	28
Bridge Maintenance	28
Creative Services	29
Environmental Office	30
Ferry Service	33
Finance & Administration	36
Fleet Services	37
MaineDOT Facility Contractors	45
Human Resources Office	47
Maintenance & Operations Highway Maintenance & Production Support	48
Planning	52



Maine Department of Transportation

Project Development Project Delivery & Production Support	53
Research and Innovation Office.....	74
Results and Information Office.....	75
Safety Office	76
MaineDOT Region 1.....	78
MaineDOT Region 2.....	81
MaineDOT Region 3.....	84
MaineDOT Region 4.....	90
MaineDOT Region 5.....	93
Appendix B.....	96
Social Distancing Strategies	96
Appendix C.....	97
Governor’s Office Guidance	97
Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission	113
Appendix D	127
Guidance on Meetings, Travel and Other.....	127
Appendix E.....	129
Flyer for Employees.....	129
Appendix F.....	131
Frequent Questions and Answers.....	131
Appendix G	134
Teleworking.....	134
Appendix H	138
Human Resource Update 12/31/20.....	138
Use of Leave Time	139
Summary of Leaves Available to Care for Children when School/Childcare/Care Provider are Closed or Unavailable	142
Appendix I.....	144
Payroll Coding for Free2000 and MATS.....	144
Free2000	144



Maine Department of Transportation

- MATS..... 144
- Appendix J 146
 - Intranet Webpage Resources..... 146
- Appendix K..... 147
 - Agency Response Protocol COVID-19 Positive Test Result 147
- Appendix L 149
 - MaineDOT HQ Cleaning..... 149
- Appendix M 151
 - MaineDOT HQ Contractors 151
- Appendix N 154
 - EXECUTIVE ORDERS FROM THE GOVERNOR 154**
 - AN ORDER RECENINDING EXECUTIVE ORDER 18 FY 19/20 154
 - AN ORDER EXTENDING COMPLIANCE DATES 154
 - UNDER CERTAIN MOTOR VEHICLE LAWS..... 154
 - AN ORDER TO REVISE INDOOR GATHERING LIMITS, STRENGTHEN FACE COVERING REQUIREMENTS AND DELEGATE CERTAIN AUTHORITY..... 156
 - AN ORDER TO IMPLEMENT PHASE FOUR OF THE RESTARTING MAINE’S ECONOMY PLAN 159
 - AN ORDER CURTAILING ALLOTMENTS..... 162
 - AN ORDER EXTENDING THE DATE FOR AGENCIES TO SUBMIT PROPOSED BIENNIAL BUDGETS 165
 - AN ORDER AMENDING EXECUTIVE ORDERS 55 FY 19/20 AND 1 FY 20/21 166
 - AN ORDER REGARDING TRAVELERS INTO MAINE 167
 - AN ORDER REGARDING FURTHER RESTRICTIONS ON PUBLIC CONTACT AND MOVEMENT, SCHOOLS, VEHICLE TRAVEL AND RETAIL BUSINESS OPERATIONS 171
 - AN ORDER MODIFYING PROVISIONS OF THE MAINE GENERAL ASSISTANCE PROGRAM AND RELATED RULES IN ORDER TO MEET THE BASIC NEEDS OF PEOPLE DURING THE COVID-19 PANDEMIC 177
 - AN ORDER REGARDING AN EXTENSION OF THE CURRENT USE TAXATION DEADLINE 179
 - AN ORDER EXTENDING DEADLINES RELATED TO CERTAIN PROPERTY TAX EXEMPTIONS 180
 - AN ORDER ESTABLISHING QUARANTINE RESTRICTIONS ON TRAVELERS ARRIVING IN MAINE 182
 - AN ORDER TO STAY SAFER AT HOME 190
 - AN ORDER TO FURTHER IMPLEMENT THE RESTARTING PLAN 192
 - AN ORDER STRENGTHENING THE USE OF FACE COVERINGS..... 195



Maine Department of Transportation

AN ORDER AUTHORIZING THE MODIFICATION OF THE COVID-19 197

QUARANTINE PERIOD TO REFLECT THE BEST AVAILABLE SCIENCE 197

AN ORDER SIMPLIFYING AND STRENGTHENING ENFORCEMENT OF 199

FACE COVERING REQUIREMENTS 199

Proclamation to Renew the State of Civil Emergency 201

12/22/20 201

11/24/20 202

10/29/20 203

9/13/20 204

9/2/20 205

8/5/2020 206

7/ 8/2020 207

6/10/2020 208

5/13/2020 209

Appendix O 210

Maine Department of Transportation Coordinated Response..... 210

Appendix P..... 212

Various Web Page Resources..... 212

Appendix Q..... 223

Families First Coronavirus Response Act (FFCRA) 223

REQUEST FORM -1..... 236

REQUEST FORM - 2 237

Appendix R..... 238

Maine’s Economy 238

Governor Mills Issues Executive Order Strengthening Enforcement of Face Covering Requirement in All Indoor Public Spaces 238

Mills Administration Continues Early Business Closing Time Amid Rising Cases, Hospitalizations . 241

Mills Administration Announces Maine to Enter Stage 4 of Reopening 244

Governor Mills Launches \$200 Million Economic Recovery Grant Program to Support Maine Small Businesses..... 246

In Light of Data Trends, Mills Administration Accelerates Business Openings in Rural Counties.... 248



Maine Department of Transportation

Governor Mills Outlines Vision for a Gradual, Safe Reopening of Maine’s Economy	250
Restarting Maine’s Economy	253
Restarting Maine’s Economy Booklet	263
COVID-19 PREVENTION CHECKLIST (SAMPLE)	272
COVID-19: PUBLIC HEALTH CONSIDERATIONS FOR RE-OPENING MAINE	278
Mills Administration Updates Plan to Restart Maine’s Economy	290
Updated Nov 1, 2020	291
COVID19 Prevention Checklist General Guidance	293
Stage 1 Openings (May 1, All Counties)	293
Stage 2 Openings (June 1, All Counties).....	294
Rural Reopening Plan	295
Stage 3 Openings (July 1, All Counties)	296
COVID-19 Prevention Form.....	296
Update June 22, 2020 Postpones Reopening of Indoor Bar Service	297
Update June 24, 2020 Prevention Checklists	298
Update 11/1/2020 Restarting Maine’s Economy, Stage 4	300
Mills Administration Continues Early Business Closing Time Amid Increase in COVID-19 Positivity Rate and Hospitalizations (12/30/20)	300
COVID-19 Prevention Form	302
Transportation Check List	306
General Guidance.....	306
Riders	306
Employees	307
General Cleaning and Disinfection.....	308
Stations, terminals, and office space	308
Transactions	309
Restrooms	309
All vehicles and vessels	310
Bus and paratransit vehicles	310
Taxis, rideshare, limo, and other driver-for-hire services.....	310
Rail vehicles.....	311



Maine Department of Transportation

Ferries	311
COVID-19 Prevention Form.....	311
Appendix S.....	312
Construction Project Safety Guidelines Related to the Effects of the COVID-19 Virus	312
Appendix T.....	321
MaineDOT Business-Related Vehicle Usage.....	321
Appendix U	323
Indoor Air Quality Assessment	323
Appendix V	331
MaineDOT COVID-19 Office Building Use Protocols and Best Practices	331
DAFS - State of Maine Workforce Transition - Employee Guide June 2020.....	333
Appendix W	335
MaineDOT COVID-19 RESPONSE SURVEY — COMBINED RESULTS EXECUTIVE SUMMARY - MAY 20, 2020	335
Appendix X.....	341
Maine State Visitor Information Centers	341
Appendix Y.....	344
MaineDOT Driver Education Protocols.....	344
MaineDOT Driver Education Screening Checklist.....	345
Appendix Z.....	346
MaineDOT Strategic Plan 2020 Overview	346
Appendix AA.....	353
Maine Weekly Travel Report	353
Appendix AB.....	363
VACCINATION	363
When can I get vaccinated?.....	363
Maine Formally Submits Request To Federal Government for First COVID-19 Vaccines.....	363



Maine Department of Transportation

MaineDOT Continuity of Operations Plan

COVID-19 Phased Response Plan

Communications

- All communications, internal and external, written and oral, need approval through team up to Deputy Commissioner Nina Fisher
- All media goes through the PIO, (Paul Merrill).
- All legislative inquires go to Meghan Russo
- Facilities, Regions follow local chain of command
- Daily briefings at 2pm

Members of MaineDOT Planning and Response Team

- MaineDOT Team Lead: Director M&O David Bernhardt*
 - Backup: Kyle Hall, Assistant Director of Maintenance and Operations
 - **Reporting all updates to the Commissioner*
- Other Central Office Team Members:
 - Deputy Commissioner Nina Fisher
 - COO, William Pulver
 - Chief Engineer, Joyce Taylor
 - Director Human Resources, Beth Getchell
 - Director Project Development, Richard Crawford
 - Director of Creative Services (PIO), Paul Merrill
 - Director Finance and Administration, Karen Doyle
 - Director Planning, Jennifer Brickett

***Team leads will share this plan, daily phone briefings, and update with their respective backups**

General Policy

Education:

Use emails with updates and, or factoids keeping people informed. Utilize signs, in primary junction points and posters at information locations, along with safety meetings to encourage employees to learn and explore where to find information. Key points for people to practice is enhanced hygiene by washing hands often and wiping down phones, cell phones, desks, tables, door knobs, coffee pots, copiers, printers, anywhere many people touch a common surface. Share guidance on disinfecting practices that will be used within the department.

Symptoms:

Provide employee with information through sharing CDC information via email, postings and safety meetings on the type of symptoms to look for that may indicate potential COVID-19 virus, and what employees should do if they suspect they, or a family member, have the virus. Supervisors are to ask employees who are calling in sick if their absence is related to the COVID-19 virus.

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Sanitization and Hygiene:

Ensure critical common areas (bathroom, breakroom) are disinfected twice per day. All doorknobs, door push bars and stair rails are disinfected at beginning and ending of cleaner's shift. Limit the sharing of computers and other commonly shared items, such as pens, phones, and other items. Clean break area items such as microwave handles, coffee and vending machine buttons, and remove magazines from tables. Remove trash using appropriate Personal Protective Equipment. Identify and procure materials to disinfect with.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Social Distancing Strategies:

Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, teleworking and canceling events. Strategies need to be developed for protocols allowing non-employees into building and limiting their movement. It also is developing staggered work schedules for employees. See phased approach application below.

After Exposure:

Employees who test positive for the COVID-19 virus would be required to stay at home or at a healthcare facility until a doctor provides MaineDOT documentation the person is disease free and may return to regular duty. Employee who have immediate family members test positive for COVID-19 will need to work from home, if possible, or stay out of work for 14 days.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>



Maine Department of Transportation

MaineDOT Headquarters - Notification Process (August 27, 2020)

In the event of an employee who has been within the MaineDOT headquarters building develops symptoms and/or tests positive for COVID-19, the following notification process should occur:

Please note, it is imperative that the employee feel comfortable with whomever they are communicating with. They need only contact one person, and the rest will be handled by staff. They are also under no legal obligation to share medical information of this nature with their employer, only that they are symptomatic or have gone for testing. Any information shared about symptoms should be shared willingly and without coercion. At no time is an employee's name to be shared with any other individual(s) beyond the supervisor, HR and Bureau/Office Director and Executive Office staff.

- Employee to notify direct supervisor or head of Human Resources, Beth Getchell
- Direct supervisor to notify Bureau or Office director and head of Human Resources if not already notified.

Questions to ask employee:

1. Have they been tested, and if so, on what date? If not, do they plan to get tested?
2. If yes to testing, ask to please share the results once obtained.
3. If not a confirmed positive (pending test results, etc.), and if they are willing to share, what are their symptoms?
4. Within the last 14 days, who, if anyone, were they in contact with at MaineDOT?
5. Within the last 14 days, who, if anyone, were they in close contact with at MaineDOT, defined as more than 15 minutes, closer than 6 feet.
6. Was a mask worn by both parties?

Based on the answers to this question, a determination will be made by HR as to the next steps and level of cleaning required, if any.

- Bureau or Office Director to notify Deputy Commissioner, Nina Fisher
- Deputy Commissioner to notify Commissioner, Chief Engineer, Chief Operating Officer, and Public Information Officer

If an office closure and/or cleaning is required:

- Deputy Commissioner or Legislative Liaison to notify COS and Policy Advisor in the Governor's Office
- HR Director to notify DAFS HR
- HR Director to notify by phone any employees that may have been identified as having contact or close contact with the employee
- Bureau and Office Directors are to notify any impacted (by closures of an area, the need to telework or not come in, etc.) employees by phone.
- Email to be sent to all Child Street Facility email distribution list by Commissioner or Deputy Commissioner outlining the closure, protocol and next steps.

If a negative test result:

- Employee to share results with supervisor
- Supervisor to notify Bureau/Office Director and head of HR
- Bureau or Office Director to notify Deputy Commissioner
- Deputy Commissioner to notify Commissioner, Chief Engineer, Chief Operating Officer, and Public Information Officer
- HR Director to follow-up, by phone, with employees contacted previously to let them know there is no cause for concern
- Email to be sent to all Child Street Facility email distribution list by Commissioner or Deputy Commissioner outlining that there is "no cause for concern" at this time.
- Deputy Commissioner or Legislative Liaison to notify COS and Policy Advisor in the Governor's Office
- HR Director to notify DAFS HR

If a positive test result:

- Employee to share results with supervisor
- Supervisor to notify Bureau/Office Director and head of HR
- Bureau or Office Director to notify Deputy Commissioner
- Deputy Commissioner to notify Commissioner, Chief Engineer, Chief Operating Officer, and Public Information Officer

- HR Director to notify by phone any employees that may have been identified as having contact or close contact with the employee
- Deputy Commissioner or Legislative Liaison to notify COS and Policy Advisor in the Governor's Office
- HR Director to notify DAFS HR

MaineDOT's Phased- Approach for Planning and Response

Phase 1: Preparation and Prevention (No confirmed cases in Maine)

Specific Actions to take:

- Review CDC information for any changes in recommendations, links can be found on MaineDOT Intranet website.
- Develop plan to interact with the public coming into the building
- Identify and procure materials to have on hand for disinfecting
- Develop guidance on disinfecting protocols
- Practice disinfecting protocols
- Review Social Distancing Strategies
- Update contact lists.
- Make sure computer access works, necessary software is downloaded, software use instructions are easy to find.
- Review conference call instruction to ensure system still works and other methods such as Skype, Zoom and Microsoft Teams.
- Identify critical jobs and who are the primary contacts with a backup identified.
- Review business processes and identify the different steps. Evaluate how best to work remotely.
- Develop plan to handle incoming and outgoing mail. Will need to address ways for people working remotely to receive mail.
- Review contracts for good and services
- Identify contingency plans if work force drops to the point Levels of Service cannot be met.
- Review building access levels so people may work staggered shifts.
- Review the SDS on cleaning products to avoid undo human risk and chemical reactions.

Specific Actions/Details:

- **Head Quarters Building**
 - Ensure proximity door assists are working
 - Employees have appropriate security status to access building after hours.
 - Review cleaning contract and ensure enough supplies are on hand.
 - Develop list of employees who can Telework
- **Ferry Service**
 - Develop plan to interact with the public coming into the building and on boats
 - Review staffing plans and minimum operations if reduced work force due to illness.
- **Region Central Offices**
 - Develop plan to interact with the public coming into the building
 - Develop plans for camps dealing with health monitoring and disinfecting.
 - Create priority plan for emergencies with limited work force.
 - Review cleaning material status for office and camps
 - Develop list of employees who can Telework
- **Region Camps/Facilities**
 - Review and critique plans for health monitoring and disinfecting
 - Identify how to engage the public safely.
 - Develop plan for single user for each vehicle/equipment.
- **Central Fleet**
 - Review parts and material ordering.
 - Review service contracts
 - Develop protocols for employees to clean and disinfect industrial space
 - Identify backup business that could help with shortages.
- **Visitor Information Centers**
 - Develop plan to interact with the public coming into the building
 - People entering the facility shall be provided information on virus.
 - Use posters to remind people of health practices
 - Develop strategy to close facility if not able to be maintained
- **Moveable Bridges**
 - Contractors will be asked to follow their cleaning and disinfecting schedules.
 - Identify and train backup DOT personnel to operate Casco Bay Bridge.
 - Review Casco Bay Bridge detour plans and equipment necessary to implement if need to leave bridge open for marine traffic
 - All preventable maintenance is performed.
- **Highway Maintenance & Production Support**
 - Identify critical business operations
 - Identify contingency plans to meet these operation needs
 - Create contingency plan for the Striping and Stenciling, along with Sign Shop and Interstate Sign crews.
 - Create contingency plan for Pug Mill
 - Develop list of employees who can Telework

- **Bridge Maintenance**
 - Evaluate remote operations with staff
 - Develop communications plan with in the field staff to ensure coordination
- **Bureau of Planning**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Human Resources**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Finance and Administration**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Bureau of Project Development**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework

Decision to move to Phase 2 will be made by the Commissioner

Phase 2: Confirmed case(s) in Maine community or because of community transmission restrictions (Current)

Actions to take:

- Cancel all non-essential out of state travel
- Reschedule or cancel meetings, events, gatherings more than 10 (10) people
- Visits and walk-ins should be controlled to allow for:
 - Screening visitors for symptoms of acute respiratory illness before entering the building.
 - Facilities should provide instruction, before visitors enter, on hand hygiene, limiting surfaces touched, and use of personal protective equipment (PPE) per current facility policy while in the building.
- Visitors should be instructed to limit their movement within the facility.

- Consider the use of flexible schedules and work sites
- Actively encourage sick employees to stay home. Encourage the employee to seek medical treatment.
- Allow flexibility for employees to stay home to care for sick family members.
- Disinfect sick employee's work space & commonly touched surfaces.
- Conduct necessary meetings via conference calls.
- Utilize email to communicate between coworkers. Minimize visiting individuals at their desk. Try to stay six feet from individuals.
- Review cleaning material inventory
- Ensure employees have relevant information on COVID-19:
 - Links can be found on MaineDOT Intranet website.
- Clean/disinfect daily all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, toilet and sink handles and remote controls.
- Work with housekeeping contractor to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- COVID-19 is highly susceptible to hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, coughing, sneezing, or touching your face. Always wash hands with soap and water if hands are visibly dirty, as opposed to using hand sanitizer.
- Encourage employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Encourage employees to limit the sharing of any personal items such as; pencils, pens, phones, etc.
- Review all guidance and protocols and make necessary changes based upon new guidance or direction from CDC, Governor's Office, Commissioner's Office.

Specific Actions/Details:

- **Head Quarters Building**
 - Provide guidance to what work should be prioritized
 - Provide communication to employees on how things are going.
 - Review conditions of common surfaces
 - Provide point contact if employee has concerns or ideas on how to improve things.
- **Ferry Service**
 - Review staffing and critical trips
 - Identify ways of creating social distancing between crew and public
 - Post guidance on creating safe separation between crew and public

- **Region Central Offices**
 - Identify work priorities if not enough workers
 - Test remote working for various business processes
 - Communicate with crews on what is happening in the Region and across the state
- **Region Camps/Facilities**
 - Evaluate work priorities with limited crew
 - Implement single user per vehicle/equipment
 - Make sure they have materials and supplies on hand.
- **Central Fleet**
 - Keep open lines of communication with vendors to understand any slowdowns.
 - Share information about status during this event
 - Review inventories and plan accordingly
- **Visitor Information Centers**
 - Information posters explaining emergency protocols
 - Talk with staff to see if they feel adequately prepared
- **Moveable Bridges**
 - Practice social distancing.
 - Cleaning materials delivered and utilized
- **Highway Maintenance & Production Support**
 - Test remote access
 - Identify any issues with crews or pug mill
- **Bridge Maintenance**
 - Continue staying out in the field
 - Utilize videoconference for weekly meetings

Decision to move to Phase 3 will be made by Commissioner Van Note

Phase 3: Confirmed case(s) in a MaineDOT facility

Actions to Take

- Review Maine CDC guidance
- Management may ask employees with flu like symptoms to go home.
- Employees should contact their supervisor before arriving to work to receive any updates and or share their health condition.
- The department should send out daily updates and reminders.
- Revise posters to reflect any changes from the CDC.
- Use social distancing practices to limit spread of virus.
- Clean and disinfect areas repeatedly.
- Employee outage needs to be communicated daily to management
- Keep the Public Information Officer apprised of changing situations, conditions

Specific Actions to take:

- **Head Quarters Building**
 - Implement building screening protocols
 - Evaluate practices to ensure compliance to protocols
 - Modify protocols based on new guidance
- **Ferry Service**
 - Create social distancing between employees
 - Implement critical staffing and operations plan
- **Region Central Offices**
 - Notify Headquarters to the location and number of employees out of work.
 - Develop a staggered work plan for employees that need to be in the building in case there is a need.
- **Region Camps/Facilities**
 - Notify Region of employees out due to illness.
 - Sanitize vehicles operated by sick individual. Do not use for 24 hours after cleaning.
 - Having one person per vehicle/equipment helps reduce contamination
- **Central Fleet**
 - Prioritize work at facility
 - Utilize contractors and other vendors
- **Visitor Information Centers**
 - Evaluate cleaning and determine if needs to be closed
 - Implement closing protocols if needed
- **Moveable Bridges**
 - Isolate bridges that have confirmed cases of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.
 - Set up detour around Casco Bay Bridge and leave bridge open for marine traffic.
- **Highway Maintenance & Production Support**
 - Critical business operations will be performed remotely
- **Bridge Maintenance**
 - Evaluate staffing and make necessary changes to work to be performed to meet goals and objectives.



Maine Department of Transportation

COVID-19 Essential Work Exposure Control Plan

Purpose & Scope

Due to the nature of the MaineDOT's work, close proximity among employees is required for essential work. Many MaineDOT employees have the potential for occupational exposure to COVID-19. MaineDOT is attempting to reduce that exposure by implementation of this plan when social distancing (at least 6' between people) is or isn't maintained. This plan provides guidance to MaineDOT for maintaining essential functions, services, and safety during the COVID-19 pandemic. Those involved with inspection activities will follow the **Construction Project Safety Guidelines Related to the Effects of the COVID-19 Virus** available in the Department's Continuity of Operations Plan.

Definitions

CDC

Centers of Disease Control and Prevention

Close Proximity:

Within six feet or less of another person.

Essential Work:

Work required to maintain a safe work environment, safe infrastructure of roads and bridges, and maintenance and facilitation of safety practices and procedures that are established to protect employees (i.e., work or repairs that have time constraints or a potential to have major negative impact on the traveling public, or work that poses specific safety implications to an individual employee for example team lifts and etc.)

Exposed (Close Contact):

Exposed means one or more of the following:

1. Caring for a person who has tested positive for COVID -19.
2. Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
3. Coming in direct contact with secretions from a person that has tested positive for COVID-19 (they sneeze cough or somehow got respiratory droplets on you), while that person was symptomatic.
4. You had direct physical contact with the person with COVID-19 (hugged or kissed them).
5. You shared eating or drinking utensils with a person with COVID-19.

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: (The following list does not include all possible symptoms). The CDC continues to update this list

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For changes and a list of up to date symptoms visit the CDC website below:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Public Settings

Defined as per the November 4, 2020, Executive Order Section B(1)(d), Portions of municipal, county, state, and private buildings and grounds that are typically accessible to the public, including parking lots, walkways, lobbies, waiting areas, elevators, service desks, and related hallways. For the purpose of this section, government buildings and grounds include those privately owned and leased for government use.

See the full executive order of 11/4/2020, at the link below:

<https://www.maine.gov/governor/mills/sites/maine.gov/governor.mills/files/files/inline-files/An%20Order%20to%20Revise%20Indoor%20Gathering%20Limits%2C%20Strengthen%20Face%20Covering%20Requirements%20and%20Delegate%20Certain%20Authority.pdf>

Responsibilities

Directors/Region and Area Managers will:

- have overall responsibility for the implementation of this plan and restricting the use to it to essential/emergent jobs/tasks that cannot be deferred.
- know the Plan and be prepared to answer related questions.
- hold subordinate employees responsible for following and abiding by this plan.

Superintendents/Managers will:

- have responsibility to identify essential tasks to be performed under this plan.
- know the Plan and be prepared to answer related questions.
- hold subordinate employees responsible for following and abiding by this plan.

Transportation Operations Manager (TOM)/Other Managers will:

- have primary responsibility for correct application of this plan for tasks in the field.
- ensure employees are trained in the requirements of this plan.
- notify the Director of Health & Safety of any changes in controls, environment or process that would necessitate re-evaluation of this plan.
- hold subordinate employees responsible for following and abiding by this plan.

TCSs, TCLs, Other Supervisors, and Occupational Safety Specialist will:

- be responsible for implementing the Plan.
- immediately contact the Regional Manager, Director of Human Resources and/or the Director of Maintenance & Operations regarding any employee notice of positive symptoms related to COVID-19.
- incorporate site specific procedures related to the Plan into the Job Safety Analysis.
- provide initial training related to the Plan to all employees (existing and new).
- complete investigation, documentation, and first reports of illness for suspected cases of COVID_19 occurring in their respective areas.
- hold subordinate employees responsible for following and abiding by this plan.

Director of Occupational Health & Safety will:

- have primary responsibility for establishment, implementation and maintenance of the Plan.
- perform a periodic review and revise the Plan with employee input as necessary to ensure that employees are protected from associated hazards.

Director of Human Resources will:

- along with the Regional Manager and the Director of Maintenance & Operations provide guidance to supervisory personnel who have identified an employee with potential symptoms of COVID-19
- will communicate with the CDC any suspected COVID-19 for advice on steps to take to handle the situation
- will communicate the status of any suspected or confirmed COVID-19 case(s).

Employees will:

- stay home if symptoms of COVID-19 are experienced, as recommended by the CDC.
- notify their supervisor and stay home if they are sick or have a known exposure to COVID-19.
- self-isolate away from others and notify their TCS/TCL if they develop symptoms of COVID-19 while at work.
- take steps to protect themselves from acquiring COVID-19. Refer to CDC guidelines.
- frequently wash their hands with soap and running water for at least 20 seconds. When soap and water are unavailable, use an appropriate alcohol-based hand rub.
- avoid touching their eyes, nose, or mouth with unwashed hands.
- follow appropriate respiratory etiquette, which includes covering coughs and sneezes.
- do not share utensils, cups, water bottles or food.
- clean up after themselves.
- avoid exposure (close contact) with people that are sick and practice social distancing.

Determining Exposure Potential:

The virus is thought to spread mainly between people who are in close contact with one another (approximately 6-feet) through respiratory droplets produced when an infected person speaks, coughs, or sneezes. It has also been reported that infection with COVID-19 can occur by touching a contaminated surface or object then touching one's mouth, nose, or eyes.

Common tasks that present the potential for an occupational exposure without regard of the use of personal protective equipment include, but are not limited to the following:

- sharing of tools and equipment among employees (i.e., hand tools, vehicles and/or machinery).
- handling waste for disposal.
- cleaning/disinfecting tasks
- performing tasks near and with other persons (within 6-feet)

The following is not intended to be an all-inclusive list.

- Installing joint seals
- UBIT Bridge Inspection (fracture critical)
- Finishing concrete
- Mixing patch material
- Carpentry tasks (i.e., form work, etc.)
- Furniture Building
- Team lifting heavy objects
- Changing cutting edges on plows and wings/buckets/moldboards
- Hooking/unhooking plows and wings to head gear

- Chipper feeding and safety bar tending
- Changing drill bits
- Adding drill casing
- Hoisting drill casings
- Stencil crew operations
- Heavy vehicle service requiring two mechanics (i.e., Replacing springs)

- Taking samples
- Providing first responder activities including first aid and CPR.
- Plumbing & HVAC work
- Other

Engineering Controls –

- Barriers – Erect barriers between employees and others whenever possible.
- Ventilation – Increase ventilation as possible.

Administrative Controls –

- **Self-Screen for Symptoms of COVID-19:**

Prior to reporting to work employees will self-screen for COVID-19 symptoms. Understanding that the Centers for Disease Control (CDC) is continually learning and sharing more about COVID-19 symptoms, the following is a link to the CDC website regarding the current associated symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- **Stay home!**
 - Employees who are feeling ill or experiencing symptoms of COVID-19 should stay home! Employees should contact their supervisor and are encouraged to seek medical evaluation.
 - Employees who become ill or begin to experience signs and symptoms at work should be isolated from others and the Regional Manager, Director of Human Resources and/or the Director of Maintenance & Operations should be called for guidance.
 - Employees who are sent home will be encouraged to seek medical evaluation.
 - Calling the medical provider first, before showing up is recommended.
 - Return to work will follow CDC guidelines and will be managed by The Director of Human Resources.

- **Hand Washing**

All employees are strongly encouraged to wash their hands often with soap and water for at least 20 seconds. When soap and water are unavailable, alcohol-based hand sanitizer should be used.

- **Other:**

- Hold meetings via teleconference whenever possible, in person meetings should be held outdoors when possible, participants shall maintain 6' apart and wear an appropriate face covering. See "MaineDOT COVID-19 Office Building Use Protocols and Best Practices" for in person conference room meeting guidance.
- Clean and sanitize common tools and equipment. Including wiping down controls, seats, handles and other common surfaces in vehicles and heavy equipment.
- Limit visitors to the worksite to only those necessary persons. Make all visitors aware of this plan and prescreen each individual daily.
- Avoid handshaking and other physical social greetings.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow respiratory etiquette, including covering coughs and sneezes.
- Do not use coolers to provide water. Employees should bring their own water in individual containers.
- Do not share utensils, cups, water bottles, food, cell phones, etc.
- Each employee will clean up after themselves including the proper disposal of drink containers, food wrappings, disposable PPE, and etc. Maintaining good hygiene and work site housekeeping is required.
- Breaks, including lunch, are strongly encouraged to be taken alone. Individuals are encouraged to use their personal vehicles to take breaks. In situations where personal vehicles won't be used, increased distancing/barricading shall be used. Use of equipment bays to increase distancing between people and erecting physical barriers in breakrooms to provide individual space to break may be required.
- Bring your lunch and snacks to reduce daily contact at stores.
- Avoid exposure (close contact) with people that are sick and practice social distancing outside of work
- Limit employees from traveling to and entering DOT facilities other than the facility they are assigned to
- Vehicle, equipment, mail, parts & supply pick-ups & drop-offs to be conducted outside when possible, otherwise, each facility must have a designated area or drop box that allows for social distancing

Personal Protective Equipment (PPE) -

When employees are working with other employees the following PPE will be worn at minimum:

- Any specifically required PPE (i.e., hardhat, safety glasses, ANSI Class 3 high visibility vest, and safety toe footwear).
- Any specific task related PPE
- Face mask or face covering that covers the nose and mouth (employees, with respiratory clearance and previous fit test, may choose to wear an appropriate respirator)
- Gloves

PPE must not be shared unless appropriately decontaminated between users. See manufacturer recommendations for cleaning and sanitizing.

Responding to a Confirmed/Suspected Case of COVID-19

If a confirmed case of COVID-19 is communicated to the Department, refer to Appendix K of the MaineDOT Continuity of Operations Plan located at the following electronic file location:

R:\Region0\M&O\Public\\$\Common-MO\Continuity_of_Operations\COVID_19\Plan\

Bureau of Labor Standards (BLS)/Incident Reporting

- II. COVID-19 can be a BLS reportable illness if an employee is infected as a result of an event or exposure in the work environment. The Director of Human Resources shall be consulted regarding BLS reportability.
- III. Supervisors should document the incident on a First Report.
- III. Identification of needed corrective actions: What measures will be put into place to prevent further spreading of the virus.
 - a. clean and sanitize the work area(s) and/or tools (hand and power)
 - b. reinforce the CDC guidelines for prevention

Cleaning and Disinfecting Tools/Equipment/Surfaces

- Wash hands or use a hand sanitizer before and after use to help prevent contamination. Cleaning of visibly soiled hands with soap and water is recommended before use of hand sanitizers.
- Wear PPE (gloves appropriate for the task) when handling tools
- Clean tools with mild soap and a clean damp cloth, as needed to remove visible dirt prior to disinfecting.
- Disinfect commonly touched surfaces before the start of and at the end of the workday, and between operators/users.



Maine Department of Transportation

CLEANING & Disinfecting OPTIONS:

1. Bleach and water solution:
 - a. Mix 5 tablespoons (1/3rd cup) bleach per gallon of water; or
 - b. Mix 4 teaspoons bleach per quart of water
 - c. **Never mix bleach with other cleaners/chemicals (i.e., ammonia).**
2. Sanitizing wipes, as available.



Maine Department of Transportation



Maine Department of Transportation

Appendix A

Bureau and Office Specific Plans

Bridge Maintenance Continuity of Operations Plan

Operations During Quarantine Period

- “Most” in the following bullets means entire staff with the exception of Lisa Hughes
- Most Bridge Maintenance personnel are equipped with laptops with ability to access the State of Maine firewall and work from home
- Most Bridge Maintenance staff are trained bridge inspectors and can pair up to inspect bridges and/or ancillary structures
- All bridge Maintenance staff have cell phones and are accessible
- Lisa can accompany bridge inspections
 - This would good experience furthering bridge knowledge



Maine Department of Transportation

Creative Services Continuity of Operations Plan

3/17/2020

Essential functions during teleworking

Photography, videography, equipment, Zoom meetings:

Mike Cole – 207-592-4539 – michael.cole@maine.gov (has remote network access)

Adam Grotton – adam.grotton@maine.gov

Graphic design:

Melissa Zelenkewich – melissa.zelenkewich@maine.gov

Website:

Eric Buckhalter – eric.buckhalter@maine.gov (has remote network access)

Paul Merrill and Nina Fisher also have website update login credentials.

Press inquiries and any other Creative Services needs:

Paul Merrill – 207-215-9297 – paul.merrill@maine.gov (has remote network access)

The library and Repro will remain open and staffed as long as state government remains open.

****Any one of our staffers can get to the office within one hour of being called in.****



Maine Department of Transportation

Environmental Office Continuity of Operations Plan

3/18/2020

Essential functions during teleworking

All Environmental Office staff have zoom and skype for business capabilities. They can also be reached via cell phone and email.

Any Needs/Issues Can Be Directed To:

David Gardner-207-592-2471 – david.gardner@maine.gov (in office)

NEPA, Coordination and Permits Division:

Kristen Chamberlain – 207-557-5089 - kristen.chamberlain@maine.gov (teleworking)

Except for construction inspection, all the work described below can be completed remotely using Skype for Business, Zoom, Call-in numbers and email.

Julie Senk, the Historic & Cultural Coordinator, performs duties and functions that are unique. In the event of a prolonged absence, we have the ability to use consultants for technical tasks and the Manager (Kristen Chamberlain) and ENV Office Director (David Gardner) can keep things moving.

Otherwise, individuals each have their own duties and programs but are able to cover each other in the event of staff illness/absence. Should the state and federal agencies we rely on close or have limited capacity, it will affect production schedules.

1. Permit application preparation and submittal. State and federal permit agencies continue to operate. It will be important to continue coordination and submittals to keep projects on schedule.
2. Environmental Contract Packages for PSE/ADV
3. Coordination with BPD & M&O Teams (design input, coach point and team meetings, PDR and plan review and distribution).
4. Coordination with ENV biologists, hydrogeologists, engineers to complete project assessments and consultations on schedule.
5. Completion of Categorical Exclusions (NEPA).

6. ENV Regional Coordinators provide construction support for Region BPD staff and M&O. This work is essential to ensuring that MaineDOT completes projects in accordance with permits and environmental consultations.
7. Respond to requests from ENV Construction staff for support and permit modifications as needed.
8. Work plan candidate screening
9. Prepare information on status of Environmental Reviews and processes for Federal Grant applications (Waterville Ticonic, Group of six bridges)
10. In addition to regular projects, these major projects currently require special CAP attention and coordination as stated above:

Tiger Grants: Milo, T3, Mattawamkeag (106, 4f, Section 7, NEPA and permitting)

BUILD: Intersections/Signal (106/NEPA)

Waterville Downtown (City owes Julie information to complete 106, but have eliminated elements that were going to be an adverse effect making schedule more achievable assuming we get final plan details and everything keeps moving as planned).

INFRA: Madawaska (coordination with NBDTI on ENV process, US Permit applications, dredge disposal coordination)

Frank J. Wood-Coordination with Brookfield

11. Non-production items: BPD Training, NEPA Training, Purpose & Need development conversation, support activities for Maine Climate Council Transportation Working Group, support activities for Pilot Project Solar in the Highway ROW.

Natural Resources Division

Eric Ham – [207-215-7356](tel:207-215-7356) - eric.ham@maine.gov (teleworking)

The Natural Resources Division conducts project development field work to collect environmental data. Data consists of wetlands, vernal pools (current season and time sensitive), streams, bank full width, and endangered species and wildlife assessments. Data needs to be processed and entered into ProjEx and MicroStation.

The Division will continue to conduct field work to maintain production schedules and can process data via teleworking.



Maine Department of Transportation

Groundwater and Hazardous Waste Division (GHWD)

Dwight Doughty – 207-592-2471 – dwight.doughty@maine.gov (teleworking)

GHWD collects pre construction well samples, investigates and processes well claims, oversees installation of wells, and does assessments for hazardous waste. Periodically GHWD responds to unforeseen issues that often require a timely response. Issues such as spills, unanticipated contamination on construction projects or potable water concerns typically require prompt attention.

Most work is field work or can be done remotely.

Preconstruction well sampling is suspended until further notice.

Hydrology Division

Charlie Hebson – 207-557-1052 – charles.hebson@maine.gov (teleworking)

Processing of requests from Project Development and Maintenance for hydrology, working on fish passage design, and stormwater assessments continue in order to meet production schedules. This process can be done remotely.

Ryan and Val are in the field on construction sites for environmental requirement support. They will continue to be in the field.

Contracts/Agreements/Invoicing

Katy Stebbins – 207-592-4631 - kathryn.stebbins@maine.gov (teleworking)

David Gardner – 207-592-2471 – david.gardner@maine.gov (in office)

The Environmental Office processes invoices with Katy and Melanie Littlefield-Hickey. Katy can conduct her process remotely and David will be in the office to handle any in-house requirements.

Climate Working Groups

Taylor LaBrecque – 207-441-7696 – taylor.s.labrecque@maine.gov(teleworking)

David Gardner-207-592-2471 – david.gardner@maine.gov (in office)

Kristen Chamberlain – 207-557-5089 - kristen.chamberlain@maine.gov (teleworking)

Env staff will continue to assist working groups in order to meet Climate Council deadlines. Much of this can be done remotely via skype, zoom, and other virtual formats.

Ferry Service

Continuity of Operations Plan

General Policy

- Ensure small hand sanitizers are available to employees as requested.
- Supply small hand sanitizer, large hand sanitizers and spray bottles, and other disinfectant cleaners to each terminal and vessel.
- Ensure large sanitizer's container are placed in public spaces and break rooms
- Vessel crews are instructed to clean vessels before each scheduled departure; this includes wiping down tables and seats, scrubbing bathroom sinks and faucets, and generally cleaning all surfaces with a disinfectant cleaner.
- The crew should clean common equipment and tools after each use.
- Terminals: Ticket Counters, bathrooms, breakrooms, and other common areas daily in the terminals.
- Limit the sharing of personal items.
- Review the symptoms of COVID-19, and the MSFS Continuity Plans with all MSFS employees.
- Update employee contact lists and ensure this information is readily available to supervisors.
- Ensure employees have a contact person to pick them up if needed.

After Exposure

- Notify your supervisor when calling in sick if you have flu-like symptoms or if a family member has the flu. The supervisor contacts the MSFS Managers Office in Rockland and activates the Continuity Plan.
- Thoroughly clean the sick employee's work location, common areas, and crew quarters bedroom.
- Continue thoroughly cleaning common areas until the exposure limit has passed.

Passengers

- Those who drive on the ferry may want to stay in their vehicles for the crossing, while those in the passenger cabin should try to maintain a personal distance of six feet to avoid catching a respiratory illness.

03/10/2020

Terminal Staff

- The MSFS will utilize intermittent, seasonal, and contractors to maintain service and work with the USCG on reduced manning levels of line attendants.
- Utilize the shoreside terminal with the temporary closure of island terminals if the MSFS cannot meet manning levels.

Crews

- Notify the MSFS Manager of a possible crew exposure.
- Notify Port Captain when you cannot meet your minimum crew requirements due to employees being out sick.
- The MSFS Manager and Port Captain will redistribute employees.
- The MSFS is encouraging its staff to stay at home if they're sick. Crew member sickness could lead to canceled sailings, and a widespread outbreak could prompt Ferries to shift to an alternative schedule, which would allow for combined crews and scaled back service.

Continuity Steps:

1. Cancel leave and utilize the relief crew to fill in for sick crew members.
2. Call Intermittent position holders and use as many as possible for FTE positions.
3. Close upper deck on the MCS and utilize the OS positions for the Thompson and Spear.
4. Multiple Crews sick: combine service from Rockland to various locations with a reduction in vessels.
5. A reduction in service to utilize one crew if reliefs cannot be found.
6. For emergency or essential runs, work with Coast Guard to get authorization for runs with less than full crews.
7. Contract Service.

Technology

- The Manager, Business Manager, Terminal Managers have laptops to work remotely. The Port Engineer, Asst. Port Engineer and Port Captain should be issued SOM laptops.
- Fast Track the online ticketing with ticketless scanning, RocketRez or Carus could provide an out of the box solution that large ferry services like NCDOT and Alaska marine Highway are already utilizing.

For updates visit <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>



Maine Department of Transportation

Reduced Maine State Ferry Service Schedule in Response to COVID19 Daily Departures Effective Saturday, March 28, 2020

Vinalhaven

Depart Vinalhaven
7:00am
10:30am
2:45pm
4:30pm

Depart Rockland
7:00am
10:30am
2:45pm
4:30pm

North Haven

Depart North Haven
7:30am
3:45pm

Depart Rockland
9:30am
5:15pm

Islesboro

Depart Islesboro
7:30am*

8:30am
12:30pm
4:30pm

8:00am*

Depart Lincolnville
9:00am
1:00pm
5:00pm

*No 7:30/8am departures
Sundays

Swan's Island

Depart Swan's Island
6:45am
8:15am

3:45pm

9:00am**

Depart Bass Harbor
7:30am

4:30pm

**Departs at 11am Weds
& Thurs

Frenchboro

Depart Bass Harbor
9:00am***

10:00am***

Depart Frenchboro
***Wednesday and
Thursday Only

Matinicus - no schedule change

Finance & Administration Continuity of Operations Plan

Short term (week or two)

Karen currently has access and Gregg could get access

Federal Billing – Josh and Kim could be set up to work remotely to process weekly billing and authorizations for advertising

Financial Processing- Doreen and Kathy could be set up to work remotely to make urgent payments

Audit – 3 employees currently have access to continue working

CPO- Debbi, Steve, Gale and Tina could be set up to work remotely to keep contracts flowing

Phone Support – Heidi and Lori could be set up to work remotely for tech support

Support Services – all work is in house so remote is not an option for these 3 employees

Long term (over 2 weeks)

All of the above plus

Federal Billing – Tammy, Brenda and Darlyne could be set up to work remotely to process weekly billing, authorizations for advertising, and project closeouts

Financial Processing – The five remaining staff, plus Karen and Sue for Ferry Service could be set up to work remotely if necessary

CPO- The 7 remaining staff could be set up to work remotely if necessary

Mike, Missy and Michelle could also be set up to work remotely if necessary

Things to think about

- How would mail get to people long term?
- Much of Ferry Service cash receipts and bills are still handled in paper form. How would those get to where they need?



Maine Department of Transportation

Fleet Services

COVID-19 MaineDOT Regional Continuity of Operations Plan

COVID-19 MaineDOT Continuity of Operations Plan

MaineDOT Fleet Services: General Garage & Office Policy (Updated 10/13/2020)

Employees are to read and follow guidance presented in this continuity of operations plan in conjunction with the latest information & guidance available on COVID-19, which can be found in the links below; Supervisors are to print & post for crews:

- <https://www.maine.gov/covid19/>
- <https://www.maine.gov/dafs/covid-19>
- <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/State%20of%20Maine%20Employee%20Guide%20-%20COVID19%20%281%29_0.pdf
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sanitization and PPE

- Identified Sanitization/Disinfectant Supplies & PPE Needed
 - Hand Sanitizer (70% alcohol content or higher)
 - Surface Disinfectant Wipes (70% alcohol content or higher)
 - Surface Disinfectant Spray (70% alcohol content or higher)
 - Disposable Gloves
 - Cloth Face Masks (N95 to be reserved for medical professionals & first responders)
 - Plexi-glass barriers (if available), when necessary to ensure compliance with CDC guidance for 6' social distancing.
- Work with Inventory Management Provider, Mancon, to ensure ample cleaning supplies are on-hand and distributed by priority, then evenly, until all orders are filled.
 - Identify Substitutes for hard to obtain supplies
 - Get all substitutes approved by Health & Safety Director &/or OSS
- Provide employees with disinfectant cleaning supplies, to routinely clean frequently touched surfaces in the workplace, and implement signage, in their work spaces and common areas, reminding employees to sanitize surfaces before and after each use.
- Work with contracted cleaning provider to ensure frequency and strategy of disinfectant cleaning is adequate. (i.e. wiping down daily: door handles, railings, table tops, etc.)
 - Example: Fleet HQ - Service Master Contract Increased to cleaning all high touch surfaces:



smc-high-touch-general-clean-final.pdf

- Remind employees to refrain from sharing any personal items such as; pencils, pens, keyboard, mice, phones, handheld radios, food, PPE, etc.
- Work with yard crew or garage designee(s) to ensure frequency and strategy of disinfectant cleaning is appropriate in industrial space not covered by cleaning contract.
- Provide Fleet Crew/Shop Employees with Disposable Gloves & Disinfectant Wipes and encourage them to Disinfect (Before & After Touching) Frequently Touched Surfaces in Shops and Vehicles/Equipment: Steering Wheels, Door Handles, Keys, Controls, Handheld Radios, etc.
- Provide alcohol-based hand sanitizer at main entrances, in all common areas, and personal size for individual use.
- Use signage to promote hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before, during, & after preparing food, before eating, after blowing your nose, coughing, sneezing, or touching your face, before and after caring for someone at home who is sick. Always wash hands with soap and water if hands are visibly dirty or greasy, as opposed to using hand sanitizer, which may not be as effective.
- Remind employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Fuel Control: implement the use of disposable gloves and sanitizer at DOT fueling stations. Prioritize locations with higher usage from outside entities.

Symptoms

- Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. Symptoms include: Fever, cough, difficulty breathing, and sore throat (in some patients). Symptoms may appear 2-14 days after exposure.
 - Encourage employees to have a reliable contact person in the event they need to be transported home.
 - Current list of symptoms can be found at the link below:
 - www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml

Social Distancing Strategies

- Remind employees to adhere to CDC guidance to prevent the spread of COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- Encourage & Remind employees to avoid large group gatherings and maintain approximately six feet from others when possible.
- Encourage employees to refrain from shaking hands

Maine Department of Transportation

- Encourage employees to limit on-site meetings, support teleworking options
 - State Government meetings with 10* or more people must be modified to one of the following options: emailed, tele-conferenced, postponed, or cancelled (this should be extended to small meetings of less than 10 people when one or more of the attendees is considered high-risk – please use your discretion)
 - *Updated guidance regarding in-person gatherings can be found at:
 - <https://www.maine.gov/covid19/>
- Remind employees to avoid contact with individuals who display symptoms of COVID-19, to the extent possible.
- Encourage employees to reconsider plans to use public transportation, or attend mass gatherings such as; concerts, sporting events, etc.
- Scrutinize authorizing conference room requests coming from individuals or groups that don't work within that facility.
- Coordinate with Inventory Management Provider, Mancon, to leave deliveries outside camps & email paperwork for signature
 - Parts Request Forms to be left at Window or Outside Mancon Gate in Drop-Box (Depending on Each Stockroom's setup)
- Coordinate vendor deliveries & pick ups to be conducted at door and have paperwork sent electronically.
- Space break room & conference room seating at least 6' apart.
 - Provide disinfectant spray, wipes, and hand sanitizer in common areas
 - Face coverings are required in all common areas inside state government facilities
 - Face coverings are not required:
 - Within your own workspace, when 6' from others
 - Outside, unless 6' of social distancing is unable to be maintained
- Only 1 person may ride* in or work on a state vehicle at a time. If necessary, for more than 1-person, additional precautions to include, but not limited to:
 - Poly barrier affixed with duct tape in crew cabs to separate front from back seat – 1 driver in the front row and 1 passenger in the back-row maximum
 - When available, rent CFM minivan for Fleet TCL Shuttle for employees to:
 - Transport equipment to/from dealer/garage for repairs
 - Drug/Alcohol Testing
 - Face Coverings (covering both nose & mouth) to be worn when 2 or more mechanics are required to work within 6' of each other.

* As of 7/1/2020, Driver Trainers (and mentors) may ride in a vehicle with a driver when in compliance with the attached protocols:



MaineDOT Driver
Education Protocols 6



Driver Education
Screening Checklist.dc



*As of 9/2/2020, **Two persons per vehicle**. Revised Executive Order and COVID-19 Prevention Checklist for Transportation have been published which will allow 2-persons per vehicle for work related activities under certain conditions. In accordance with the published guidance, the MaineDOT policy below was developed, which is effective immediately.



MaineDOT Work
Related Vehicle Usage



After Exposure

Plan for Handling Sick Employees

- Employees must review the self-monitoring daily checklist before reporting to work

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

- cough
- fever or chills
- shortness of breath
- difficulty breathing
- fatigue
- headache
- muscle or body aches
- new loss of taste or smell
- sore throat
- diarrhea
- nausea or vomiting
- 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, available here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

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

- Sick/Symptomatic Employees report to supervisor and stay home. Employees that report to work with a fever will be sent home.

Maine Department of Transportation

- Sick employees must be fever and symptom free for at least 24 hours, without the use of fever-reducing or other symptom altering medications, before returning to work.
- Employee diagnosed with COVID-19 or direct contact with presumptive or confirmed positive COVID-19 case, please stay home, notify your supervisor. Your PCP, MaineDOT Human Resources & The Maine CDC can provide you with the latest guidelines.
 - Be mindful: HIPAA Privacy Rule
 - <https://www.cdc.gov/php/publications/topic/hipaa.html>

Plan for Handling Facility if Employee(s) Test(s) Positive for COVID-19

- Contact Human Resources for the latest guidance from the Maine CDC.

Maine CDC may recommend closing a specific office area (not necessarily a whole office or building) for cleaning, if an individual in that office area tests positive for COVID-19.

- During the closure, the area should be thoroughly cleaned according to US CDC guidance.

Employees who work in the same office area and are identified as close contacts of the affected individual should self-quarantine at home and observe for symptoms for 14 days.

- Close contacts are identified through an epidemiologic investigation and will be notified that they need to go into quarantine.
- Those who develop symptoms during that 14-day period may contact their health care provider for medical advice.

After the closure, employees may return to work if they have no symptoms

NOTE: other offices/programs/divisions within the same office building need not close.

- You can call Maine CDC for more information at 1-800-821-5821
- Utilize Contracted COVID-19 Cleaning Service Provider (Servpro or other qualified, contracted vendor) to Sanitize the Work Area and/or whole facility, depending on determination of contamination area.

Staffing

Critical Employees able to perform duties through Tele-Work

- Fleet Management: TCS & Above
- Administrative Staff Identified in “Essential Short-term & Long-term Employees” plan

Tele-Work

- Assess tele-work readiness amongst essential/critical staff.
 - High-Speed Internet Access
 - Desktop or Laptop with security to log-in from home
 - Web-cams for computers without built in camera/microphone



Maine Department of Transportation

- Consider the use of flexible worksites or field work resulting in little to no contact with others.
 - Explore best available resources if needing to re-direct Vehicle & Equipment Maintenance & Repairs to outside vendors or other MDOT Fleet Garages in the event a shop is short staffed or quarantined.
- Consider flexible work schedules for employees experiencing COVID related school and childcare closures or schedule changes.
- Consider flexible work sites for employees experiencing electricity and or internet connection issues.
- Conduct necessary meetings by phone or video conferencing.

Appendix A

MANCON Supply Chain Management Contingency Plan

For Coronavirus - MaineDOT locations

MANCON will continue to provide services, to the fullest extent possible, subject to the many unknowns:

- Condition of MANCON employees
- Condition of internet communications
- Access to government facilities
- Travel restrictions
- Access to vendors, vendor readiness
- Condition of USPS, UPS, Fed Ex, freight line delivery services

MANCON will mirror the state's operations as much as possible. For instance, if the state is closing down Augusta and operations are shifting to another site, MANCON will shift support accordingly.

Many of the contingencies below are outside of normal procedures, however MANCON is open to alternate processes in these extreme circumstances

Contingency 1: All facilities closed, no emergency declaration

MANCON assumes that this means there are no operations statewide and parts requests will not be filled until facilities are reopened.



Maine Department of Transportation

However, if MaineDOT emergency personnel have access to the site, MANCON is available to fill orders from stock or place vendor orders remotely to meet emergency requirements. The majority of MaineDOT MANCON employees can work from home to support operations. Parts requests may be scanned and emailed. Items in stock may be picked by designated MaineDOT supervisors or managers. Items available locally can be delivered by vendors (if available) or picked up by designated MaineDOT supervisors or managers from the vendor in order to meet the emergency need. Items not locally available can be ordered and delivered via UPS or freight company (if available / if allowed).

If MANCON personnel are needed on site to meet emergency requirements, MANCON can support it.

Contingency 2: All facilities closed, emergency declaration, restricted travel

MANCON assumes that this means there are no operations statewide and parts requests will not be filled until facilities are reopened.

Similar to Contingency 1, MANCON is available to fill orders from stock or place vendor orders remotely to meet emergency requirements. MANCON can grant select MaineDOT employees' permission to pick items from MANCON stock or pick-up/receive vendor orders to fill emergency requirements.

If MANCON employees are needed to access the site or make deliveries, MANCON services would need to be designated "essential" and be allowed to travel.

Contingency 3: A single site is closed, but employees, inventory, and vehicles are available

MANCON personnel may work from another site. Parts requests may be scanned and emailed. MANCON will pick or source and delivered to the ordering camp.

If Scarborough is closed, web orders will be picked from other sites or obtained through vendors and delivered.

If multiple sites are closed, MANCON managers and MANCON Corporate Office will direct support remotely. Employees may work from an open site. Employees with internet and computers may work from home. Parts requests may be scanned and emailed. MANCON will pick or source requested items and deliver to the ordering camp. MANCON can grant select MaineDOT employees' permission to pick items from MANCON stock or pick-up/receive vendor orders to fill emergency requirements.

If USPS, UPS, FedEx, and freight line delivery services are available, parts could be delivered through these services.

Contingencies 4 and 5: A single site is closed, but some employees are not available to provide support.

These contingency responses are similar to those of Contingency 3. If employees are affected by the virus, MANCON managers will shift employees to best meet the state's needs, subject to current conditions.

MANCON is willing to put special procedures in place to limit physical contact between requesters and MANCON personnel... a bin that parts requests are placed in and a shelf that available orders can be picked up. This will minimize person to person contact.

MANCON has a deep inventory of commonly used items, generally with a 2 month supply minimum and 4-month supply maximum. Additionally, MANCON has \$30 million dollars in inventory nationwide which can be vectored to Maine to meet any inventory shortages, subject to current conditions.

Housekeeping plan:

MANCON has implemented a housekeeping plan which includes disinfecting surfaces, keyboards, phones, doorknobs, etc. several times a day.

Preventative hygiene training:

MANCON has conducted preventative hygiene training which reminds employees of the importance of housekeeping, frequent handwashing, to minimize close contact with others, and the best way to cough/sneeze in order to minimize the spread of contaminants.

MANCON has recommended that employees who are experiencing symptoms such as respiratory illness, fever, and shortness of breath should self-quarantine at home and not come in to work.

MANCON is willing to adjust these processes to meet MaineDOT's requirements.



Maine Department of Transportation

Appendix B

MaineDOT Facility Contractors

- Contractors to certify employee's health each day (form is below)
 - COVID-19 exposure and/or symptoms must be reported immediately to help the Department mitigate further exposure
- Accessing the building will be through the main entrance;
- Each contracted employee will have an assigned access card;
- Contractor to construct negative containment area with contractor access only;
- The contractor will submit and adhere to work hours;
- Contractor and contracted employees will adhere to Facility's social distancing policies and will wear face coverings, that cover both nose & mouth, when required work activity doesn't allow 6' of social distancing and in all common areas, including but not limited to: bathrooms, conference rooms & break rooms

The attached form needs to be completed each day before work begins

This form does not apply to long-term contracted employees that work in a DOT facility every day (ie: inventory management services). These contracted employees will fall under DOT employee protocols.

COVID-19 FORM



Maine Department of Transportation

Date: _____ Employee Name (Print): _____

Subcontractor Company Name (if applicable): _____

Each Contracted Employee should fill out this questionnaire by circling yes or no to the questions below and deliver the completed questionnaire to their onsite Supervisor.

1. Have you traveled outside the country in the past 14 days? **Yes / No**

If so, where? _____

2) Have you or any of your family members been in close contact* with anyone that has traveled to any of the high-risk countries (China, Europe, Iran, Malaysia, South Korea, United Kingdom: England, Scotland, Wales, or Ireland) in the past 14 days? **Yes / No**

3) Have you or a family member been in contact* with a confirmed COVID-19 patient within the past 14 days? **Yes / No**

4) Have you been in contact* with a person who is currently being screened or under coronavirus quarantine? **Yes / No**
(if you answered Yes to this question also answer question 7 below)

5) Do you have a fever greater than 100.4° F? **Yes / No**

6) Are you experiencing any new respiratory issues in the past 14 days? **Yes / No**
i.e. Cough, Tightness in chest, Shortness of breath, etc.

*** The term "contact" in the use of this form is defined as being within 6' or less in distance for 20 minutes or more with someone that exhibits the symptoms in item 5 & 6 above.**

Quarantine in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease. As we all work through this, please remember our moral and social responsibility to exercise caution. If you answered Yes to any of the questions 2-6 please isolate yourself from other employees and make arrangements to go home for a period of 14 days. It is recommended that you self-quarantine for 14 days and seek medical care. If you are showing symptoms after the 14-day period or if your symptoms get worse please do not return to the project until you have been cleared by a medical professional.

7. if Yes was answered from 4 above please answer the following:

a. The screening results of the person in #4 are still pending? **Yes / No**

(if No, answer 7b, if Yes, remain self-quarantined)

b. Are the screening results positive for COVID-19? **Yes / No**

(if Yes remain self-quarantined and seek medical screening, if No with no exposures as identified in questions 1-3, 5 & 6 above, then return to work as available) If you answered Yes to questions 2, 3, or 4 and have had "contact" with someone as used in this form, what was the date of that "contact"? _____ Provide details of this "contact":

I affirm that this information is correct and accurate as of this date.

Employee Signature: _____

This is an interim measure during this period as we try to help control the COVID-19 spread. This form should be completed daily by each employee and direct subcontractors with the original maintained as part of the project file.



Maine Department of Transportation

Human Resources Office COVID-19 Continuity of Operations Plan

Essential Work

Essential work will be dependent upon how wide spread the COVID-19 virus is and how it will impact other units within the Organization that the Office Human Resources support, such as Recruitment, Wellness, Safety, Labor Relations, FMLA/ADA as well as Workforce Development through the FTC staff. These functions will be re-evaluated as the situation progresses.

It will be critical for employees to be paid through payroll processing and Workers Compensation both short term and long term.

- Essential Personnel both short and long term for payroll and Workers Compensation:
 - Soumia Tber
 - Rita McCollett
 - Jessica Hinckley
 - Susan Giegold
 - Matthew Higgins
 - Bonnie Gray



Maine Department of Transportation

Maintenance & Operations

Highway Maintenance & Production Support

COVID 19 MaineDOT Regional Continuity of Operations Plan (Ver. 0309)

Staffing

Critical Employees

- The Highway Maintenance essential functions and point personnel are listed below:

<u>Business Function</u>	<u>Point Person</u>	<u>Backup</u>
Unit Administration	Brian Burne	Cliff Curtis
MATS Administration	Jim Saban	Tony Pelotte
M&O Contracts	Gail Iler	Gary Pelletier
Striping Program	Wayne Arsenault	Dennis Robertson
Sign Shop/Interstate Sign Crew	Kevin Pratt	Robert Rooney
Vegetation Management	Bob Moosmann	Cliff Curtis
Snow & Ice Control Support	Chris Landry	Ty Pooler
Pug Mill Operations	Ty Pooler	Chris Landry
State Property Damage	Cliff Curtis	Jim Saban
Permitting		
<i>Utility:</i>	Brian Burne	Rhonda Fletcher
<i>Posted Roads:</i>	Cliff Curtis	Brian Burne
<i>OBDS/Logo:</i>	Sue Merriman	Rhonda Fletcher

Telework:

Working remotely from a location having reliable high-speed internet connectivity.

- Highway Maintenance is currently in the process of updating our contact lists for our employees and collecting the following information:
 - Current contact information
 - Computer type (laptop/desktop)
 - Confirm remote capabilities to enable Telework
 - Primary phone contact
 - Backup phone contact
 - Primary email contact
 - Backup email contact
- We are also ensuring that employees that may need to telework, will have the capability to do so in advance.

Crew Camps

Striping Crews:

Locations: Bangor/Augusta (Leighton Road)/Turner

Striping season – The striping season has traditionally started towards the end of April or the beginning of May. Considering the current weather, this year may be on track for an earlier start. The strategy for each of these facilities is as follows:

- Wayne Arsenault will communicate with each Supervisor, each morning, to receive to receive an update on available staffing and work plan.
- Facilities will continue to follow the same precautions listed above for all office locations.
- Trucks and equipment will be cleaned and wiped down after each change in use between personnel
- As employees become infected, management will evaluate operations and consolidate services as necessary to deliver essential services
- The striping crews have been called upon in the past to assist MEMA and CDC. This assistance is now covered by Fleet, but the striping crews will standby to provide these services if management determines this work to be their priority.

Sign Shop/Interstate Sign Crew

The Sign Shop and Interstate Sign Crew provide routine and emergency services. Their process will be like that identifies for the striping crews:

- Wayne Arsenault will communicate with Kevin Pratt, each morning, to receive to receive an update on available staffing and work plan.
- The Sign Shop will continue to follow the same precautions listed above for all office locations.
- Trucks and equipment will be cleaned and wiped down after each change in use between personnel
- As employees become infected, management will evaluate operations and consolidate services as necessary to deliver essential services

Snow & Ice Control Support

Fortunately, the timing of this event is occurring as the winter is winding down. However, if storms resume and equipment needs troubleshooting or repair, Chris Landry will address the needs and follow the recommendations herein, which will include

minimizing contact with other employees (to the extent practicable) and will wipe the equipment down prior to, and upon completing, servicing the equipment. As indicated in the table above, Ty Pooler will serve as the backup to Chris.

Pug Mill Crew

The timing of this event is also fortunate in that it is occurring prior to the start of the pug mill season, so we do not anticipate impacts to this program. However, if the timing does get extended and corresponds with pug mill operations, the office procedures defined herein will be followed in the pug mill field office and the field procedures of cleaning and wiping down equipment before and after each change in use between personnel will also be followed. Should the point person, Ty Pooler, be impacted, Chris Landry will serve as the backup and will work with Barry Breton from PD.

Office Functions

MATS Administration

MATS is a critical MaineDOT system that provides the crew payroll, contractor payments, work planning, work reporting, asset management, and material management. In most cases, this system can be maintained remotely. The point person for this effort is Jim Saban, with the backup provided by Tony Pelotte (Unfortunately, Russ Sage is out on extended medical leave at this time). If work is required with OIT, efforts will be made to continue to work remotely or to try to coordinate system access in the building at a time that will minimize exposure to others as much as possible.

M&O Contracts

If it becomes necessary to work remotely, work will be assigned to the contract employees for teleworking by the M&O Contracts Engineer, Gail Iler. Gail has building access permissions that allow off-hour access if it becomes necessary to acquire information from the office. Gail's backup, Gary Pelletier, is also verifying his remote access capabilities and building access.

Permitting

Routine permitting functions are normally handled out of the region offices. Non-routine situations and region support will be handled remotely by the point people identified in the Critical Employee table.



Maine Department of Transportation

Vegetation Management

At the current time, the Vegetation Management team is wrapping up the contracts for the next construction season. This work can continue remotely. As of May, the work will move into the field and corresponding office work can continue to occur remotely.

State Property Damage

State Property Damage administration will continue to be covered remotely by the point person, Cliff Curtis. If Cliff becomes impacted, his backup, Jim Saban will cover. If other essential programs take precedence, the program will be temporarily deferred.

Unit Administration

Throughout the duration of this event, Brian Burne will coordinate with the Director and Asst. Director to keep them apprised of the staffing levels and impacts within the Highway Maintenance and Production Services Unit. In the event Brian is impacted, Cliff Curtis will serve as the backup in this role.

Planning

Continuity of Operations Plan

General Policy

Business-Related Meetings and Gatherings

- Employees should confer with your managers and supervisors before changing or implementing anything to ensure best practices in line with operational needs.
 - For meetings and work gatherings, consider remote participation alternative formats: tele-conference, Skype for Business, Microsoft Teams, etc.
 - For meetings that are done in person, take precautions to include meeting in a large room or an open, well-ventilated space; spacing the chairs and participants in a social distancing manner; and keeping meetings short.
 - Assess the need to host or attend conferences and large gatherings and determine whether alternative accommodations can be made to limit or mitigate potential exposure. If it is determined a conference is essential and cannot be delayed or conducted by other means, refer to CDC guidance on planning for an event at www.cdc.gov/coronavirus/2019-ncov/community/large-events

Essential Work

In the short term, Jennifer Brickett, Director of the Bureau of Planning is deemed essential.

Although not deemed essential, it should be noted that high priority work includes the Transportation System Analysis division's support of the current BUILD grant application. Ed Hanscom is the point person for this work.

In the long term, essential work will be dependent upon how wide spread the COVID-19 virus is and how it will impact the department. In the long term, the following individuals would be deemed essential:

- Jennifer Brickett, Director, Bureau of Planning
- Joan Foster, Secretary Associate
- Nate Moulton, Director, Freight and Passenger Services
- Ed Hanscom, Director, Engineering Analysis
- Tom Reinauer, Director, Public Outreach and Planning (employee start date of March 23)

The directors listed above would decide how much additional support from their teams is needed.



Maine Department of Transportation

Project Development Project Delivery & Production Support COVID-19 MaineDOT, Continuity of Operations Plan

Staffing

Unit/Program Management

	Lead	Backup
Bureau Management	Rich Crawford	Todd Pelletier
Highway Program	Brad Foley	Steve Bodge Scott Bickford
Bridge Program	Wayne Frankhauser Jr	Jeff Folsom Eric Shepherd
Multimodal Program Administration	Jeff Tweedie	Nate Benoit
Material Testing & Exploration	Richard Bradbury	Mark Alley
Property Office	Heath Cowan	Peter Belanger Scott Avore
Contracts Section	George Macdougall	Kevin Hanlon

Essential Functions:

Function	Responsible Unit(s)
Construction Inspection Designers	Highway, Bridge, Multimodal Programs
Utility Coordination	Highway, Bridge Programs
Geotechnical Engineering	Highway, Bridge, Multimodal Program
Survey	Highway, Bridge, Multimodal Programs
R/W Mappers	Property Office
R/W Appraisals	Property Office
Condemnation, Relocation, & Property Mgmt.	Highway, Bridge, Multimodal Programs
Contracts (Const Support, Contractor pay't)	Property Office
Testing Lab	Contracts Section
Field Testing/Sampling	Materials, Testing, & Exploration
Landscape	Materials, testing, & Exploration
Project & Program Management	Multimodal Program
Bureau Management	Highway, Bridge, Multimodal Programs
Clerical	Bureau of Project Development
	Bureau, Highway, Bridge, Multimodal

Work site impacts:

If any HQ or Region offices are shut down, we will follow the guidance from M&O for re-assignment of office staff, most are currently teleworking or in the field

We have 2 testing labs located in Bangor & Freeport. If either building is impacted, we would halt testing activity and request a deep disinfecting cleaning of the facility. Work would resume from that facility once it is cleaned and ready for occupation. In the event of a closure exceeding one week, we would shift critical testing to the alternate lab as practical. To meet our work demand, we would have staff at the alternate lab work overtime as needed. If a facility is closed for a prolonged period, we would augment staff at the open facility with personnel from the closed lab and run split shifts out of the same facility as necessary to meet critical testing needs. The Freeport Lab does not have the capability to perform all the tests conducted in Bangor. If not possible or practical to relocate the equipment to Freeport, we would outsource this testing. An example of equipment that would not be practical to relocate would be concrete cylinder compressive strength and surface resistivity testing.

If both facilities are impacted, we would outsource our testing to the pre-qualified labs we have available. This would need monitoring by MTEEx staff to assure compliance and production. We would prioritize our testing needs accordingly.

If both labs and external resources were not available, our essential function would be impacted.

Staff Contact Information:

Project Development has updated our contact lists for our employees that are teleworking or in the field:

- Current contact information
- Computer type (laptop/desktop)
- Confirm remote capabilities to enable tele-work
- Primary phone contact
- Backup phone contact
- Primary email contact
- Backup email contact

Teleworking:

- Approval to telework does not imply a position is eligible for telecommuting. (Working at alternate worksite on a fixed or regular basis)
- The employee's salary, job responsibilities and benefits will not change because of involvement in teleworking.
- The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite.
- Normal work hours are to remain the same while teleworking unless otherwise agreed by the supervisor.
- Employee will share backup alternate phone number, email address and alternate worksite.
- Employee will setup and utilize call forwarding, or voice mail.
- The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- Management has discretion to determine whether to allow telework when an employee's dependents may be in the home during the teleworking hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked.
- The employee must gain pre-approval from management prior to using any accrued leave.
- The employee should complete a work log (e.g. use Outlook calendar) to document work completed on telecommute or telework days.
- Set up regular check-ins during which the supervisor and employee review completed work product and the status of items in progress. Work assignments and deadlines will be documented and monitored by the supervisor.

Essential Bureau Functions:

Highway Program

Construction Inspection

As projects become active over the next month or so, personnel will be assigned to work in the field. The need for visits to a Region Office or the Main Office will be minimal. Staff will maintain 6-foot distancing which could limit the number of people in field offices. Meetings will be conducted remotely as much as possible. Management will provide support. Scott Bickford is on point for the Program and will work with Construction Support and the Construction Managers to manage.

The Construction Group (represented by all Programs and MTEEx) is developing Risk Based Inspection Guidance for the construction field staff. This guidance will provide direction on work tasks to safely inspect the work. It will also set priorities for field staff for inspection focus in times of limited resources and to adhere to social distancing requirements.

Design

Design work in the Augusta office relies on strong internet connections and powerful computers. The desktop computers have been cleared to move into individual homes. Work can be performed at home but does need occasional updates from the main office. Design work in the Regions can be performed at home for the most part – staff have laptop computers and can log in remotely. Getting signatures and PE stamps still requires physically handling plans and books. Steve Bodge is on point working with the Project Managers to oversee work out of the Augusta office and Scott Bickford will coordinate Regional work.

Geotechnical

Geotechnical work can be performed in the field and at home. Staff have laptops and can log in remotely. Support staff for Geotech needs to work out of the Bangor office as the work is CAD related. Steve Bodge will oversee.

Utility Coordination

Utility work can be performed in the field and at home. Staff have laptops and can log in remotely. There may be occasions to come into a Region or the Main Office to print material or plans. Brad Foley or Steve Bodge will oversee.

Project and Program Management

Project and Program Managers have laptops and the ability to log into the State system to monitor delivery status and financial situations. Meetings can be conducted remotely through several options including ZOOM, Microsoft Teams, and Skype. Staff may need to come into an office in order to print material/plans or to meet face to face in small groups to discuss status and logistics. Brad Foley will be the point person to coordinate with Program Management.

Clerical

Clerical staff rely highly on the ability to use programs through the mainframe. They can bring equipment home and log in remotely. They process invoices that rely on the mainframe for access. They will need to access the Main Office occasionally in order to continue to have material to scan and to process mail. Brad Foley, Steve Bodge and Scott Bickford will work together to ensure work is being processed.

Bridge Program

Construction Support

There are currently a few active bridge construction projects ongoing throughout the state. Construction projects are considered essential and will continue on as long as covid-19 doesn't impact the contractor or the contractor chooses to suspend work. Field inspection staff (Residents and Inspectors) will be required to be on-site. In the event the Resident and/or Inspector(s) on these active projects become incapacitated, there are other MaineDOT field personnel or Consultant Inspection staff available that could fill in, at least in the short term (two to three weeks); there is a limit, however, to the number of MaineDOT/Consultant personnel who are available. Also, if the Resident on any particular project is indisposed for an extended period, then payment to the contractor and resolution of any significant project issues may be delayed and become problematic.

Bridge Program field personnel who are not currently assigned to active construction projects will be able to be productive working on alternate duties, such as completing final project documentation or setting up documentation for upcoming projects, at least in the short term.

Residents and Inspectors on active construction projects will continue communicating through the current chain of command, i.e., communication with Management will initially be through the Area Construction Engineers, Devin Anderson and Travis Hamel.

Eric Shepherd is point person; back-up in order will be Devin Anderson, Travis Hamel.

Fabrication inspection

There are currently a few fabrication facilities producing products for MaineDOT projects that are located in Maine or other states. Because these projects have contractually binding completion dates, delivery dates prescribed by the general contractor, or fabrication time limits with associated Supplemental Liquidated Damages, these fabrication facilities will continue to be in production until such time that the facility ceased operations for reasons unforeseeable at the time of bid. Where these facilities are producing products for MaineDOT projects, the Fabrication Group, under the Bridge Program, must provide Quality Acceptance (QA) inspection of these products by having inspectors in the facilities. QA inspection is provided by qualified MaineDOT or Consultant personnel. The MaineDOT Fabrication Group currently has three full-time QA Inspectors performing work in Maine. All fabrication facilities outside of Maine are currently staffed with Consultant QA inspectors. In the event that MaineDOT and/or Consultant QA staff become incapacitated, there may be other MaineDOT general field staff that could fill in for these inspectors, but, because of the specialized nature of the expertise needed for some fabrication (e.g., structural steel fabrication), there would be a very limited number of general field personnel who would be qualified to perform fabrication QA inspection. Typically, the general field staff would only perform fabrication QA inspection in precast concrete facilities. Because the Fabrication Group uses a relatively large number of Consultant Inspectors, any fabrication QA inspectors who become incapacitated could be replaced with other Consultant QA inspectors who could be up to speed on the progress of the work in a relatively short time. There is, however, a limit to the number of Consultant inspectors available. Further, the Consultant firms working for the Fabrication Group have informed the Fabrication Engineer that if anyone in a fabrication facility becomes infected with Covid-19 and the facility does not elect to shut down, then the Consultant will not send in any additional personnel. Fabrication of major structural elements with no QA inspection is not advisable.

QA Inspectors, whether MaineDOT or Consultant inspectors, will continue communicating through the current chain of command, i.e., communication with Management will initially be through the Fabrication Engineer, Joe Stilwell; Taylor Clark, the Assistant Fabrication Engineer, will be the back-up for the Fabrication Engineer.

Any mix design approval requests or issues related to structural concrete will be directed to Michael Redmond with Taylor Clark as back-up.

Eric Shepherd is point person; back-up in order will be Joe Stilwell, Devin Anderson, Travis Hamel.

Project Management/Team Leadership

Project Managers and Senior Structural Engineers can work remotely to accomplish the majority of their duties while social distancing is required. The Teams are proficient at using Microsoft Teams and Zoom to communicate and coordinate their work. MaineDOT adapting businesses practices such as TAMEing and Work Plan Management to an electronic format has improved the Project Manager’s ability to telework. The PMs are currently meeting with municipal officials and advisory groups using Zoom and are developing a virtual public involvement application (PIMA) to do public meetings remotely.

The Project Managers may need to come into the office occasionally to file and distribute large documents and to collect materials. Full implementation of electronic document approval by MaineDOT would help the PMs operate more efficiently.

The primary point of contact for Team South will be Scott Rollins with Devan Eaton and Mackenzie Kersbergen as a backup.

The primary point of contact for Team North will be Mike Wight with Mark Parlin and Jason Stetson as a backup.

Communication with the Team and Program Management will occur daily via email, phone, or Microsoft Teams.

If any of the Project Managers are impacted, the remaining team PMs and Program Management to reassign duties.

Program Management

For the duration of this event, Bridge Program Management will continue to coordinate with staff and Bureau Management regarding work status, staffing levels, projects and other items that need to be communicated. All Program Management has the capability to telework and can coordinate with the management team using email, Microsoft Teams and Zoom. The primary point of contact for the Program will be Wayne Frankhauser with Eric Shepherd as a backup for construction-related issues and Jeff Folsom for design-related issues.

Contracts Specialist

The Program Contract Specialist, Coy Williams, can work remotely to complete his job duties while social distancing is required. Coy will rely on the electronic transmission of documents from the Teams and to Contracts. Electronic approval of documents is critical. Most documents can be signed electronically, however PE stamps, and plan Title Sheets and Notice to Contractors have traditionally required “wet” signatures and the signed document to be scanned. This requires people to be in the office to deliver, sign, and scan and is becoming problematic with most staff teleworking. An electronic approval and distribution process would improve this

effort. The Program has no backup for Coy; if he is impacted support would need to come from Contracts. Coy will need to keep his supervisor, Andrew Lathe, informed regarding work issues that may arise.

Utility Coordination

Denver Small is currently the only Utility Coordinator assigned to the Bridge Program. Denver can work remotely while social distancing is required. Coordination can be done via phone, emails, or on-site meetings with small groups respecting the 6-foot rule. Larger coordination meetings can be conducted using Zoom or other virtual meeting tools. Support for Denver is currently being provided by Terry Blair Jr, Highway PM, and Mike Moreau, Maine DOT Utility Engineer. Additional support could come from the other Bureau Utility Coordinators working through Mike Moreau. All Coordinators should take care to share critical documents with the appropriate PMs and keep complete electronic project files. Denver will keep his supervisor, Leanne Timberlake, informed of any issues.

Structural Design

This function is performed by a staff of eight Transportation Engineers within the program. Each of the two regional teams is led by a Senior Structural Engineer, Richard Myers on Team North and Garrett Gustafson on Team South. Each supervises two Transportation Engineer IIs and one Assistant Transportation Engineer. The Transportation Engineers have successfully migrated to telework after being allowed to take their computers home and being granted remote access to the MaineDOT network.

Senior Structural Engineers are responsible to supervise and provide technical guidance to the in-house design staff and oversee consultant design work. Both SSEs have the capability to work remotely to attend to any issues related to in-house design issues or consultant design work. The SSEs are also working with the PMs to maintain communication with the teams using Microsoft Teams and Zoom.

The primary point of contact will be Jeff Folsom with Richard Myers and Garrett Gustafson as backup.

Geotechnical Engineering

This function is performed by a staff of two engineers within the Program. One Senior Geotechnical Engineer, Laura Krusinski, leads this function and supervises one Geotechnical Assistant Transportation Engineer. This group is responsible to provide geotechnical engineering services to the two regional design teams. The work of the geotechnical unit includes office engineering as well as field exploration. The Geotechnical Engineers can work remotely now that they have been given remote access to the MaineDOT network. Field work is currently limited since the MTEX drill rig has stopped operations due to the inability of the crew



Maine Department of Transportation

to maintain 6 feet of separation while drilling. This shouldn't cause delays for the next few weeks, however if the current situation persists into the summer, we will need to use a limited pool of consultants to fill the gap.

The primary point of contact will be Laura Krusinski with Jeff Folsom as backup.

Plan Development

This function is performed by a staff of seven Technicians and Senior Technicians. As with the Designers, the Plan Development Technicians have successfully moved to telework after being allowed to take their computers home and being granted remote access to the network. The Plan Development Technicians are also able to collaborate with the rest of the team through Microsoft Teams and Zoom.

The primary point of contact will be Jeff Folsom with Mark Parlin and Devan Eaton as backup.

Multimodal Program

Project & Program Management:

For the duration of this event, Multimodal Program Management will coordinate with staff and Bureau Management regarding work status, staffing levels, projects and other items that need to be communicated. All Program Management has the capability to telework and can coordinate with the management team using mobile phone, email, Microsoft Teams and Zoom. The primary point of contact for the Program will be Jeff Tweedie with Nate Benoit serving as backup for any all issues.

Brian Keezer (Southern Region) and Aurele Gorneau (Northern Region) are both senior project managers that are next in line for supervisory responsibilities, if Jeff Tweedie or Nate Benoit are unavailable. Each Senior PM have a working knowledge of projects in their region; however, there is overlap within the state without a firm line of separation.

Project Managers sign invoices, coordinate with MaineDOT staff and stake holders, and assist in resolving construction issues. All of these tasks can be completed through teleworking or field visit utilizing proper PPE as required by MaineDOT policy and CDC recommendations.

Design:

This program is 100% consultant design and is highly capable of teleworking. One primary function of this program is delivering Plans, Specifications, and Estimates (PSE package) to contracts. This core function can be completed with the project managers teleworking.

Completing the public process through virtual public meetings is a tool that is being finalized for use by the Department and will be utilized by staff as required for the public process.



Maine Department of Transportation

Landscape:

The two-landscape architect's design work can be completed by teleworking. When required to be in the field to oversee landscaping operations, both will comply with the most recent recommendations by the Department and Maine CDC for personal protection and social distancing

Property Appraisal:

The SPO and Appraiser 1 position can be performed by teleworking and participating in condemnation meeting through Zoom. Face to face communication between the negotiator and property owner require another approach such as mailing the offer and assent form followed by a phone call. When required to be in the field, all property personnel will adhere to the most recent requirements of the Department and the Maine CDC.

Clerical work, paying invoices:

clerical personnel have the capabilities of teleworking. Invoices are scanned and forwarded to clerical via email. Once a week, clerical personnel go to the office wearing proper PPE to go through the mail and retrieve invoices for scanning. All calls to the Multimodal Program are currently being forwarded to clerical personal cell phone. Clerical staff will be working with OIT to install appropriate computer software to the clericals computer so that calls can be forwarded to clerical computer.

Construction Inspection:

Construction inspection is handled through three multimodal team members functioning as Residents/Inspectors and a combination of consultant Resident/Inspectors. Assignments are made by the Multimodal Program Construction Manager, Jen Paul. Construction inspection does need to be done in person but can be completed while following current Maine CDC guidelines/MaineDOT requirements. The construction staff all have laptops and the ability to work remotely. Preconstruction meetings are being conducted through Zoom, Microsoft Teams, or other means.

Construction issues are handled primarily by the Program's Construction Manager, those which need to be elevated are funneled through to Project and Program Management.

Materials Testing and Exploration

Laboratory testing

This time of year, the labs are mainly conducting testing in support of active bridge projects as well as HMA mix design approval/RAP qualification. Lab testing would be prioritized based on risk of failure and potential consequences of project-produced materials:

- Concrete Acceptance
- Construction aggregates
- HMA JMF Verification and Acceptance
- HMA and Concrete aggregate

If impacted, testing of standard manufactured materials, samples for preliminary engineering and Maintenance samples will be suspended until lab returns to full operation. This includes samples such as:

- Pipe
- Reinforcing steel
- Fasteners
- Guardrail
- PG Binder
- Bridge deck cores
- Geotechnical soil samples
- Salt
- Paint

Mark Alley will be point person on all lab testing issues. If he is impacted, backup will be (in order): James Robinson, Wade McClay, Kevin Cummings.

If any lab supervisor is impacted, duties will be assigned to their designated backup. If any lab technicians are impacted, their duties will be assigned to other technicians from the laboratory section who are trained to perform the needed testing. Additional assistance could be provided from the NDT team or Field Testing if required.

Information System

The system manager (Nancy Bradbury) can work remotely if facilities are impacted. She does not have a backup; if she is impacted, operations could continue unless the system loses functionality. Loss of the TIMS system would impact Lab and Field operations.

Drill Rig

Due to the physical distancing requirements, most drilling activities have ceased operations. The only drilling that can be completed safely are auger borings; other types of drilling require the driller and helper to work within 6 feet of each other throughout the drilling operation.

For drilling activities that can be completed while maintaining proper physical distancing, the team could continue to function for a short time with the loss of any one member. The driller helper can be replaced by another MTEEx employee. Loss of both the driller and rig supervisor would require suspension of operations. Geotechnical explorations would be conducted by a contracted drill rig (assuming they are still operating) directed by Bruce Wilder. Backup direction will be provided by the relevant geotechnical engineer. If the contracted drill rigs are not operating, all geotechnical explorations will be postponed until operations can safely resume.

Nondestructive Pavement Testing/ARAN

These functions are seasonal, typically starting in May. The work is highly specialized and primarily used for planning/preliminary engineering. If impacted, work would be suspended until operations could resume. The point person is Wade McClay; backup is Ryan Vose.

Field Testing and Independent Assurance

Field testing occurs sporadically through the winter/early spring in southern Maine. Later in March and April, numerous HMA producers need annual plant inspections, and project begin requesting samples/tests. In Regions 4 and 5, there is usually no field testing during winter, and spring activities begin in April, or even May in northern Maine. These employees work from home during the season so will not be impacted by facility closures. If technicians are impacted, other field staff would be reassigned as needed. If required, several members of the Nondestructive Testing team are qualified to perform sampling and field testing, as are some lab staff.

The IA team will operate in a similar manner to field testers. However, if IA staff are impacted, others with the required qualifications could perform the duties. They could not perform both Acceptance and IA activities on the same project without violating federal regulations, so the replacement would be dedicated to IA duties. The NDT team has two people who could fulfill this role.

Kevin Cummings is point person; backup in order will be Wade McClay, Tim Goupille, Ryan Vose.

Asphalt Mix Design Approval

The March – May timeframe is extremely busy for this function. The function can be conducted remotely. James Robinson has lead; backup is Casey Nash. If both are impacted, this function would need to be managed by Rick Bradbury with help from the TIMS manager and possibly the Highway Program Pavement Quality Manager.

Quality Assurance Program Management

The main function of this role that could impact operations is the Dispute Resolution process for HMA testing. Disputes typically do not occur until May. Point person is Kevin Cummings; backup is Rick Bradbury, then Ryan Robison and Casey Nash. Other duties are less time-sensitive and could be completed following return to operations.

General Practices

- All MTEEx employees and consultants shall follow the practices listed in the June 2020 “MaineDOT COVID-19 Office Building Use Protocols and Best Practices.”
- All MTEEx employees and consultants visiting active construction projects and/or production facilities shall follow the guidance listed in “Construction Project Safety Guidelines Related to the Effects of the COVID-19 Virus.”
- Only one person shall travel in a vehicle unless a) a minimum of six feet can be maintained between personnel, or b) the vehicle has been outfitted with appropriate shielding by Fleet Services.
- Only one person at a time may be in a break room/kitchen.
- Face masks or shields will be worn whenever personnel are engaged in specific activities as noted below.

Concrete/Structures/Chemistry Lab

- No tasks in any lab work areas require personnel to work within six feet of each other.
- Coring usually has personnel working within six feet of one another, but the work can be done—a little slower—by consciously maintaining this separation
- Scott has been talking to Wade Colpitts about installing a plastic barrier between the front and back seats of the coring truck.
- Sample tags, worksheets and other documents will be placed in a 110°C oven for 15 minutes to sanitize them before transferring them to another person.

Soil/Aggregate Lab

- MaineDOT field personnel will unload their soil/aggregate samples onto carts located in the storage building without coming into the lab. The sample buckets will be sprayed with disinfecting solution before being brought into the lab.

- Contractors will drop off their HMA Aggregate buckets during business hours. The storage building overhead door will be opened and an empty pallet will be near the open door. Lab personnel will retreat toward the back of the building to observe the contractor unloading. The buckets will then be sprayed with disinfecting solution and placed on a lowbed cart to be brought into the lab as needed.
- A handwashing station is located at the Geotechnical area sink near the entrance to the lab.
- The Coarse Sieve / Compaction Area room is large enough and has enough doors to easily accommodate distancing while lab staff do their work. Only one person at a time can be allowed in the drying oven room between Coarse Sieve and Bit Lab.
- The Fine Sieve Room has been re-arranged slightly to allow 3 technicians to do their work and maintain distancing. The work table was moved toward the hall and one of the balances was moved from the work table to the bench abutting the hall. This arrangement allows distancing, but some work (Sand equivalent and travel to and from the NCAT room) requires coordination and alternating occupancy of the area around the front of the NCAT room door.
- Reports, sample tags, worksheets and other documents will be placed in a 110°C oven for 15 minutes to sanitize them before transferring them to another person.
- The hall will be kept clear of carts and buckets to maximize spacing.
- A table was removed from the office to maintain distancing and facilitate travel in and out of the office. Both of the office double doors are kept open during working hours. The office is only large enough for four technicians. Mark had volunteered the use of his office and Shari was happy to move there temporarily while Bruce, Jason, Nick and Dustin remain in the Soils Lab office.
- A weekly S/A Lab gathering (with distancing) to discuss safety protocols will occur to avoid complacency.

Asphalt Mixtures Lab

- Splitting HMA samples is the only job task in this lab that usually has two people working within six feet of each other. This work will now be done by only one person, but if two are needed they will both wear face masks.
- Occupation of the extraction and oven rooms will now be limited to only one person at a time.
- Because of the tight quarters in the fabrication area, employees will coordinate movement so that they are not at the oven or gyro at the same time.

Advanced Asphalt Lab

- Employees will coordinate movement so that they are not within six feet of each other for more than a brief time.

Freeport Lab

- Splitting HMA samples is the only job task in this lab that usually has two people working within six feet of each other. This work will now be done by only one person, but if two are needed they will both wear face masks.

Drill Rig

- The following job tasks require employees to work with less-than-six foot distancing and they will wear face masks when performing them:
 - Taking the core barrel apart to remove the sample
 - Field vane tests and tube samples
 - Loading/unloading of heavy equipment
 - Drilling in confined spaces in urban areas

Quality Manager and TIMS Manager

- Brian and Nancy can complete their work while maintaining six foot distancing from other employees.
- When exchanging QMS documentation binders, they are left in a neutral area for a period of time.

Nondestructive Testing/ARAN Team

- Employees will maintain distancing and wear face masks or shields whenever working within six feet for more than a brief time.
- Face masks and shields will be worn when more than one person is travelling in the GPR vehicle, and when installing/uninstalling the radar equipment.

Property Office

The Property Office is responsible for many functions related to project delivery and are utilized at varied stages of the Right of Way Process. The Essential Functions identified earlier in this plan are as follows with one additional function of the RMS:

- Survey
- R/W Mapping
- Appraisals
- Condemnation
- Relocation
- Property Management
- Realty Management System (RMS)

Survey

Survey is involved with collecting the field data for design, property acquisition, control and construction on most project development projects. At-this-time of year we are about to begin with requests for control verification and documentation for the new construction projects. Survey crews also measure quantities of ledge on construction projects. Control crew is based at Augusta Headquarters – works all over the state - setting control, measuring stockpiles and maintaining the CORS network. All Region survey teams rely on the CORS network for both project control and other survey operations. Crews are based at each region office and work on region projects – but can assist in other regions if needed

- A Topographic survey crew is generally two persons using a state vehicle. In situations where physical distancing is necessary each employee will travel in one vehicle or modifications to vehicles will be needed to ensure the safety of staff. Some field tasks can be completed with one person, but are typically two people for traffic monitoring while in the roadway collecting data. Region 1 relies on consultant field crews for most of their field work operations. Regions 2,3,4 and 5 also use consultants at times of need
- Each region has a PLS Supervisor and a Senior Tech Quality Assurance Technician (QAT)
- Each PLS, plans surveys, communicates with project managers, visits worksites, often completes control for the crews. POR research is for new projects directed by PLS in the Region. The POR person will need periodic connection to Realty Management system for data storage – they could assist survey crews if needed
 - QAT's process field data, create the drawings to place on the Y: drive for design and Right of Way. QAT's have laptops and will from time-to-time need to connect to the network either remotely or from headquarters or a regional state office.

If the Chief Surveyor is out the ROW PLS can back up. If the ROW PLS is out the Chief Surveyor can back up. Regional PLS typically handles project scheduling and communication with Project managers. QAT's can be backup for the PLS in each Region. If a QAT is out; other region QAT's can assist with data processing. If a field crew person is out – crews can be rearranged or consultants can help out. CORS Network Software is run by OIT out of Augusta Headquarters and there is no designated OIT back-up for the system operator.

R/W Mapping

Mapping Unit

Existing Conditions Plan are usually completed after the radial topography survey has been processed. Depending on the snow coverage, these plans are done during the Spring, Summer and Fall months. At times, the staff in the Augusta headquarters has assisted with the Existing Conditions Plan mapping. Final Right of Way Mapping is started right after Plan Impact Complete (PIC) and about 3-4 months ahead of condemnation date. If an employee is out do to a

prolonged illness, other regions and Augusta headquarters mappers would be able to assist to keep projects moving forward.

The Existing Conditions Plan and Final Right of Way mapping is handled mostly by the right of way mapper per region.

Region 1 - Jude Hogan – Technician; Thomas Patterson – Technician

Region 2 - Vacant

Region 3 - Perry Silverman – Senior Technician

Region 4 - Betina Martin – Senior Technician

Region 5 - Terri Blair – Senior Technician

Other staff that have assisted with right of way mapping process and could serve in the short term to back up the mappers are Guy Ladd, Supervisory PLS, Carol Storer – Senior Technician, Ben Singer – Senior Technician, Paul Belanger, Region 2 POR Person – Technician, James Frizzell, Region 2 Survey Field Crew- Technician. The lack of laptops in the Mapping Section will be a limiting factor, unless desktops are allowed to be taken from the building.

Recording Unit

The Recording Sections assists the **Condemnation Unit** with printing of final right of way map 1-2 weeks prior to the condemnation date and mailings to the abutting property owners. Richard Gaboury – Assistant Technician is the primary person responsible for this work. Guy Ladd – Supervisory PLS and Carol Storer – Senior Technician could function as back up if necessary. Recording would not be able to work from home due not have a printer and large format plotter available at home.

Research Unit

The Research Section provides assistance and information to internal and external customers though out the state. A majority of the task is done by phone call and emails. On occasion they would have a visit to the office in Augusta. David Ouellette – Technician is the primary person responsible for this effort. Guy Ladd – Supervisory PLS, Carol Storer – Senior Technician or Richard Gaboury – Assistant Technician could function as back up. Majority of this position could function from home if provided with a laptop and internet connection. For the last few years, we have been informing the public on how to research within MapViewer. The Mapviewer software covers almost all of the existing right of way research requests.

Archiving Unit

Archiving of the right of way maps is done when the project is complete thought the State Claims Process. Property Office Staff that completes this effort are Carol Storer, Richard Gaboury and Guy Ladd. The archiving portion of the Property Office could be delayed. All of this work is done at the Augusta Headquarter due to the equipment needed for mapping, plotting, recording and archiving purposes.

Appraisals

The appraisal and negotiation functions can be performed remotely and nearly all of the staff have laptops and Pulse Secure. In the short term, some staff sharing between the Programs would enable project delivery to remain on schedule. Scott Avore is the Chief Property Officer and could be backed up by one of the three Senior Property Officers in the Programs. SPO's could be backed up by the other Program SPO's in the short term.

Condemnation

The condemnation unit is responsible for acquiring property rights as determined by the condemnation schedule which is set by each program's senior property officer. The requirements set out in the department's condemnation statute, 23 MRS §154, would be difficult if not impossible to comply with without certain key staff and the following:

- The timely receipt of checks from state treasury so that payment can be made for property rights acquired;
- Copies of full size right of way plans for each condemnation package mailed;
- Reduced plan info needed for newspaper advertising;
- Copies of the Notice of Layout and Takings produced from the DOT copy room in bulk for each condemnation package mailed;
- Certified mailing obligations (mail room);
- Recording of the Notice of Layout and Taking. If county registry of deed's offices close, there will be no county staff to record documents. Most registries are located in Superior Court buildings;
- All of the title files are housed in the Property Office. Each title affected by a payment is used by staff at different times.

Kerri Dill's involvement in the condemnation process is vital in the day to day obligations imposed under the condemnation statute. Currently, she has no back up. Dave Hayden writes the condemnation document and reviews the right of way plans. Diana Grady is the back up. Lorrinda Connolly reviews the title work and prepares the documentation that directs who should be named on payment checks. Kathy Rollins is backup to this function. Kathy Rollins oversees the condemnation function and assigns the recording and title updates on the date of taking. Lorrinda Connolly is back up to certain functions.

Relocation

Relocation assistance is also critical to delivery of projects when businesses or residences are acquired and displaced by a project. It is also necessary when personal property such as business signs need to be moved to accommodate a project. Rose Rinaldi could perform this function remotely and has access via Pulse Secure. Scott Avore could function as a backup.

Property Management

Property Management is typically not on the critical path for delivery. Julia Picard could perform many but not all the job duties remotely if provided a laptop and Pulse Secure. Should Julia be impacted, this work could be halted in the short term and not impact project delivery.

Realty management System (RMS)

The Realty Management System (RMS) is utilized in all phases of the right of way process and is consequently critical for production and delivery of projects to PSE. Jennifer Clark could perform this function remotely if provided with Pulse Secure. Scott Avore could function as a backup.

Contracts Section

This time of year has a very heavy impact for many people in Contracts to process the projects from PS&E to Contractor Award. The Contracts Section is small and many of the same people help backup each other. Impacts to this Section could shutdown services.

PS&E: Previously these were paper packages that were prepared by the Programs and delivered to the Contracts Engineer. This is now done electronically. After review and electronic approval, they are emailed on to F&A. Once Authorization is received, the project can be advertised. Primary person to review and approve is George Macdougall. If he is impacted backup is Kevin Hanlon.

Advertise: In order to advertise, besides construction authorization, the contract book must be written and placed on a computer drive for Matt Sullivan and Diane Barnes to be able to review. This is done electronically and can be done by telework as Diane has access and Matt has gotten a laptop and access. They email the Program personnel when corrections are needed. The actual advertise process is Diane putting the package on the MaineDOT website and the BidX website as appropriate.

Review is done by both Matt and Diane who backup each other. If both are impacted, then backup would be to just advertise the books without review by the Contracts Section.

Diane Barnes is primary for advertising. If she gets impacted, Guy Berthiaume could back her up for the uploading. A further back up could come from OIT.



Maine Department of Transportation

Letting

- Advertising/Opening w/Estimate email
- Bid Tabs
- Email
- Certify bid taps
- Post to web
- Bid Opening Email

This process is still heavily paper driven and will need to be done from the office on Wednesday. Primary people that are needed to be in HQ are Matt Sullivan, Diane Barnes, Angela Latno, Guy Berthiaume and George Macdougall. Backup for Matt Sullivan is Kevin Hanlon and Diane Barnes. Backup for Diane Barnes is Guy Berthiaume. Backup for Angela Latno is George Macdougall and Brian Kittridge. Backup for George Macdougall is Kevin Hanlon.

Amendments to Advertised Contracts are now be done completely electronically.

Project Specific Prequals can be done electronically as needed by Angela Latno or George Macdougall with Brian Kittridge as a backup.

Award Memo for Director: This is being transmitted electronically to the Bureau Director for recommendation of award or rejection.

Sub Contract Approval: These are sent in electronically to Kevin Hanlon and can continue that way. Back up to Kevin is Rebecca Snowden and George Macdougall.

Contractor Payments: These can be done completely by Rebecca Snowden electronically. There will also need to be a minor adjustment in process to get the approval needed by F&A before she can pay the Contractor. Backup can be done by Guy Berthiaume.



Maine Department of Transportation

Support Teams

CADD - Jonathan French and Wil Rohman

APV/ProjEx - Sherry Rogers – Backup OIT

Elation - Angela Latno – Backup Brian Kittridge George Macdougall and Sherry Thompkins, CRO

TRNS*PORT – Guy Berthiaume – Backup Rebecca Snowden or OIT

Support can be carried out electronically but may also require time in HQ as well as travel to different locations to help Users/Contractors out face to face.

Close Out: This is mostly done in the field and can carry on by teleworking and in the field process. Closeouts are performed by Kevin Hanlon, Leonard Lidback, Norma Gilman and Roxy Cleaves. They can all back each other up if needed. These could be delayed if these people are impacted.



Maine Department of Transportation

Research and Innovation Office Continuity of Operations Plan

Essential Work

We have some high priority work but most work is not essential.

Dale Peabody will need to process consultant invoices to continue work flow on existing contracts, as well as other program administration duties.

Dawn Bickford manages the department Qualified Products List and is a resource to field personnel on products issues.

Ulrich Amoussou-Genou provides support on paving projects using the paver mounted thermal scanners.

The majority of our work can be done through teleworking.



Maine Department of Transportation

Results and Information Office

COVID-19 MaineDOT, Continuity of Operations Plan

Information Services/Dashboard – This unit is primarily responsible for the dissemination of information and IT/process support. During the COVID-19 crisis this unit will be manned both remotely and at the office to provide support in MaineDOT employees to maintain remote access through telework and virtual meeting solutions.

Critical Personnel –

- Cindy Owings-Hutchison, Assistant Director
- Shawn Hembree, Dashboard Administrator
- Mike Drolet, MaineDOT Records Manager

GIS Services – This unit provides GIS support, data processing and mapping technologies. All employees in this unit are working remotely from home.

Highway Management – This unit provides asset management and processing of data for ARAN information as well as support for ivision and pavement data, along with prioritization of paving and reconstruction projects for the MaineDOT work plan. Employees from this unit are working remotely from home.

Bridge Management – This unit provides asset management and processing of bridge information along with prioritization of bridge work within the MaineDOT work plan. Employees from this unit are working remotely from home.

Work Program Development – This unit provides work plan development, federal reporting, STIP processing, Federal Grant preparation and management, and assists with issues concerning work program management. This office will continue to be staffed for STIP maintenance and Federal Grant Prep.

Critical Personnel –

- Ben Condon, Unit Director
- Jen Grant, STIP Coordination and Federal Grant Management

All other personnel are working remotely from home.

Office operations are at or near full service. Priorities in this environment are on providing remote access to employees so that they can practice social distancing. Additionally, STIP maintenance and Federal Reporting will be ongoing.

Safety Office

Continuity of Operations Plan

All Office of Safety staff could telework if provided with the appropriate equipment except for two crash records employees who either have no internet access or unstable internet access from their homes. Those two employees plan to continue to work from MaineDOT Headquarters unless the office is closed. Our Safety Engineering staff all have opportunities to conduct field safety/ADA assessments using their POVs for the short term which is part of their normal work responsibilities.

Teleworking and Communication

All Office of Safety staff are members of the MaineDOT Safety Office Microsoft Teams group for collaboration, communication, and file sharing whether they are working remotely or within the DOT headquarters building. While working on their computers, all staff should be logged into MS Teams during this period unless they are on the road.

Fully-Functional –Six members of the Safety Office have all the technology and sufficient internet access required to work remotely today: **Bob Skehan, Shawn MacDonald, Theresa Savoy, Dennis Emidy, Bob Knox, and Valerie Kamgue.**

Limited or No Function- Our remaining four office members are assigned desktop computers and would either need loaner laptops or remote desktop access so they could access their computers from their personal PC's from home or elsewhere to telework. All four use MicroStation and other network apps regularly as annotated next to their names:

- **Jeff Pulver (MS, MapViewer, CRASH, OracleBI)** – Jeff can perform field road safety site assessments on his own and can be kept very busy doing those for the short term. He would be a top priority for a laptop or remote desktop access as he has a solid internet connection at home and home office area from which to work.
- **Katherine Grinnell (MS, CRASH, OracleBI)** – Until Katherine has remote desktop access or a laptop, she could work on the Safety Office Website Upgrade in collaboration with Theresa Savoy, and update sections in the Crash Records Section Procedures Manual. Getting Katherine access to CRASH and OracleBI would be a top priority for a longer-term solution because she's one of the primary data report generators for the crash records unit she has a solid broadband connection at home.
- **Rachel Audet & Michelle Pelletier (MS, CRASH)** - Rachel and Michelle can perform some work manually on HCL Drawings remaining to be updated by printing hardcopies of Crash Reports and Police Summaries and accompanying diagrams for 2014-2016 locations. Drawings would be done by hand and updated in MicroStation upon return to office if need be. Both seem very willing to continue to come to the office to work, especially if many others are gone, and neither thinks they have stable internet access or enough bandwidth at home.



Maine Department of Transportation

Leadership Contingency Plan - All Office of Safety section managers currently have the ability to telework. The following managerial/leadership backup relationships have already been discussed within our group if individual leaders within the Office of Safety become incapacitated due to Covid-19.

<u>Section</u>	<u>Manager</u>	<u>Primary Backup</u>	<u>Secondary Backup</u>
Safety Office	Bob Skehan	Dennis Emidy	Theresa Savoy
Safety Eng.	Dennis Emidy	Bob Skehan	Theresa Savoy
Crash Records	Shawn MacDonald	Bob Skehan	Dennis Emidy



Maine Department of Transportation

MaineDOT Region 1

Southern Region

Continuity of Operations for Epidemic/Pandemic Scenarios

11/13/2020 – COVID-19

Education of Employees

Employees shall be educated on the signs and symptoms of COVID-19 using posters and safety meetings. Employees shall learn techniques of proper sanitizing and disinfecting of facilities, work areas and critical points that harbor exposure.

All facilities shall:

Have disinfecting materials on hand:

Hand Sanitizer; Small bottles in vehicles, large bottles or dispensers at all communal areas.

Surface cleaners.

Sanitizing Wipes

Disinfecting Spray

Sanitize twice daily, all communal surface areas with disinfecting cleaners, including but not limited to:

Bathrooms

Lunch/Break Tables

Door Handles

Hand Railings

Cabinet Handles

Any facility needing supplies shall coordinate with the Region Office to obtain.

All personnel shall:

Wear a face covering that covers the nose and mouth while in work status with the following exceptions.

1. The employee is alone in a designated office or cubical

2. The employee is the only person occupying the passenger compartment of a MaineDOT owned vehicle

3. The employee is eating food at lunch or break a. Office employees shall eat at their designated work station

b. Crew employees shall social distance while eating and are encouraged to eat in their personal vehicles, behind barriers, or significantly distanced from other employees

c. Face coverings shall be reinstalled as soon as active eating is finished.

d. Signs installed at road entrance to facilities communicating the need for face coverings.

Wash or disinfect hands:

After using restrooms

Before and after eating or smoking

Maine Department of Transportation

At the beginning and end of each shift
Clean common equipment after each use, including but not limited to:
Vehicle steering wheels and controls
Handheld equipment
Common use computers, keyboards, mice, and phones
Minimize sharing of office equipment, such as computers and phones.

All employees shall remain a minimum of 6 feet apart, this includes anytime two or more people occupy a vehicle. If the 6' minimum cannot be met, only one operator will be allowed in the passenger compartment of any vehicle unless a plastic barrier separates the front and rear seat whereas the passenger will be required to occupy the rear seat, if applicable. Vehicles that allow employees to occupy the passenger compartment and maintain 6' of separation (15 passenger vans) is allowable without a plastic barrier. All occupant shall wear a face mask that covers the nose and mouth.

Employees shall wear protective gloves while pumping fuel, properly removing and disposing of them at fuel station receptacle as provided.

Employees will be provided face coverings. Each employee shall be provided cleaning instructions for these coverings.

In the event of an employee assigned to a crew shows symptoms of illness, the following steps shall occur:

Employee notifies TCS/TCL
Employee will be dismissed on sick or another HR approved leave immediately
All surfaces and equipment used by effected employee shall be disinfected
All common areas shall be disinfected.
TCS/TCL informs management team
TCS and TOM will coordinate duties to be covered
Employee may return to service after symptoms have subsided without the aid of medication for 24 hours.

In the event an employee tests positive for COVID – 19

Employee shall remain out of work until released by medical physician with documentation

In the event of widespread illness to a crew, the following steps shall occur:

Region will refer to individual camp plans located at R:\Region0\M&O\Public\\$\Common-MO\Continuity_of_Operations\Bureau and Regions\Region 1 Camp Plans
TCS/TCL will coordinate with TOM to prioritize work and resources.
Reassigned employees to the effected crew shall minimize personal contact with facilities and crew.
TOM will coordinate with Region Management any issues impacting minimum Levels of Service.

In the event of an employee assigned to the office shows symptoms of illness, the following steps shall occur:



Maine Department of Transportation

Employee notifies Supervisor
Employee will be dismissed on sick or another HR approved leave immediately
Confidential and Supervisory personnel may work from home.
All surfaces and equipment used by effected employee shall be disinfected immediately
All common areas shall be disinfected.
Region Management will coordinate duties to be covered.
Employee may return to service after symptoms have subsided without the aid of medication for 24 hours.

In the event of widespread illness that requires the closure of the Region Office:

Region Management will perform essential duties from home including:
Payroll Processing
Dispatching Resources
Region Management will coordinate with other Regions to disseminate workload of the following:
Contract administration
Invoice payments
Permit and License Processing
In the event that these processes cannot be outsourced to continue services they shall be suspended

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.

Distancing Practices

Postpone Safety Day and other large gatherings to minimize potential risk of spread/ exposure.
Utilize ZOOM or other digital meeting platforms to minimize potential risk of spread/ exposure.

Additional Facilities of Special Concern:

Casco Bay Bridge
Florida Draw will be asked to follow their cleaning and disinfecting schedule.
Region Management will coordinate with Florida Draw to maintain service.
Should Florida Draw run out of resources, control tower will be disinfected and manned by MDOT personnel
Should MaineDOT resources become exhausted, a detour will be activated, and the bridge will be left in an open position for marine traffic to pass. Signs specific to this detour are stored at the Dunstan Facility.

Visitor Information Centers

Contractors and members of the public shall be provided information on COVID-19, using signs requiring face coverings to enter and remind them of healthy practices
Contractors shall diligently continue to follow cleaning and disinfecting schedules.
Should contractors be unable to continue service, visitor information centers will be closed to protect employees and members of the public from exposure.



Maine Department of Transportation

MaineDOT Region 2

COVID-19 MaineDOT Regional Continuity of Operations Plan

Critical Products, Services, and Suppliers

- Parts and general supplies: Mancon & Grainger
- Salt supplier: Harcros
- Fuel (Gas & Diesel)/Fluids: Fleet Services
- Vehicle Repair: Fleet Services, O'Connor, Daigle & Houghton, Cliff's Collision
- Bridge Repair Supplies: A.H. Harris, Airgas, Maine-Oxy
- Water: Nestle Water
- Signs: Sign Shop
- Trash Removal: Boothbay Regional Refuse, Sullivan Waste, Pine Tree Waste, Regional Rubbish
- Port-a-Potties: AAA, Central Maine Septic, Foss, GA Downing
- Electrical Services: Johnson & Jordan
- Bridge Electrical Services: Cianbro
- Bridge Hydraulic Services: Motion Industries
- Plumbing Services: Girard Plumbing, Johnson & Jordan, Marathon Resource Management
- Furnace Repairs: AAA Energy Services
- Transfer Bridge Remote Control: Somatex
- Transfer Bridge Repairs: Prock Marine
- Ferry Service Facility Repair: Johnson & Jordan
- Fire Extinguishers: AAA Fire Extinguisher
- Concrete
- HMA
- Culvert Pipe
- Tree services
- Guardrail Services
- Contracted equipment

Staffing

Critical Employees

- Region Manager
- Superintendent
- Region Engineer
- Region Traffic Engineer
- HR Manager
- Front Office Staff – Office Manager, OA II
- TOM's
- TCS'
- TCL's
- TW's
- Bridge Operators

Crew Camps

Camp Specific

- Ensure employees have relevant information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- Provide disinfectant cleaning supplies, and clean/disinfect daily all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, steering wheels, toilet and sink handles and remote controls.
- Provide disinfectant cleaning supplies, and routinely clean/disinfect all common equipment such as; tools, trucks, loaders, backhoes, excavators, steering wheels, equipment controls, and door handles.
- Establish housekeeping assignment schedules to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- COVID-19 is highly susceptible to hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, coughing, sneezing, or touching your face. Always wash hands with soap and water if hands are visibly dirty, as opposed to using hand sanitizer.

Maine Department of Transportation

- Encourage employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Encourage employees to limit the sharing of any personal items such as; pencils, pens, phones, etc.
- Encourage employees to have a reliable contact person in the event they need to be transported home.
- Isolate camps that have confirmed case(s) of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.

Moveable Bridges

Bridge Specific

- Ensure employees have relevant information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- Routinely clean/disinfect all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, and remote controls.
- Routinely clean/disinfect all common equipment such as; computers, phones, radios, tools, equipment controls, door handles, and railings.
- Establish housekeeping assignment schedules to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- Isolate bridges that have confirmed case(s) of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.

Critical Infrastructure

- Establish replacement Operators; TW's from neighboring camps, to the extent practical.



Maine Department of Transportation

MaineDOT Region 3

Continuity of Operations Plan – COVID-19

- I. General Policy
 - a. Education
 - i. The information provided by Maine may be found at:
 - 1. <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
 - ii. Employees are advised to clean their hands with soap and water for at least 20 seconds. If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
 - iii. Employees are encouraged to wear face masks, and 2 have been provided for each employee.
 - iv. Visit the following CDC websites regarding coughing and sneezing etiquette and clean hands for more information
 - v. Advise employees to recognize symptoms and stay home when you have them.
 - vi. Review the symptoms of Covid-19 and the Region's Continuity Plans with all Region employees. Send a signed copy to the Region Office
 - vii. Update employee contact lists and ensure this information is readily available to supervisors
 - b. Symptoms
 - i. Sick employees asked to call in and not show up at the camp and say they're sick
 - ii. If already on site, sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available)
 - iii. Ask employee with flu like symptoms (fever, body aches and cough) to go home until their fever has been over for 24 hours
 - c. Sanitization
 - i. Ensure small hand sanitizers are available to employees as available
 - ii. Ensure large sanitizer's bottle are placed in break rooms, and where employees might congregate
 - iii. Disinfect/sanitize common equipment and tools, such as, loaders, hand tools, etc. after each use
 - iv. Disinfect/sanitize bathrooms, kitchen and other common areas daily.
 - v. Limit the sharing of personal items, pencils, phones, etc.
 - vi. As supplies are running low, camps have been directed to use a bleach solution (1/3 cup per gallon of water) that is to be refreshed every morning
 - d. Social Distancing
 - i. Agree on an isolation area for each Facility
 - ii. Remind all staff to avoid hand shaking

Maine Department of Transportation

- iii. Create secondary break room on 2nd floor to avoid cross contamination
- iv. Region office closed to public without prior appointment
 - 1. Any TCS/TCL needing office supplies, or to pick-up/drop-off paperwork will prearrange and do so in entryway only
 - 2. Any meetings with the public will be held in lower conference room. Visitors will enter and exit through conference room directly, without going through office
- v. Adhere to common public health hygienic recommendations by washing your hands after touching commonly used items or coming in contact with someone who is sick
 - 1. Proper hand washing includes scrubbing your hands for at least 20 seconds with soap and water
 - 2. If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
- vi. Avoid touching your face, nose, mouth, and eyes
- vii. Practice proper coughing/sneezing etiquette
- viii. Properly dispose of anything that comes into contact with your mouth, such as tissues or plastic eating utensils
- ix. Avoid coming into contact with people displaying symptoms of illness
- x. If working in close proximity with others, attempt to keep a distance of 3 feet from the nearest person while working
- xi. All office and TCS to install and utilize instant messaging program (Microsoft Teams) to reduce need for some quick face to face meetings
- xii. M&O employees will only be allowed one person per vehicle, unless 6' safe social distance can be maintained
 - 1. Region has rented three 15-foot passenger vans, along with 2 that are already in the Region to shuffle people to job sites
 - 2. Employees are allowed to use their personal vehicles if uncomfortable in a State vehicle
- e. After Exposure
 - i. Notify your supervisor when calling in sick if you have flu like symptoms or if a family member has the flu. Usually employees will feel severely sick with a fever, fatigue and cough
 - ii. Ensure employees have a contact person to pick them up if needed
 - iii. Thoroughly disinfect/sanitize the sick employee's work location, common areas and any work vehicle the employee drove
 - iv. Continue thoroughly disinfecting/sanitizing common areas until the flu exposure limit has passed
 - v. Restrict the work location, as much as practical, to employees already exposed to the flu
 - vi. Notify the Region Office of a possible crew exposure



Maine Department of Transportation

- vii. Notify TOM when you cannot meet your minimum LOS due to employees being out sick
 - viii. Supervisor contacts Region Office and activate Continuity Plan
 - ix. TOM's will redistribute employees. Refer to statewide Continuity Plan for priority routes
- II. Operations Continuity
- a. Region Office
 - i. No one is allowed in Region office without contacting Region Manager and/or Superintendent first
 - 1. Staff in office will prepare items for quick pick-up
 - 2. Staff in office will sanitize after person leaves
 - ii. Essential Work
 - 1. Permits
 - a. Permits for utilities, highway openings, and access management should continue. Region Traffic Engineer and Region Engineer, along with Head Clerk are essential in producing these documents
 - 2. Bill Paying
 - a. Payment of invoices is critical to ensure continued supply of materials, utilities, parts, and products. Head Clerk is essential in processing these
 - 3. Payroll
 - a. Payroll is an essential function. TOMs, Superintendent, and Region Manager are essential in processing this
 - 4. FML/Worker's Comp Administration
 - a. We must maintain existing, and process new FML & Worker's Comp information to meet Federal and State Guidelines. HR Specialist is essential in processing and tracking these
 - 5. MATS Administration
 - a. MATS is a critical MaineDOT system for work reporting and crew payroll. Data TOM is essential in this operation
 - iii. Essential Personnel
 - 1. Region Manager
 - a. Denis Lovely will work from home if quarantined
 - b. Tim Cusick will back up if Denis becomes unavailable
 - 2. Region Engineer
 - a. Mark Hume will work from home
 - b. Tim Soucie will back up if Mark becomes unavailable
 - 3. Region Superintendent
 - a. Tim Cusick will work from home if quarantined
 - b. Denis Lovely will back up if Tim becomes unavailable

Maine Department of Transportation

4. Traffic Engineer
 - a. Tim Soucie will work from home
 - b. Mark Hume will back up if Tim becomes unavailable
5. TOMs
 - a. Bill Emery will work from home if quarantined
 - b. Bob Holbrook will work from home if quarantined
 - c. Mahlon Presby will work from home if quarantined
 - d. Brian Haynes will work from home
 - e. Kevin Davidson will work from home if quarantined
 - f. All TOMs will back up if one becomes unavailable
6. HR Specialist
 - a. Sonya Fuller will work from home
 - b. Bethany Mulcahy will back up if Sonya becomes unavailable
7. Head Clerk
 - a. Bethany Mulcahy will work from home
 - b. Bethany will come into office twice a week to open mail and scan new work to herself and OAI's
 - c. Main office phone line will be forwarded to Head Clerk, unless she becomes unavailable to work
 - d. OAI Tracy Bonnevie and OAI Gabrielle Luce will work from home and will back up if Bethany becomes unavailable
8. Work from home
 - a. Some non-essential staff will work from home, including Occupational Safety Specialist, OAI's, Contract TCLs, and Inventory & Property Associates
 - b. We will ensure that employees who may need to work from home will have the capability to do so in advance
 - c. Staff working from home will complete training courses shared by HR
 - d. Working from home will have the following expectations:
 - i. Approval to work remotely does not imply that a position is eligible for telecommuting
 - ii. The employee's salary, job responsibilities, and benefits will not change
 - iii. The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite
 - iv. Normal work hours are to remain the same while working from home, unless otherwise agreed upon by the supervisor

Maine Department of Transportation

- v. Employee will set-up and utilize call forwarding or voicemail
 - vi. Employee will promptly notify supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances
 - vii. Management has the discretion to determine whether to allow working from home when an employee's dependents may be in the home during the working hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked
 - viii. The employee must gain pre-approval from supervisor prior to using any accrued leave
 - ix. The employee should complete a work log to document work completed when working from home
 - x. There should be regular check-ins during which the supervisor and employee review completed work and status of items in progress
- iv. Critical Supplies, Services, Products
 1. Office heating fuel, electricity, water, and sanitization on a set schedule are critical
 2. Region has enough salt within the Region to finish out the remainder of the 2019/2020 Season. Will need to re-address if situation runs into the 2020/2021 Season
 3. Fuel & parts to be addressed by Fleet
- b. Crew Camps
 - i. All camps closed to visitors
 1. TOMs and other staff who does not typically work in that camp will not visit camps unless emergency
 2. OSS will not visit camps
 - ii. Crews will be working 4 10-hour shifts, with TOMs calling in someone if issues arise on Friday
 - iii. Essential Work
 1. Road Treatment
 2. Road Maintenance
 - iv. Essential Personnel
 1. With current staffing, we anticipate being able to maintain current LOS in the event that an entire camp is quarantined, with assistance from other crews and office TCLs
 - a. If unable to maintain, we will focus on Priority 1 & 2 roads, and take care of Priority 3 & 4 roads as able



Maine Department of Transportation

- v. Critical Supplies, Services, Products
 - 1. Heating fuel, electricity, water, and sanitization on a set schedule are critical
- c. Movable Bridges
 - i. None in Region
- d. Visitor Information Centers
 - i. None in Region



Maine Department of Transportation

MaineDOT Region 4

COVID-19 Continuity of Operations Plan

Operations Continuity

Region Office

Essential Work

MATS Administration: We need to continue to document our work that is completed, and the hours worked by our crews. To accomplish this, we need to continue to utilize the MATS system and the **Data TOM** and **Assistant Data TOM** are critical to this function.

Permitting: Processing of Utility Location, Highway Opening and Driveway and Entrance Permits will need to continue. The **Senior Technicians** overseeing these permit processes as well as the **Region Engineer** are critical to oversight of work being done by others within the highway right of way.

Supervision: Continued supervision and oversight for overall crew operations, including Fleet, are needed when M&O is in an emergency situation. Crew based supervisors need information and a way to coordinate with other crews and Regions. The **Transportation Resource Manager** and the **Transportation Operations Managers** are critical to this function.

Paying of invoices: It is critical that we pay our vendors in a timely fashion to continue receiving material, services and parts. **The Office Associate II** is critical for this function.

Essential Personnel Region Manager; Transportation Resource Manager, Region Engineer, Region Traffic Engineer, TOMs, Technicians, HR Specialist, Clerk IV, Office Associate II, Safety Specialist, Contract Specialists. Encourage and facilitate telework where possible.

Critical Supplies & Services

Heating Gas/Fuel and repair services
Electric, water and sewer utilities
Janitorial Cleaning services & supplies.
IT Services



Maine Department of Transportation

Equipment parts

Crew Camps

Essential Work

Snow & Ice Control:

This activity is essential and will continue to the best of our ability based on available drivers. Strategies that may be employed if there is a shortage of drivers include:

- Use other certified employees such as mechanics, supervisors Project Development employees and contracted retired employees to plow.
- Lengthen plow beats as much as practicably possible.
- Communicate with other Regions on sharing resources.
- Concentrate plowing efforts on priority 1 roads such as the Interstate.
- Move people from outlying crews to focus on the higher priority roads.
- Limit the level of plowing between 10:00 pm and 5:00 am.

Equipment Maintenance:

- Based on available mechanics, prioritize repair of equipment to ensure equipment performing critical functions is repaired first.
- As needed, utilize equipment dealers to provide maintenance services.
- Communicate with other Regions and Fleet Services about sharing resources.
- Contract with retired mechanics to work in the garages.

Emergency Response:

- MaineDOT crews will need to have the capability to respond to emergency situations to ensure public safety such as assisting State Police at accident sites, removing downed trees and assisting during floods.
- Perform as much general maintenance as possible (patching, brush cutting, sign maintenance) given crew size and social distance requirements.

Disinfecting & Sanitizing

- Disinfecting and sanitizing of rest rooms multiple time a day



Maine Department of Transportation

- Disinfecting vehicles, equipment and tools after every use
 - Disinfecting of frequently touched areas and flat surfaces
- Essential Personnel: Crew Supervisors, Crew Leaders, Transportation Workers, Mechanics
- Essential Supplies: Salt, sand, fuel, water, power, cleaning supplies and disinfectants, pavement/patch

Social Distancing Strategies:

- Split up crews to groups of 10 and under by having different reporting areas in the am, monitor lunchtime conjugation and maintain separation at the end of the day.
- No more than 2 people per vehicle
- Conduct safety training within these small groups.

Visitor Information Centers

- Essential Work:
- Disinfecting and sanitizing of rest rooms multiple time a day
 - Disinfecting of frequently touched areas and flat surfaces
 - If unable to staff the information centers, encourage use of internet links to obtain travel/tourism related information.
- Essential Staff: Cleaning Contractors
- Essential Supplies: Fuel, water, power, cleaning & bathroom supplies and disinfectants

MaineDOT Region 5 COVID-19 Continuity of Operations Plan

General Policy

Education

- Supervisors are to print and post any updated information related to the current coronavirus update that is sent out through official MaineDOT communication channels
- Review the symptoms of Coronavirus and the Region's Continuity Plans with all region employees.
- Any employee planning to travel out of the State of Maine should notify their supervisor, who in turn will notify the Region office with State or Country the employee plans to visit. Based on current risk assessment from the CDC for that location, the employee may be asked to self-quarantine at home for the recommended days to ensure their safety, as well as the safety of their co-workers
- 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.
- Limit the sharing of personal items, pencils, phones, etc.

Symptoms

Fever

Cough

Shortness of breath

Sanitization

- Ensure small hand sanitizers are available to employees as requested (as availability allows)
- Ensure large sanitizer's bottle are placed in break rooms, and where employees might congregate (as availability allows)
- Wipe steering wheels, controls, and handles of vehicles after each use.
- Clean common equipment and tools, such as, loaders, hand tools, etc. after each use.
- Clean bathrooms, kitchen and other common areas daily.
- In the event commercial cleaning supplies are not available, a solution of 1/3 cup of bleach per gallon of water will be used to disinfect areas. This bleach/water mixture has a shelf life of approximately 24 hours so only mix up as much as you plan to use in a day.
- Employees need to be aware of any requirements of the SDS sheets for the cleaning materials they are using. Specifically, latex gloves should be worn when cleaning and any other PPE recommended by the SDS sheet

Maine Department of Transportation

- Supply small hand sanitizer, large hand sanitizers and spray bottles to employees (as available)
- Ensure all common surfaces (door handles, break room, bathroom) are wiped down daily with a cleaner that will kill the coronavirus (reference CDC website for guidance)

Social Distancing

As much as practical, hold virtual meetings by phone or Skype as opposed to large gatherings. In accordance with current guidance from the Governor's office, no gatherings larger than 10 people will be held.

After Exposure

- 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, comp time or sick leave 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.
- Management may ask employees with flu like symptoms (fever, body aches and cough) to go home until their fever has been over for 24 hours. Employees may be asked for a doctor's note prior to their return to work.
- Notify your supervisor when calling in sick if you have flu like symptoms or if you have tested positive for coronavirus.
- Supervisor contacts Region Management (Region Manager or Personnel Manager) to advise and discuss next appropriate actions.
- Thoroughly clean the sick employee's work location, common areas and any work vehicle the employee drove.
- Continue thoroughly cleaning common areas until the exposure limit has passed.
- Restrict the work location, as much as practical, to employees already exposed to the virus.
- Based on circumstances, consider limiting the number of employees who operate a piece of equipment (e.g. have one employee run the loader rather than having everyone load themselves during a storm)
- Update employee contact lists and ensure this information is readily available to supervisors.
- Ensure employees have a contact person to pick them up if needed.
- Notify the Region Office of a possible crew exposure
- Notify TOM when you can not meet your minimum LOS due to employees being out sick – TOM will work with other management staff to reallocate staff, if necessary
- Employees who come to work who are obviously ill or who say they are not feeling well may be asked to go home until such time as they have no symptoms

Operations Continuity

Region Office

Essential Work

- Staff that can work from home (Region Manager, Region Engineer, Superintendent, TOMs, OSS, Region Traffic Engineer, Personnel Specialist) will ensure that they have the RSA token on their laptops and that it works from their home in the event that the Region office has to be closed. As requested and approved, employees will be allowed to work from home.

Crew Camps

Essential Work

Our core mission during this time of year is plowing snow and ensuring the safety of the travelling public.

Essential Personnel

TCS, TCL, TW's

Critical Supplies, Services, products

Cleaning supplies that will enable crews to properly sanitize their work areas
Snow and ice control materials (salt, sand, liquids)

In the event that salt supply chains break down, the Region has enough salt on hand to get through the rest of the winter by focusing salt use on the Interstate and Priority 1 roads and utilizing sand on other roads

Interstate Rest Areas

Essential Work

- Continue to clean and disinfect as specified in the existing contract (most common areas and surfaces are cleaned and disinfected four times per 8 hour shift)
- In the event of an outbreak that significantly affected the Region or the State, consider closing the Medway Rest Area after consulting with Augusta HQ

Essential Personnel

Interstate rest areas are staffed by a contractor. In the event that the contractor is no longer able to provide service, the rest area could be closed, or staffed with MaineDOT staff.

Essential Supplies, Services, products

The continued availability of cleaning and disinfecting supplies are critical to the operation of the rest area. In the event these products are no longer available, the rest area may need to be closed.

Appendix B

Social Distancing Strategies

- Encourage employees to adhere to CDC Steps to prevent the spread of COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- Encourage employees to avoid larger group gatherings and maintaining approximately six feet from others when possible.
- Agree on an isolation area for each Facility
- Remind all staff to avoid hand shaking
- Create secondary break room to avoid cross contamination
- Adhere to common public health hygienic recommendations by washing your hands after touching commonly used items or coming in contact with someone who is sick
 - Proper hand washing includes scrubbing your hands for at least 20 seconds with soap and water
 - If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
- Avoid touching your face, nose, mouth, and eyes
- Practice proper coughing/sneezing etiquette
- Properly dispose of anything in contact with your mouth, such as tissues or plastic eating utensils
- Avoid contact with people displaying symptoms of illness



Maine Department of Transportation

Appendix C

Governor's Office Guidance

Dated 12/3/20

With Gratitude, Important Employee Information for 2021

Dear State of Maine Employee,

I hope that you had a safe and restful Thanksgiving Holiday. I know these last few months have been difficult and that you may have been unable to take deserved time away from work during the ongoing pandemic. Please know that your efforts to provide critical services to Maine people, especially during these trying times, is deeply appreciated. With gratitude for your efforts and in support of your health and well-being, I am pleased to announce that my Administration has collaborated with the workers' unions on [a number of employee enhancement provisions for next year](#).

All State Employees Can Carry-Over Unused Vacation Time to 2021

All State employees will be able to carry-over all unused vacation time from 2020 into 2021, even if vacation time exceeds the typical maximum accrual. Recognizing that detaching from work to rest and recharge during the pandemic hasn't always been possible, even though we encourage it, this provision is offered in gratitude for the many State employees who have been unable to take time off while shouldering their increased workload during the COVID-19 pandemic. (Details [here](#).)

All State Employees to Receive Sick Leave "Up Front" - Stay Home If You Feel Sick

As you know, State work rules require that you "Wait!" and don't leave your home if you feel sick. This is so important in our fight against COVID-19. To that end, for 2021, all State employees will receive their sick leave "up front" (rather than earning sick leave on a bi-weekly basis) in case you need to use it. Please, I urge you, use your sick time to stay home if you are feeling unwell. (Details [here](#).)

COVIDcare Admin' Leave Available to Employees

In recognition of the hardships caused by COVID-19, I am launching COVIDcare for State employees in 2021. Eligible State employees may use up to 80 hours of paid COVIDcare administrative leave if quarantining or isolating as a result of COVID-19, when caring for someone with COVID-19, or for COVID-19 related childcare issues. (Details [here](#).)

Leave Time Flexibility

My Administration will continue to allow employees to use their sick time or other paid time off if experiencing childcare issues due to COVID-19. (Details [here](#).)

Contractual Pay Raises Effective January 3rd

The "add/drop" previously negotiated for bargaining unit employees will be processed next month per contractual obligations, with the improved hourly rates effective as of January 3, 2021.



Maine Department of Transportation

Confidential employees will receive the same “add/drop” raise, also effective on January 3, 2021. (Please note: Appointees and electeds will *not* receive this raise as originally planned.) (Details [here](#).)

I hope that these initiatives will make it a little easier for you and yours to stay healthy – as we all do our part in the fight against COVID-19.

I also want to take a moment to update you on our remote work policy during inclement weather:

In general, storm delays or cancellations are meant to keep people off the roads to allow our public safety personnel to do their jobs and keep us all safe. In inclement weather, any storm delay or cancellations for State employees will be announced via the Citizen Alert System ([sign up today!](#)), the State weather announcement line at 207- 624-7546, or local TV and radio stations. Absent a commute, teleworkers are expected to work even in the event of a storm delay or cancellation; [please plan ahead for this](#).

Every day I am grateful for your commitment to public service even during these challenging times. It is my honor to serve alongside you as Governor of the Great State of Maine.

Please, keep the faith and stay safe.

Dated 11/19/20

With COVID-19 Cases Rising, Mills Administration Announces More Public Health and Safety Measures

Starting tomorrow, certain businesses statewide will close every day by 9:00 PM; Keep Maine Healthy Program Extended; Additional Walgreens Testing Sites Open

Following an alarming increase in COVID-19 cases, hospitalizations, and positivity rates in the State of Maine, the Mills Administration today announced new measures to mitigate the spread of this deadly virus.

Beginning tomorrow, Friday, November 20, 2020, through Sunday, December 6, 2020, all outdoor and indoor amusement venues, movie theaters, performing arts venues, casinos, and businesses that provide seated food and drink service, including social clubs, restaurants, and bars and tasting rooms currently open for outdoor service, will close for the night by 9:00 p.m. This limit on hours is designed to limit extended gatherings at a time when many students and family members are returning to Maine and at a time when social gatherings are more common, both of which will likely lead to more COVID-19 transmission



Maine Department of Transportation

Dated 11/13/20

Ahead of Holiday Season, Mills Administration Announces Massachusetts No Longer Exempt from Quarantine or Negative Test Requirement.

The Mills Administration announced that, effective Monday, November 16, 2020, Massachusetts is no longer exempt from Maine's quarantine or negative test requirement. People coming here from Massachusetts must either quarantine for 14 days or receive a negative COVID-19 test with a sample taken no longer than 72 hours from arrival in Maine. This protocol applies to Maine residents returning from Massachusetts or another of the non-exempt states.

Dated 7/10/2020

Thank you for your continued efforts for Maine's citizens.

Below, please find some new (well, new from this format) information and some reminders, in similar style to the email sent [in April](#).

New Information

Here is a [State of Maine Employee Guide](#) with guidelines all employees must follow. Please be sure to check it out and refer to it at home and at work. It includes the important message STAY HOME if you are sick; provides a self-monitoring daily checklist; reminds us to wear face coverings and maintain distance; and more. Thank you for following the work rules and guidance to ensure the health and safety of all employees.

- The Eastside Wellness Center in Augusta and the Bangor Wellness Center have closed effective June 30. We had to consider the significant operating costs for these centers, the approaching end date of the current vendor contract, and the COVID-related changes that would need to be made. The wellbeing of our workforce remains a priority. As a reminder, the State offers several wellness options for employees and retirees. The [gym reimbursement program](#) has restarted effective July 1; Anthem [health and fitness discounts](#) are available for plan participants; and there is a [Silver Sneakers](#) program for retirees. You can find more information about these programs on the [Employee Health & Benefits website](#).
- Many Maine employees, like employees across the nation, are victims of a scheme targeting state unemployment program funds. The scheme includes the filing of fraudulent unemployment claims using stolen personal data. This is our personal information that has been hacked from any

Maine Department of Transportation

number of sources that lives on the “dark web.” This is a complex criminal scheme; this is not a hack of our state systems. DAFS and the Department of Labor have established a notification process for state government employees who are impacted by this scam. As DOL becomes aware of a state employee falling victim to a fraudulent claim, they will inform the Bureau of Human Resources, who will in turn contact the employee to provide information and links to resources that help protect your identity. If you believe you may have had a false unemployment claim filed using your identity, please immediately contact your [Bureau of Human Resources](#) professional and the Maine Department of Labor at: <https://www.maine.gov/unemployment/idtheft/>.

- To minimize the spread of the coronavirus, there’s more to consider when traveling across state borders. Here is an FAQ issued by Maine DHHS on the [“standing order” regarding COVID-19 testing](#).
- Please don’t bring your own cleaning products into the office. If there is a specific workspace that needs additional cleaning, please let your Building Contact know; PMD will make every effort to accommodate requests. An agency may order approved disinfectant wipes and hand sanitizer (as well as masks and gloves) through the Division of Procurement Services.
- Because of service changes caused by the pandemic, the State will allow Flexible Spending Account (FSA) participants to change their annual election amounts from July 6 through August 15, 2020. Changes will become effective as soon as administratively feasible (there may be a lag based on election change timing). FSA members are not allowed to decrease their annual elections below what they’ve been reimbursed but have not yet paid in payroll deductions. Members wishing to change their FSA elections should email info.benefits@maine.gov.
- 7,150 state employees completed the Transition Survey (thank you!). Here’s some information about fuel emissions and [miles traveled](#) we’ve saved by working from home. To view the survey summary, click [here](#).

As A Reminder

- Work with your supervisor to determine the best time to attend one of the MS Teams training events listed below to learn more about the

Classification and Compensation Study and how to complete a job description questionnaire (“JDQ”). Find more information about this study in the Statewide email I sent out on [July 1](#). In addition, FAQ (Frequently Asked Questions) and a recorded presentation will be posted at this Intranet site: <http://inet.state.me.us/dafs/class-comp-study/index.html>. If you require an accommodation for either the presentation or the JDQ, please reach out to the EEO Coordinator in your [human resource office](#).

Monday July 13: 1:30 pm – 3:00

pm: <https://tinyurl.com/yd6bbv2m>

Tuesday July 14: 9:00 am – 10:30

am: <https://tinyurl.com/y7r7xybb>

Tuesday July 14: 2:00 pm – 3:30

pm: <https://tinyurl.com/y8444vrz>

- Vacation accrual maximums have been temporarily increased for all bargaining unit employees through December 31, 2020. The new temporary accrual maximums **do not** adjust the contractual maximum amount of vacation that can be paid out to an employee upon termination – those remain unchanged. The temporary maximums are through December 31, 2020. In January 2021, we revert back to the maximums in the applicable contracts, and time over the maximum will be lost.
- As of June 26, 53 percent of Maine people have self-responded to the [2020 census](#)! Nearly 39 percent of those people took the census online. If you know people who haven’t completed it yet, remind them: It’s Safe, It’s Easy, and It’s Important!
- The Health Premium Credit Program deadline for this year’s Program is extended to September 30, 2020. <https://www.maine.gov/bhr/oeh/benefits/health-premium-credit>
- Always remember to wash your hands, maintain physical distancing, and wear your face covering in and out of the workplace.
- Statewide COVID-19 information may be found on the Governor’s website: <https://www.maine.gov/covid19/>

- For state employee-specific links and updates: <https://www.maine.gov/dafs/covid-19>

Dated 5/27/20

Administration restricts reopening of restaurants in Androscoggin, Cumberland and York Counties to outside service only

Governor Janet Mills today announced an update to her Administration's plan to restart Maine's economy as the state approaches the scheduled June 1 start date for Stage 2 of the plan.

The Mills Administration announced today that it is postponing the full reopening of restaurants for dine-in services in York, Cumberland, and Androscoggin counties. Restaurants in these counties were tentatively scheduled to reopen to dine-in services on June 1 (Stage 2) but are now restricted to reopening to outside dining service only beginning on that date in addition to continuing to provide take-away and delivery services. The decision to limit their reopening comes amidst an increase in hospitalizations as well as an increase in case counts in these three counties, both of which are metrics [monitored](#) by the Maine Center for Disease Control and Prevention (Maine CDC). A date for the reopening of dine-in services in these counties is yet to be determined.

"Given the trends we are seeing in certain parts of Maine, our Administration is revising the plan to align with what is in the best interest of public health. To that end, rather than permitting dine-in services in Androscoggin, Cumberland, and York Counties as we had originally planned, we will be allowing outside dining only with precautions, a move we believe is safer for the health of Maine people and that balances the economic needs of these businesses," said Governor Mills.

In the wake of this change, the Department of Health and Human Services and the Department of Administrative and Financial Services, which have licensing authority, are streamlining and expediting approval of licenses to facilitate outside-only dining.

Aside from this update, Stage 2 will move forward as planned. This means that on June 1 restaurants in Penobscot County will be allowed to voluntarily reopen for both indoor and outdoor dining services [with strict health and safety precautions](#), joining the twelve

other rural counties where such establishments have been permitted to reopen as part of the [Governor's rural reopening plan](#). Although Penobscot County has been identified as an area with community transmission, the decision to allow it to reopen as scheduled results in part because the county has not had more than three new cases a day since April.

Additionally, on June 1, retail businesses in York, Cumberland, Androscoggin, and Penobscot counties – counties where these businesses have been closed to indoor shopping – will also be permitted to voluntarily reopen, also with [strict, sector-specific health and safety precautions](#). These businesses now join those in the other twelve counties permitted to reopen as part of the Governor's rural reopening plan.

The Administration continues to closely review the status of gyms, fitness centers, and nail salons, the reopening of which were paused last week as a result of concerns about the transmission of the virus in these settings. [View a complete outline of Stage 2 with COVID-19 Prevention Checklist guidance](#).

"We recognize this is an incredibly difficult time for the business community, and we will do all we can to work collaboratively to develop solutions that keep people safe and create opportunities for businesses," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "We believe that is what we have done here, and we will continue to examine similar opportunities moving forward."

Throughout the reopening process, Maine CDC has monitored epidemiological data, including case trends, hospitalization rates, and reports of COVID-like symptoms, as well as health care readiness and capacity. The Administration also continues to evaluate standards outlined in the [Governor's reopening vision statement](#), such as testing capacity and the State's ability to conduct contact tracing. It is a review of these metrics in their totality and in context, as opposed to the daily change of a single metric, that informs decisions. Decisions also take into account the insight of Maine CDC epidemiologists; for example, whether an increase in cases is related to an outbreak in a congregate living facility or to spread among close contacts of a previous positive case.

In the past two weeks, Maine's count of confirmed COVID-19 cases has increased and there has been an uptick in hospitalizations. However, Maine's hospital capacity and readiness – including the availability of ICU beds, non-ICU beds and ventilators – remains adequate.



Maine Department of Transportation

"Data and science continue to guide Maine's public health response to COVID-19," said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. "Expanded testing capacity and enhanced contact tracing add to our analytical toolkit as we review daily fluctuations in metrics and longer-term trends."

Adjusted for population size, as of today, Maine ranked tenth lowest in the nation in terms of positive cases; 39th in the nation in terms of deaths; 30th in terms of patients ever-hospitalized out of the 35 states reporting; and 17th in the percentage of people who have recovered out of the 41 states reporting.

Recently, the Mills Administration has more than [tripled the State's testing capacity](#) through a partnership with IDEXX, [eliminated its testing prioritization system](#) to allow anyone suspected of having COVID-19 to be tested, [recommended universal testing in congregate living situations](#) after a single confirmed case, [expanded the State's contact tracing system](#), and announced [the deployment of Federal funds](#) to expand the State's lab capacity, bolster rural hospital lab capacity, and establish drive-through testing sites.

Dated 5/14/20

I hope this email finds you and yours well on this sunny day. First, let me say, thank you to each and every one of you for your efforts to keep State Government working as we navigate these unprecedented times. There is no question these last few months have generated many changes, and you may be facing each day with new challenges: working remotely or alone in the office or field; kids home because of daycare or school closures; family members unable to work; or, sadly, the loss of a loved one.

Know that you matter; know that your best is your best; and know that you can reach out for help. Your manager can steer you to appropriate support. [Human Resources professionals](#) have knowledge of benefit options and resources. And, as part of our benefit package, [Living Resources](#) (Employee Assistance Program) is available to you and your family members for assistance with legal, financial, and mental health concerns.

When I last emailed, the Governor had announced a [plan](#) for a gradual restart of Maine's economy. We shared that, based on the Governor's plan, the gradual reentry of workers and reopening at most of our facilities will not begin until at least June; and we introduced a Transition Committee working on that shift. Today we are letting you know that **Breana Bissell**, the State's Director of Human Resources and member of the Transition Committee, **will be sending out a statewide survey to employees very soon**. When you receive the email from



Maine Department of Transportation

Breena, **please open and click the link to the survey**—it is not spam. This short survey will capture your work situation as well as your thoughts and considerations for moving forward. Information will be shared with your managers and used in decision making and planning; therefore, please be sure to enter your name and department information. Thank you in advance for your participation in this effort.

Dated 4/29/20

The Governor has [announced](#) a safe, gradual plan to restart Maine’s economy.

Part of this [plan](#) is a specific “requirement to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain”. Here is [Executive Order #49](#) (See Appendix N) and today’s [press release](#).

This guidance is meant to add a layer of protection from infection as we open more businesses. If it is hard to ensure consistent physical distancing, then the cloth face covering is required.

As Governor Mills states, “By wearing a cloth face covering, you are taking an important step in protecting others, and when others wear them, they are taking an important step in protecting you”.

What does this mean for state work spaces?

The Order includes: “Employers in settings that are not typically accessible to the public may determine the persons who should wear a cloth face covering at their workplace and shall permit any employee who wants to wear a covering to do so.”

As previously noted, most of our state workforce is working or dispatching remotely. And most of our office space is no longer accessible to the public. With a few exceptions due to the nature of your work (for example, hospitals, postal workers, correctional facilities), all State of Maine worksites should have effectively implemented social distancing measures and State employees and visitors should be adhering to those measures in and out of the workplace. For now, wearing a cloth face covering in an environment where employees and visitors are appropriately adhering to these guidelines is not mandatory. However, you are welcome to wear one if it makes you feel more comfortable to do so.

We are sending this to All State Employees, but the reality is that this is not going to be “one size fits all” guidance. When the time comes to transition employees back from remote



Maine Department of Transportation

dispatching or working, and as we re-open our locations to the public, it is likely that more consistent use of cloth face coverings in our work spaces will be required in some form.

Based on the Governor's plan, the transitioning of workers and reopening our facilities will not begin until at least June. And even then, it will be gradual. We have convened a Transition Committee to consider the various adjustments, including cloth face covering use, that may be required in our work spaces as a result of this pandemic. We will provide more information on the work of this Committee as it is developed.

The US CDC makes it clear that maintaining 6-foot physical distancing and cleaning your hands remain critical to managing the spread of the virus. The US CDC [advises](#) that wearing a cloth face covering is not a substitute for this and other CDC hygiene guidance, which includes staying home when you are sick.

Disposable face coverings are available now. Cloth face coverings have been ordered through our Maine partner, [American Roots](#), and will be arriving and distributed soon. A first order may be received as early as next week, but bulk delivery of 4,000 per week will begin May 14. Also, the video in this [link](#) shows you how to make your own cloth face covering. And, the Maine Manufacturing Extension Partnership has [compiled a list of Maine companies producing face coverings](#), which the Administration is sharing with Maine people as a resource. Attached and here are the [other emails](#) we've sent relating to cloth face coverings.

If you have any questions, please reach out to your [Human Resources professionals](#).

Dated 4/23/20

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.

See attached picture.

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.





Maine Department of Transportation

Dated: 4/15/20

Thank you all for the adjustments you have made and are making to continue to provide services across the state to the people of Maine. Thanks too for the support you are offering to each other as employees. We hope this email finds you healthy and settling into new routines. We are doing a different style update this time...bullet points and links.

Statewide COVID-19 information may be found on the Governor's website: <https://www.maine.gov/covid19/> (See Appendix P for screenshot of this webpage) As always, please go to our website for state employee specific links and updates: <https://www.maine.gov/dafs/covid-19> (See Appendix P for screenshot of this webpage)

Did You Know?

- The **Real ID** deadline has been moved to October 2021: <https://www.maine.gov/sos/bmv/licenses/realid.html> (See Appendix P for screenshot of this webpage)
- Don't forget to complete your **Census!** It's Important, It's Safe, and It's Easy: <https://my2020census.gov/> (See Appendix P for screenshot of this webpage)
- The **United Way** reminds us they continue to be here for all Mainers in times of need. Their offices continue to work full time to ensure people have access to services like food, shelter, personal protective equipment, and child care: [COVID-19 Response effort](#) (See Appendix P for screenshot of this webpage)
- On the **Office of Employee Health and Benefits website**, there is a dedicated [Covid-19 section](#) where you can find updated information related to your health plan, retirement, and wellness resources. (See Appendix P for screenshot of this webpage)
- **Maine people are helpers**, and they are everywhere. This new resource helps Maine people to target their skills, resources, and time in the most effective and safe ways to do the most good for our state: <https://www.maine.gov/covid19/maine-helps> (See Appendix P for screenshot of this webpage)
- Today would normally be **Tax Day**, but both the Federal Government and the State of Maine have extended the filing and payment date of certain taxes from today to July 15. <https://www.maine.gov/governor/mills/news/governor-mills-extends-state-income-tax-payment-deadline-july-15-2020-2020-03-26> (See Appendix P for screenshot of this webpage)
- You can review all of the Governor's Executive Orders here: https://www.maine.gov/governor/mills/official_documents (See Appendix P for screenshot of this webpage)



Maine Department of Transportation

- We hope to have **cloth face coverings** for distribution to state employees within the next week or so.

The Families First Coronavirus Response Act (FFCRA)

Passed by Congress and effective 4/1/2020, includes the **Expanded Family and Medical Leave Act (EFMLA)** and the **Emergency Paid Sick Leave Act (EPSLA)**. Below is a link to a Question/Answer document as well as a link to the leave request forms.

FFCRA Q&A: <https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/FFCRA%20Q%26As%20for%20Employees.pdf>

FFCRA Leave Request Form:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/FFCRA%20Leave%20Request%20Form-1.pdf>

EPSLA Leave Request Form:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/EPSLA%20Leave%20Request%20Form-2.pdf>

Teleworking:

As of April 1, approximately 85% of state employees are teleworking. Approximately 7,700 of the nearly 9,100 designated as non 24/7, public safety.

Remember – your work space at home isn't designed for use like your work space at work. We can forget and keep sitting in one place for too long as we Zoom and Teams from meeting to meeting, but it's important to move often.

Some pointers for setting up a workspace in your home can be found on this video, recently created by the State's ergonomic advisor, Jason Wade:

<https://www.youtube.com/watch?v=axSgFvUSpGA&t=22s>

Here's the link to the Telework Best Practices document:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/Telework%20Best%20Practices%20-%20Employees.pdf>

Stay active while teleworking. See below two exercise videos for employees.

Back Strengthening: https://youtu.be/x9R7eX_pjiQm

Desk Stretching: <https://youtu.be/JXRwcybd7l0>

As a reminder, if you have questions about your telework setup, reach out to your [Human Resources professionals](#).



Maine Department of Transportation

Temporary increase to vacation accrual maximums

We have reached an agreement with MSEA to temporarily increase vacation accrual maximums for those employees in MSEA bargaining unit positions.

New MSEA temp maximums are effective March 26 through December 31, 2020:

Bargaining Unit(s)	Less than 15 Years of Continuous Service	15 or More Years of Continuous Service
Admin, OMS, P&T	New temp max 300	New temp max 400
Supervisory	New temp max 325	New temp max 425

The Controller’s Office is working on a report of employees who lost vacation time beginning Thursday, March 26, and until the new temporary maximums are adjusted in TAMS. This lost time will need to be restored through a manual process at the agencies. Once the new maximums are updated in TAMS, time will automatically accrue up to the new maximums.

NOTE:

- The new temporary accrual maximums **do not** change the contractual maximum amount of vacation that can be paid out to an employee upon termination – those remain unchanged.
- The temporary maximums are only through December 31, 2020. Effective January 1, 2021, we revert back to the maximums in the contracts.

We are working on similar agreements with other unions.

Gym Reimbursement

As a result of the Covid-19 pandemic and the requirement for non-essential businesses to be closed, the gym reimbursement program is suspended until further notice. The gym reimbursement forms for first quarter (months: January, February and March) will be processed in April.

Health Premium Credit Program

- The deadline for this year’s Program is extended to September 30, 2020. <https://www.maine.gov/bhr/oeh/benefits/health-premium-credit>. (See Appendix P for screenshot of this webpage)



Maine Department of Transportation

As a reminder

- If you are sick, stay home. Do not come to work. Do not run errands. Do not go into the office to pick up work items; coordinate with your supervisor for delivery.
- Call your health provider – do not visit them in person.
- Please continue to exercise care with personal hygiene, as these measures continue to be our best protection:
 - Wash your hands frequently with hot, soapy water for at least 20 seconds
 - Keep your hands below your shoulders (away from your face); and
 - Greet others from a distance, instead of shaking hands

Be mindful of the needs of others. Stay calm. Facts not Fear. Assume best intentions. Be kind. Maintain distance, but stay in touch.

Thanks to all of you and for all you do.



Maine Department of Transportation

Dated: 4/5/20

As you may have heard, on Friday afternoon, the US Centers for Disease Control and Prevention (CDC) issued new guidance on cloth face coverings. [Here](#) is what it says:

“We now know from [recent studies](#) that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.”

The majority of our workforce is working or dispatching remotely. With a few exceptions due to the nature of your work (for example, hospitals, postal workers, correctional facilities), all State of Maine worksites should have effectively implemented social distancing measures and State employees should be adhering to those measures in and out of the workplace. The CDC makes it clear that maintaining 6-foot physical distancing and cleaning your hands often are critical to managing the spread of the virus: wearing a cloth face covering is not a substitute for this and other CDC hygiene guidance.

That said, CDC does recommend cloth face coverings as an additional, voluntary public health measure. We will support you in this voluntary effort. The State will procure a supply of such cloth face coverings as soon as possible. We’ll work through each Department on their distribution to each interested State employee. We want to help you in all ways possible to stay safe. In the meantime, the video in this [link](#) shows you how to make your own cloth face covering.

CDC does not recommend that you wear surgical masks or N-95 respirators unless you are a health care worker or other first responder. Our colleagues and neighbors on the front lines of the COVID-19 pandemic need them.

We thank all of you whose vigilance and hard work is both keeping COVID-19 from spreading and maintaining the services that Maine people rely on from State Government.

[Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission](#)

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

[Learn More](#)

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from [recent studies](#) that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

This recommendation complements and does not replace the [President’s Coronavirus Guidelines for America, 30 Days to Slow the Spread](#)[external icon](#), which remains the cornerstone of our national effort to slow the spread of the coronavirus. CDC will make additional recommendations as the evidence regarding appropriate public health measures continues to develop.



Maine Department of Transportation

Dated: 3/25/20

As the Commissioner of the Department of Administrative and Financial Services (DAFS) with purview over the State's workforce, it is important to me to be in regular contact with you about updates regarding COVID-19.

As you may know, this morning DHHS closed their Lewiston office due to a confirmed case of COVID-19. Employees who report to the Lewiston office have been instructed to go home. Per Maine CDC protocols, the office will be appropriately cleaned and in the coming days parts of the office may be reopened.

While I know this news is concerning, I wanted to take a moment to discuss the steps that have been taken to protect your health and safety. As you know, immediately following the emergence of COVID-19, State government took steps to protect State employees by limiting potential exposure to the virus.

We have substantially limited our public-facing interactions, and we have encouraged the people of Maine, whenever and wherever possible, to avail themselves of our online and over-the-phone services. In many instances, we have closed to the public our forward-facing office spaces.

We have encouraged those employees who can telework to do so, particularly if those employees are vulnerable to the virus. As such, after speaking personally with each Commissioner, DAFS estimates that approximately 70 percent of State employees – excluding emergency and public safety personnel – are currently working remotely. With the support of Governor Mills, we have also moved to provide more flexibility in the use of leave options, including expanding the use of sick leave with approval.

Furthermore, for those agencies with employees who are still in the office, State government is implementing strict physical distancing measures to reduce the number of people in otherwise crowded work areas and offices. If you are one of the few employees working in your office, I encourage you to be mindful of your interactions with your coworkers, to conduct business via email or phone whenever possible rather than in-person, and to maintain a distance of six feet from people at all times. No more walking into each other's cubicles.

DAFS has also increased its janitorial services, cleaning more frequently and sanitizing commonly-used areas of offices. We continue to urge you to wash your hands thoroughly and often and to practice physical distancing at all times. Most importantly, if you are sick, stay home – do not come to work.

Let me also personally thank you for adapting to work in this new and unprecedented environment to ensure that State government can protect your health and safety and provide critical services to the people of Maine. You embody the extraordinary dedication Mainers are known for, even under extraordinary circumstances.

If you have any additional questions, please do not hesitate to reach out to your [manager or HR head](#), and, for more information related to COVID-19, I encourage you to visit our resource page [HERE](#).



Maine Department of Transportation

Dated:3/20/20

Good afternoon all,

The State of Maine is in an unprecedented moment in time. Governor Mills has declared a Civil State of Emergency and health care professionals and Maine CDC experts are working around the clock to mitigate the spread of COVID-19.

State government and its employees provide critical services to the people of Maine every day, and we are working to ensure that State government can deliver these services while also safeguarding the health and wellbeing of State employees. This responsibility to continue the operations of the government, during this emergency when some services are needed the most, remains paramount, and you—our valued and dedicated employees—are essential to carrying out the mission.

All agencies are working to implement methods to support social distancing and limit potential exposure through reassignment of work areas, telework where able, and more flexible leave options where appropriate, understanding these options are limited, especially for our 24/7 operations and public safety programs.

From Dr. Shah today: “What we mean by social distancing is physical distancing. Let’s keep those social connections strong and intact.” This is our opportunity to spread kindness and caring through phone calls, email, social media and other electronic outreach.

Also, another reminder: As we use more disinfecting wipes and paper towels to clean our homes and offices, don’t flush them down the toilet. Wipes and paper towels do not break down like toilet paper does in water. They are stronger, and many wipes include plastics and materials like nylon. That means bad news for sewer systems. Even wipes labeled “flushable” will clog pipes and interfere with sewage collection and treatment. They should be thrown away in the trash after use.

Things are changing almost hourly, and it’s true that guidance today may change tomorrow. Stay connected to updated information. maine.gov/dafs/covid-19
Attached are answers to questions you’ve asked.

Coronavirus Disease 2019 (COVID-19) Q&A for Employees of Maine State Government* March 20, 2020

The State of Maine is in an unprecedented moment in time. Governor Mills has declared a Civil State of Emergency and health care professionals and Maine CDC experts are working around the clock to mitigate the spread of COVID-19.

State government and its employees provide critical services to the people of Maine every day, and we are working to ensure that State government can deliver these services while also safeguarding the health and wellbeing of State employees. This responsibility to continue the operations of the government, during this emergency when some services are needed the most, remains paramount, and you—our valued and dedicated employees—are essential to carrying out the mission.

All agencies are working to implement methods to support social distancing and limit potential exposure through reassignment of work areas, telework where able, and more flexible leave options where appropriate, understanding these options are limited, especially for our 24/7 operations and public safety programs.

From Dr. Shah today: “What we mean by social distancing is physical distancing. Let’s keep those social connections strong and intact.” This is our opportunity to spread kindness and caring through phone calls, email, social media and other electronic outreach.

Things are changing almost hourly, and it’s true that guidance today may change tomorrow. Stay connected to updated information. maine.gov/dafs/covid-19

Here are answers to questions you’ve asked.

What are the results of testing for COVID-19 in Maine?

March 20, 2020 COVID-19 total test data for Maine: 2,264 negative results and 56 positive results. This changes on a day-to-day basis. The Maine CDC is providing daily updates on their website, which you can find [HERE](#).

Will I be told if someone I’m working with tests positive for COVID-19?

Yes. Your health and safety are of the utmost importance to us. Please rest assured, if and when the State is made aware of a case of COVID-19 for a state employee, coworkers in the employee’s work area will be informed.

As you may be aware from the Maine CDC’s public reporting of COVID-19 confirmed cases (which includes the age, range, gender, and county location of the individual – as most other states do), law prohibits us from identifying an employee by name when sharing positive test information. Therefore, any notification to coworkers must and will be made without mention of the employee’s name.

What does Maine CDC recommend if an employee tests positive for COVID-19?

- Maine CDC recommends closing a specific office area (not necessarily a whole office or building), if an individual in that office area tests positive for COVID-19.
- Employees who work in the same office area as the affected individual should self-quarantine at home and observe for symptoms for 14 days.
- Those who develop symptoms during that 14-day period should contact their health care provider for medical advice.
- During the 14-day office area closure, the area should be thoroughly cleaned.

- After the 14-day closure period, employees may return to work if they are not diagnosed with COVID-19, are not in their 14-day window for self-quarantine, do not have any symptoms and did not have symptoms during their period of self-quarantine.
- If multiple people in an office are affected with COVID-19, the period of closure should be based on the date of the last diagnosed individual's interaction with employees.

NOTE: other offices/programs/divisions within the same office building need not close.

What action is the State taking now to limit my exposure to COVID-19?

We are working to keep employees informed and educated. Find communications here. In addition, consistent with the guidance sent to all employees on March 16, state agencies are encouraging social distancing to limit potential exposure through lessening the number of employees in work areas, temporarily increasing telework, and providing more flexible leave options as appropriate (understanding these options are limited or unavailable for our 24/7 operations and public safety programs).

Below are answers to some of the questions we have received specific to working from home and leave time options:

1. Am I automatically approved to stay home to work if I am already equipped to telework (have a laptop and remote security access)?

Decisions regarding approval for telework are made at the department/agency level. It may be that some employees already set up for telework will be immediately approved to work from home. However, it may not meet operational needs to have all those with remote capabilities to be away from the office each day. Agencies may have operational needs requiring an employee with a laptop and remote access to be in the office or rotate days in the office. Additionally, appropriate social distancing may occur by having some employees out of the office and others remaining in the office. Please work with your supervisor and manager to determine how to best meet operational needs.

2. I have never been able to work from home before – can I work from home now?

In some cases, it may be possible due to the extraordinary circumstances related to this emergency for people who would not typically work from home to be able to perform work remotely. Departments and agencies are trying to be flexible to aid in social distancing; however, it may be that social distancing occurs in the office once others are home working. If you are approved to telework, please be aware these arrangements are not designed to be long-term and are only approved due to current circumstances related to COVID-19. Some employees may be approved to work from home for some days but be required to be in the office on other days.

3. Do I need to sign an agreement for telework?

You must have management approval to work from home. Some departments and agencies have formal agreements in place or are designing them for this temporary COVID-19 situation. It is up to the agency whether or not they require a formal telework agreement before you work at home for these temporary arrangements. Even if you did not initially sign a telework agreement, your agency may ask for a signed agreement to formalize expectations at a later date.

4. Are there guidelines or tips for working from home?

If approved to work from home, some tips to keep in mind:

- **Seek approval before taking home any materials that contain confidential information.** Remember to exercise caution, and to maintain confidentiality even with family members.
- **Seek approval before bringing any additional office equipment beyond a laptop home with you.**
- **Trust is critical.** Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- **Stay connected with your team.** Communicate with your co-workers and supervisor as much as you normally would, as best you can. Develop a schedule and stick to it. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- **Remain flexible** and willing to make changes to meet operational and public needs.
- **More guidance on working from home can be found at** maine.gov/dafs/covid-19

5. My children's school is closed, and I have no childcare options. Can I work from home or take leave time to care for them?

The answer to this question will depend on the nature of your work, whether or not your job can be done remotely, and if there are sufficient employees available to work to ensure operations of the State can continue. Supervisors are being encouraged to look at each employee's situation to determine if telework or leave time are options (if leave time is an option; see #6 below). It is also important to remember that any time an employee spends caring for dependents while teleworking is not counted as time worked.

There are some employees providing essential services in 24/7 facilities and public safety roles who will be required to work if well.

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

6. What do I use for Leave Time? *(See Appendix I of this document)*

- a. You are Sick

- b. You are Taking Care of Sick Dependent(s)

- c. You are Taking Care of Children Due to COVID-19 School or Daycare Closure.

- d. You/Someone with whom You Live Must Stay Home per CDC Guidance on COVID-19

- e. You are in a Higher Risk COVID-19 Group

In response to COVID-19, the use of sick leave has been expanded beyond the contractual language for absences related to COVID-19. At this time and until further guidance, you may use **SICK LEAVE** for absences, as follows:

In accordance with language and standard practice, if you are sick, stay home, and use your sick time.

Also, in accordance with contract language and standard practice, if you are required to attend to sick dependents (as defined in bargaining unit agreements), do so and use sick time. FOR THIS COVID-19 EMERGENCY ONLY and only for a limited time (being reviewed regularly), if you are not required to work to provide essential operations, and you are not able to work from home, and you must be home to care for young children due to the COVID-19 closure of schools or your daycare, you may record leave time as SICK LEAVE.

To provide more flexibility for those who need to be away from work for reasons related to COVID-19, sick time may be used if you or your family member must stay home per CDC guidance, even though you/they may not be sick.

If you are considered at higher risk under CDC guidelines (elderly or with a medical condition that causes higher risk per CDC guidelines), you may be eligible to use sick time. This may not be an option for those necessary to provide essential operations.

At this time, if you are approved to be out of work due to COVID-19, **you may also be eligible to use your available vacation, comp, or personal leave.**

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

Also note: there are employees providing essential services in 24/7 facilities and public safety roles who will be required to work if well.

7. What if I run out of paid sick, vacation, comp time and personal leave?

If you are out of work due to COVID-19 reasons and run out of paid sick, vacation, comp and personal leave options, talk with your supervisor and Human Resources office. We will work to find options to keep you in pay status. This may mean revisiting work from home and other leave options.

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

8. I have a compromised immune system or underlying condition. Can I work from home or take sick leave?

Ensuring the health and safety of our at-risk employees is the primary concern, and supervisors and their human resources office will work with employees who come forward with health concerns to identify if there are other work areas that provide greater social distancing, any potential telework options, or the use of leave time, whichever is appropriate. See the leave options above in items 6 and 7 if leave time is the approved option. Note that some employees providing essential services in 24/7 facilities and public safety roles may be required to work if they are well.

A new federal law not yet enacted may provide additional options. Stay tuned for more information over the next few weeks.

9. Can I be required to report to work?

Possibly. The services provided by the State of Maine are critical during this unprecedented time when the needs are great, and State government remains open. The work of all Departments is important, and there are some operations which will require employees to report to work without options for telework or leave time. Please discuss your options with your supervisor and manager and raise any concerns to Human Resources. Understand not all requests for telework or leave will be granted, as the operational needs of the State must be met.



Maine Department of Transportation

10. Will I lose my health insurance if I go on unpaid status?

If you are out of work due to COVID-19 and go on an unpaid leave, the State will continue to pay its share of your benefits (the 'employer' or 'State' share). You are still responsible for paying your share of benefits for yourself and any dependents you may have on your insurance plans (the 'employee' share). You will be billed for the employee share of health, dental, life, and any other insurance. Please reach out to your Human Resources office if you have concerns with keeping your insurance

Dated: 3/16/2020

While guidance continues to evolve in response to COVID-19 in Maine, I want to thank you for everything you are doing to support the people of Maine as we navigate through this time when they most need the services we provide. Leadership continues to monitor COVID-19 activities centrally with the support of the Maine CDC, and efforts continue to be made to ensure we strike an appropriate balance between meeting our business obligations to the citizens of Maine and ensuring the health of our employees and clients. We also understand that many essential services, like our 24/7 facilities and public safety programs, must continue to be well-staffed and operational at all times.

Communications continue to be reviewed centrally to ensure consistency with CDC and leadership guidance. With this guidance in mind, your commissioners and agency heads are working to:

- Limit potential exposure of our employees most vulnerable to the virus by considering alternate work locations and/or schedules, telework, and leave time options where appropriate (management approval required; 24/7 facilities and public safety programs may not have any or only limited options)
- Support social distancing by reducing the number of employees within crowded work spaces through alternate work locations and/or schedules, telework, and leave time use options as appropriate (management approval required; 24/7 facilities and public safety programs may not have any or only limited options)
- Provide more flexibility in the use of leave options over the next two weeks as appropriate for those who may need to be away from work for reasons related to the coronavirus, including the expansion of the use of sick leave (work with management and Human Resources; 24/7 facilities and public safety programs may not have any or only limited options)
 - o For example, an office employee who is unable to work from home but approved by management to be away from work to care for child(ren) due to school or daycare closure, may now be allowed to use sick leave to cover this coronavirus related absence

Additionally, actions are being taken to keep employees and the public informed and reminded of safe practices as we continue business operations:

- Notices are being posted at doors of state offices reminding employees and the public not to enter if they are sick with symptoms of the flu and virus
- Reminders of electronic methods for conducting State business are being posted



Maine Department of Transportation

- Bureau of General Services is installing 2 hand sanitizer dispensers in each of the 44 occupied Augusta area state owned facilities (including MCJA)

The coronavirus has created an unusual situation, and all employees will respond differently. The State has resources available to you – please reach out to your supervisor, Human Resources, or Living Resources (EAP) if you need support. Please keep in mind that your Living Resources program is available to you and your family members 24 hours a day, seven days a week to assist with virtually any issue, including guidance on how to remain healthy and deal with the emotional impacts of the coronavirus.

- Remember, there is a fine line between social distancing and social isolation
- Living Resources (EAP) is also offering the following session to help support many who are impacted and concerned about the coronavirus. The registration link is below. All employees and family members are invited to attend.

Coping With Uncertainty About The Coronavirus

Date/ Time Registration Link

March 17th

11am – 12pm EST

<https://attendee.gotowebinar.com/register/733907924160508939>

If you are sick, stay home and call your health provider – do not visit them in person.

Please continue to exercise care with personal hygiene, as these measures continue to be our best protection:

- o Wash your hands frequently with hot, soapy water for at least 20 seconds;
- o Keep your hands below your shoulders (away from your face); and
- o Greet others from a distance, instead of shaking hands.

Please route questions to your supervisors and our Human Resources professionals.

Be mindful of the needs of others. Stay calm. Stockpiling supplies may mean vulnerable neighbors are not able to get what they need. Please check on others, share, and be kind.



Maine Department of Transportation

Dated 3/12/2020

Dear State of Maine employee,

Please find additional information and guidance attached to this email.

The State of Maine is a large employer, and our employees have countless public facing interactions every day. In order to continue to provide the services Maine citizens expect and deserve, DAFS is following U.S. CDC and Maine CDC guidance in response to the 2019 novel coronavirus, also known as COVID-19.

We are maximizing recommended safety protocols in order to minimize the potential for exposure. We are encouraging calm and thoughtful interactions, both with the public we serve and our colleagues. Please also know that this is a constantly evolving situation and that we will do our best to provide you with updated information as quickly as possible.

Social distancing – which means avoiding larger group gatherings and maintaining a distance of approximately six feet from others when possible – is encouraged. As new information becomes available and as circumstances change, we will explore additional options to enhance social distancing, including limiting on-site meetings; encouraging Maine citizens to access our services online; supporting telecommuting options; and using conference calling, among others.

As the Governor reminded us today:

- Wash your hands often with soap and water or, if soap and water are not readily available, use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick, and stay at home if you are sick.
- Avoid visiting older people or those with chronic health conditions in person to protect their health and safety. Find other ways to show them that you love them. Social isolation is a concern at times like this, but Maine people are resourceful in our ability to support each other.
- Cover your cough or sneeze with a tissue, then throw that tissue in the trash.
- Wipe down the things you touch often — door knobs, phone screens, home and workplace equipment — with disinfecting wipes.

Taking these simple important steps will protect you, your family, your neighbors, and your co-workers.

Please also refer to my last e-mail on this topic, sent March 6, 2020 at 12:41 pm.



Maine Department of Transportation

Dated: 3/6/2020

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

1/7/2021 9:18 AM

Appendix D

Guidance on Meetings, Travel and Other

March 12, 2020

The State of Maine is a large employer and conducts thousands of public facing interactions every day. In order to continue to provide the services Maine citizens expect and need from its government, we are using CDC guidance and professional judgement in response to the Coronavirus. We are maximizing safety and recommended protocols to minimize the potential exposure. We are encouraging calm and thoughtful interactions. Be kind and know that information is coming as quickly as possible.

Business-Related Meetings and Gatherings

As always, confer with your managers and supervisors before changing or implementing anything to ensure best practices in line with operational needs.

- For meetings and work gatherings, consider remote participation alternative formats: tele-conference, Skype for Business, Microsoft Teams, etc. We will be sending a flyer with this information soon!
- For meetings that are done in person, take precautions to include meeting in a large room or an open, well-ventilated space; spacing the chairs and participants in a social distancing manner; and keeping meetings short.
- Assess the need to host or attend conferences and large gatherings and determine whether alternative accommodations can be made to limit or mitigate potential exposure. If it is determined a conference is essential and cannot be delayed or conducted by other means, refer to CDC guidance on planning for an event at www.cdc.gov/coronavirus/2019-ncov/community/large-events



Maine Department of Transportation

Travel

Effective immediately for the next 30 days to be reviewed again in 2 weeks.

In State Travel:

- For now, in state travel is status quo. Remember to take the recommended precautions of washing your hands, social distancing, etc.


Out of State Travel:


- Cancel all non-essential business out of state travel, whether or not it has been scheduled. Attempt to recover costs, as many airlines, hotels, conferences, etc. may allow for cancellations or credits. It is understood that some costs may not be recovered.
- Essential travel is determined and must be approved by Department or Agency heads. When determining what is essential travel, consider:
 - Is the travel critical to the department or agency mission?
 - Is the travel related to the department or agency Continuity of Operations Plan (COOP)?
 - What is the destination and is that location currently impacted?

Appendix E

Flyer for Employees

While the risk of COVID-19 in Maine remains low, you can help keep yourself and your co-workers healthy by taking common sense steps and staying informed.

How do I help stop the spread of germs?	What if I think I am sick?
<ul style="list-style-type: none"> <input type="checkbox"/> Avoid close contact with people who are sick. <input type="checkbox"/> Cover your cough or sneeze with a tissue, then throw the tissue in the trash. <input type="checkbox"/> Avoid touching your eyes, nose, and mouth. <input type="checkbox"/> Clean and disinfect frequently touched objects and surfaces. <input type="checkbox"/> Stay home when you are sick, except to get medical care. <input type="checkbox"/> Wash your hands often with soap and water for at least 20 seconds. <p style="text-align: center;">For the latest information and more helpful tools visit: www.cdc.gov/COVID19</p>	<p>U.S. CDC guidance recommends calling your medical provider first. If they advise that you see a walk-in clinic, a list can be found by scanning this QR code or visiting maine.gov/bhr/oeH. If you do not speak with a medical provider, please call the walk-in clinic first before going due to possible wait times and exposure risk.</p> <div style="text-align: center;">  </div> <p>Anthem subscribers also have the following options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call the Nurse Line at 1-800-607-3262 (see the back of your Anthem card). <input type="checkbox"/> Register for Live Health Online, the 24-hour, no co-pay

	<p>telemedicine option. Visit LiveHealthOnline.com to learn more.</p>
<p>What do I do if I have travel plans?</p>	<p>I have questions about COVID-19 and work, where do I turn?</p>
<p><input type="checkbox"/> If you plan on traveling soon, scan this QR code to get the latest travel warnings, or visit CDC.gov.</p> 	<p>Please contact your Human Resources office with questions and concerns.</p> <p>The Department of Administrative and Financial Services will provide updates as necessary as the situation changes.</p>

Appendix F

Frequent Questions and Answers

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?

Maine Department of Transportation

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.

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.

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.

Appendix G

Teleworking

If you are currently equipped to telework (already have a laptop and remote security access), you may do so for the next two weeks with Bureau or Office director approval. If you are not so equipped, MaineDOT's management team is currently working on a plan to increase the number of employees who can telework based upon job duties, operational need, and technical requirements and capacity. Obviously, we will not be able to grant every request. We expect to have more information on this in a couple of days. Please do not submit individual tickets for new equipment or service through the OIT help desk platform. Instead, work with your supervisor to capture your needs, who will forward them to your Bureau or Office director for review.

If approved for teleworking, some tips to keep in mind:

- Trust is critical. Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- Stay connected with your team. Communicate with your co-workers and supervisor as much as you normally would, as best you can. Develop a schedule and stick to it. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- Seek approval before taking home any materials that contain confidential information. Remember to exercise caution, and to maintain confidentiality even with family members.
- Remain flexible and willing to make changes to meet operational and public needs.

Some additional options to telework and otherwise work remotely even without internet access. These options are all designed to allow promote social distancing as recommended by the CDC. Like all such options, you can request them through your supervisor for review by your Bureau or Office Director. Approval will be made based on operational need, ability to do meaningful work at a remote site, and the supervisor's ability to assure quality and productivity. There are three new options.

II. Telework Using a State Desktop. My email on Telework of March 16th focused on laptops. Today, after working with OIT, we have learned that there is an option – with approval - to take a State desktop machine home to telework. While this is not as easy as a laptop, these challenging times require out-of-the-box thinking, and we want to thank OIT for their flexibility. For this option to be considered, security protocols must be followed including the installation of Multi-Factor Authentication (MFA) on the desktop computer in question. MFA installation on a desktop can only be done when the machine the machine is connected to the state network. This means it must be done BEFORE it is moved from the state office.

If this desktop option is approved, all the guidelines contained in my Telework email of March 16th apply. Additionally, the following requirements also apply.



Maine Department of Transportation

- The functionality of remote access including pulse secure and MFA must be verified. MaineDOT RIO personnel will handle this upon approval by your Bureau and Office Director.
- Hardware to be removed is limited to the desktop computer, monitor, keyboard, and mouse. Other than the desktop computer, you may also use equipment that you already have at home (monitor, keyboard, mouse).
- A complete and accurate list of all state hardware being removed must be provided to your supervisor before it is removed from state property. Supervisors will keep an inventory of any and all hardware removed on a department wide SharePoint document.

III. Telework Using Your Personal PC. You may be able to telework using your own PC IF you require only limited applications and security protocols are followed. That is, if you only require state email (Outlook) and Microsoft Office products, have internet access, and follow MFA security protocols, you can telework on your home PC with approval. Again, make this request through your supervisor for review by your Bureau or Office Director.

Please understand that we cannot fulfill all telework requests immediately. It could easily take a week or more depending upon demand. Please understand that we are doing everything we can to get this done competently and as efficiently as possible.

III. Other Remote Work. With approval of your Bureau or Office Director, you may be authorized to work at a remote location such as your home to perform specific tasks or projects, even without an internet connection. To qualify, your supervisor must determine that any such this work meets the following criteria.

- A schedule of work hours that is consistent with MaineDOT policy and telework requirements contained in my March 16th email.
- Work tasks must be within the normal job duties of the employee. These may include training.
- The supervisor and employee must agree upon method of tracking the completion of tasks and receiving new assignments, as well as communication methods (phone, text, email, etc.).
- The employee must be available during normal business hours with regular communication

Some pointers for setting up a workspace in your home can be found on this video, recently created by the State's ergonomic advisor, Jason Wade:

<https://www.youtube.com/watch?v=axSgFvUSpGA&t=22s>

Here's the link to the Telework Best Practices document:

<https://www.maine.gov/dafs/sites/maine.gov.dafs/files/inline-files/Telework%20Best%20Practices%20-%20Employees.pdf>

Telework Best Practices

This is intended to address COVID-19 related circumstances that require or allow employees to work remotely instead of from their assigned workplace. Approval to telework during this outbreak is not an indication that work can effectively be performed at home under normal circumstances.

For employees:

- Create a workspace at home in a comfortable, quiet place, away from distractions and separate from living or family space. (If you are set up on the dining room table or another area where the family can interfere, it will be difficult to keep on task.) A dedicated area trains the brain to associate this place with work activities, leading to greater focus. It should be an area where all work-related materials can be stored when you are not "at work". Make sure your family members respect your work area as a place of business.
- When creating your workspace, make it as ergonomic as possible to reduce strain on your body. Try to have a desk or table at a comfortable height, a chair that will support correct posture, and adequate lighting.
- Stick to your regular work routine as much as possible. This means starting and finishing work at the same times, as well as taking your regular lunch break. It also means doing the same activities that you normally do. For example, if you usually enjoy going for a walk outside for part of your lunch, continue doing so while working remotely. Similarly, if you like to have snacks at certain times during the day, continue doing this as well. Sticking to your usual routine will create a sense of stability, keeping you focused on what is most important: the work.
- Develop a schedule and stick to it. This is vital for managers and co-workers so that they know when they can expect to communicate and collaborate with you. It also helps your family understand when you should not be disturbed.
- For some people, putting on work clothes even when working from home can help get you into the right frame of mind. It can help you take your work seriously and stay focused.
- To combat distractions, create lists of what you want to achieve each day. Writing down what you want to accomplish for the day gives you a sense of direction.
- Trust is critical! Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- Stay connected! Communicate with your co-workers as much as you normally would, as best you can. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- Seek approval before taking home any materials that contain confidential information. Remember to exercise caution, and to maintain confidentiality even with family members.
- Remain flexible and willing to make changes to meet business and public needs.

Tools for remote work:

- Know how to check desk phone messages remotely
- Know how to change your desk phone voicemail message remotely



Maine Department of Transportation

- Understand how to forward your desk phone number to your cell phone
- Know how to answer your desk phone using your computer's soft phone
- Know how to use an instant messaging feature such as Skype or Microsoft Teams to communicate with team members instantaneously
- Understand how to access shared drives remotely to upload and retrieve documents
- Know how to set up an online meeting to share documents and information with meeting attendees through the shared-screen function

IT is developing a web page to provide this information – it is a work in progress so check for updates from time to time.

<https://www.maine.gov/oit/remote>

Teleworking will be subject to the following standards and expectations:

- The employee's salary, job responsibilities and benefits will not change because of involvement in teleworking.
- The employee agrees to comply with all existing job requirements and expectations while at their remote worksite.
- Normal work hours are to remain the same while teleworking unless otherwise agreed by the supervisor.
- The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- During telework hours, time the employee spends caring for dependents or on other personal business will not be counted as time worked.
- The employee must gain pre-approval from management prior to using any accrued leave.

Stay active while teleworking. See below two exercise videos for employees.

Back Strengthening: https://youtu.be/x9R7eX_pjiQm

Desk Stretching: <https://youtu.be/JXRwcybd7l0>



Maine Department of Transportation

Appendix H

Human Resource Update 12/31/20

A new item, beginning January 2, 2021, is with leave and recording hours worked. Employees, in the past, have needed to charge vacation, sick leave, and compensation leave in $\frac{1}{2}$ hour increments. Beginning January 2, 2021, you will now be able to charge leave credits in $\frac{1}{4}$ hour increments. Conversely, when you fill out your time cards, you will also have the ability to document time worked in $\frac{1}{4}$ hour increments as well. (This applies to all MaineDOT employees, with the exception of Ferry Service personnel; Ferry Service has had the ability to record leave and hours worked in $\frac{1}{4}$ increments.)

As a reminder, the Administration worked with MSEA and entered into an agreement on maximum vacation balances. Effective January 1, 2021, there will be no cap on the maximum hours of vacation you can accrue. However, it is important to note that at the end of 2021, maximum vacation balances must be at, or below, the contractual amount allowed. Please be mindful of your balances so you do not lose time at the end of 2021.

Your annual sick leave earnings will be loaded into your sick leave account up front. When payroll completes processing the payroll we are currently in, you will see 96.2 hours added to your balance. If you currently are at 960 sick leave hours, the annual amount will be added to your reserve account.

Per the collective bargaining agreements, a new salary schedule will be implemented. The current Step 1 will be removed, the remaining salary steps will be renumbered and a new Step 8 will be added, which will be a 4% increase. You will not see the new salary amounts immediately, as we need to process the current payroll we are in now first; please be patient.

The Federal Emergency Paid Sick Leave and the Emergency Paid Family Leave for Childcare will end. These two Federal benefits are not part of the new Corona Virus Relief Package recently passed and signed by the President. With this being said, Governor Mills has authorized a new Corona Care administrative leave benefit for employees. This benefit is for 80 hours of leave for COVID related absences be it isolation, quarantine, or COVID related child care items. It is important to note that the 80 hour COVID Care benefit is not an additional benefit to employees in the event Congress reinstates the Federal Emergency Paid Sick Leave. Should Congress reinstate the Emergency Sick Leave, any COVID Care hours used will be applied to the federal benefit and hours will be reduced. To record the use of the Corona Care benefit, please code hours used as COVID Sick.

Many of you with school aged children have concerns about the last item. Please remember, talk with your supervisor, they will work with you to assist in meeting the need you may have with your child(ren) be it flexible use of accrued leave, alternative/flexible work schedules, or even unpaid leave.

Use of Leave Time

As always, requests for use of leave time need to be directed to your supervisor, who will be receiving guidance from Bureau and Office directors.

1. Sick Time

- a. You are Sick. Obviously, in accordance with standard practice, if you are sick, even mildly so (running nose, fever, shortness of breath, cough), stay home, and use your sick time. Distance yourself from people in your home as much as possible. Cough into tissue, wear a mask if you already have one, and stay in one room as much as possible.
- b. You are Taking Care of a Dependent Who is Sick. Also in accordance with standard practice, if you need to attend to sick dependents, do so and use sick time. But again, take precautions to avoid catching whatever they have. Avoid long close interactions (less than 6 feet). Wash your hands every time you leave the room where they are. Use technology (cell, text, FaceTime, etc.) to have virtual conversations as much as you can. Although we all want to hug and kiss those we love who are not feeling well, it is especially important to avoid that now.
- c. You are Taking Care of School Aged Children. Moving now to new policies in response to the COVID-19 challenge, in accordance with statewide guidance provided by the Department of Administrative and Financial Affairs (DAFS), if you need to be home to care for children who are home due to the closure of K-12 schools or your daycare, you can do so and use sick time for up to two weeks. We understand schools may be closed for longer than this, and we will update this policy if and when state-wide policy changes.
- d. You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19. To provide more flexibility for those who need to be away from work for reasons related to COVID-19, you are encouraged to stay home and use sick time for up to two weeks if you live with a person who (i) is diagnosed with COVID-19 OR (ii) is symptomatic (running nose, fever, shortness of breath, cough) AND has been directly exposed to someone else who is diagnosed with COVID-19 or who recently returned from a country, area, or gathering with widespread confirmed COVID-19 cases.
- e. You are in a Higher Risk COVID-19 Group. If you are older or have a medical condition that causes higher risk (including heart disease, diabetes, chronic respiratory disease, or cancer), you are eligible, but not required, to use sick time for up to two weeks, unless you are necessary for continued operations. Your supervisor or Bureau and Office director will be notifying all such necessary personnel shortly.

2. Vacation, Comp and Personal Time

If you do not qualify for use of sick time as described above, but you want to isolate yourself at home or elsewhere to reduce your risk of exposure to COVID-19, most of you can use vacation, compensatory and personal time to do so. Again, the exception is employees who are necessary for continued operations.

3. Unpaid Time

If you have used all your sick, vacation, compensatory or personal time, and still want to be away from work for the reasons set forth above, you can request unpaid time for up to two weeks. It will be generally granted, excepting those who are necessary for continued operations. We are seeking guidance as to if or how use of unpaid time will impact your health or life insurance.

As noted above, productive telework hours approved by your Bureau or Office Director do not require the use of any type of leave time. We understand that work days at home or any place other than your usual place of work may often be a combination of work and leave, and we know that you will honestly report each to your supervisor.

Updated: 4/1/2020

There are two new options:

Sick Leave. Two weeks of paid sick leave is available for an employee who is unable to telework and who:

- has been directed to comply with a Federal, State, or local quarantine or isolation order related to COVID-19,
- has been advised by a health care provider to self-quarantine due to COVID-19,
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis,
- is caring for someone who has been directed to comply with a Federal, State, or local quarantine or isolation order related to COVID-19, or someone who has been advised by a health care provider to self-quarantine due to COVID-19, **OR**
- is caring for a child whose school or child care is closed (or their regular, paid child-care provider is unavailable) due to COVID-19.

Family Medical Leave. 12 weeks of time; the first 2 weeks unpaid (see sick leave above), and 10 weeks paid IF the employee:

- has worked for the State for at least 30 days prior to using the leave,
- needs to care for their son or daughter (as defined) under the age of 18,
- has Family Medical Leave time available, **AND**
- can prove, if requested, that their school or that their paid child-care provider is closed or unavailable.



Maine Department of Transportation

If you qualify and use the **Emergency Paid Sick Leave** benefit, when you make out your timecard in F2K, please select **COV SICK** from the drop down box. This will auto fill the coding lines. If you qualify and use the **Emergency Family and Medical Leave Expansion**, please select **COV FML** from the drop down box. Again, this selection will auto fill the coding lines.

We would also like to remind you that if you do not qualify for either of the above two new rules, you may use still your own time or unpaid leave. Please use the following comments in the comment section of your timecard to help us track the expenditures.

COVID Personal Concern - When isolating yourself at home or elsewhere to reduce your risk of exposure to COVID-19 (vac, comp or personal leave).

COVID Dependent Care – You are Taking Care of School Aged Children and your daycare/school is NOT closed (sick, vac, comp or personal leave).

Summary of Leaves Available to Care for Children when School/Childcare/Care Provider are Closed or Unavailable August 2020

1. Emergency Paid Sick Leave Act (EPSLA). For qualifying employees who have not already exhausted this benefit, if an employee is unable to work or telework because the employee is caring for a child whose school/childcare/care provider is closed or unavailable due to COVID-19, the employee has the option to use up to 80 hours of paid leave. If the employee and supervisor agree, EPSLA can be taken intermittently. Part time and intermittent employees should contact HR to determine the number of hours of eligibility. *This leave is not available to employees who are deemed exempt as health care providers or emergency responders.*

2. Emergency Family and Medical Leave Expansion Act (EFMLEA). For qualifying employees who have not already exhausted this benefit, if the employee is unable to work or telework because the employee is caring for a child whose school/childcare/care provider is closed or unavailable due to COVID-19, the employee may qualify to use up to 12 weeks of Emergency Family and Medical Leave. If the employee and supervisor agree, EFMLEA can be taken intermittently. To qualify, employees must have worked for the State for at least 30 days prior to using the leave. The first two weeks of EFMLEA are unpaid, but the employee can use the 80 hours of EPSLA time (if available) during the two-week unpaid period. Please note that an employee is entitled to a *combined total of 12 weeks* of this emergency leave *and* traditional Family and Medical Leave for 2020 (*not 12 weeks of each*), so in order to be eligible for EFMLEA, the employee must have FMLA leave available. *EFMLEA is not available to employees who are deemed exempt as health care providers or emergency responders.*

3. Use of accrued sick leave to care for children. During this extreme public health emergency, the Governor has authorized the use of accrued sick leave when the employee is unable to work or telework because the employee's child's school/child care is closed or regular child-care provider is unavailable due to COVID-19.

Limitation on the above leaves: *The Emergency Paid Sick Leave, the Emergency Family and Medical Leave Expansion Act leave, and the use of sick leave to care for a child as described above are not available if the school/daycare/provider is open/available but the parent(s) chooses not to send the child. If the school/daycare/provider is open but only available for the child to attend part time due to COVID-19, such leaves can be used for the periods when the school/childcare/provider is unavailable for the child to attend.*

4. Use of other accrued leaves: Employees may use accrued vacation, personal time, or compensatory time as approved pursuant to the collective bargaining agreement.

5. Unpaid leave pursuant to state law. If the employee cannot work or telework because the closure/unavailability of the employee's child's school/childcare/provider, there may also be unpaid leave available pursuant to state law, during which the State will continue to pay *the State's share* of



Maine Department of Transportation

health insurance. This leave may not be available when the leave would provide an undue hardship to the agency. The leave is also not available for employees whose responsibilities are related to protecting public health and safety, unless there are no other options or persons to provide care to the children. Please contact HR for the availability of this unpaid leave if the school/childcare/provider is open/available but the child is not able to attend.

6. Personal leaves of absence. Personal leaves of absence may be available in accordance with the applicable collective bargaining agreement.

The above leaves apply to employees to care for children when school/childcare/childcare providers are closed or unavailable due to COVID-19. This guidance is not intended to address other leaves that may be available to care for children with health conditions.

Employees should contact HR for information about leave options available and for instructions on how to apply for all COVID-19-related leaves.



Maine Department of Transportation

Appendix I

Payroll Coding for Free2000 and MATS

Free2000

In order to better track expenditures and leave time related to the COVID19 situation, we have created some standardized comments for your timesheet and a new WIN. We are keeping track of this in the event that we may be eligible to apply for relief funds from the federal government in the future.

If you are participating in work that is related to COVID19 Emergency Preparedness, please use WIN 26863.00 with your regular Appropriation, Function 99, Activity ADM.

If you are utilizing leave time for a COVID 19 related issue, please make one of the following notes in the comment section:

COVID Dependent Care – You are Taking Care of School Aged Children (sick, vac, comp or personal leave).

COVID Known Exposure - You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19 (sick, vac, comp or personal leave).

COVID Higher Risk Employee - You are in a Higher Risk COVID-19 Group (sick, vac, comp or personal leave).

COVID Personal Concern - When isolating yourself at home or elsewhere to reduce your risk of exposure to COVID-19 (vac, comp or personal leave).

These are precautionary categories for tracking purposes only. At this time, it is not anticipated to change your use of unpaid time or leave time.

These are available for use now for the current pay period which began on March 14th.

If you have any questions related to pay or leave time, please contact Beth Getchell.

If you have any questions related to the WIN, please contact Karen Doyle.

MATS

Please ensure that all Superintendents, TOMS and Supervisors are made aware as soon as possible.

In order to better track expenditures and leave time related to the COVID19 situation, we are implementing several tracking Work Requests in MATS effective immediately. We are keeping track of this in the event that we may be eligible to apply for relief funds from the federal government in the future.

Supervisors or others creating DWR's in MATS for crews who are participating in work that is related to COVID19 Emergency Preparedness, please use **Work Request 41003 - COVID-19 EMERGENCY**



Maine Department of Transportation

PREPAREDNESS. This Work Request would be used for tracking work requested of us by MEMA or the CDC or HQ only, and not for things like getting our own supplies or cleaning etc unless further directed to do so later.

Supervisors or others who are creating **Leave DWR's** for crew personnel will need to determine which of the following criteria apply to the use of leave and associate the Leave DWR to the corresponding Work Request:

WR 41042 - COVID Dependent Care – You are Taking Care of School Aged Children (sick, vac, comp or personal leave).

WR 41043 - COVID Known Exposure - You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19 (sick, vac, comp or personal leave).

WR 41041 - COVID Higher Risk Employee - You are in a Higher Risk COVID-19 Group (sick, vac, comp or personal leave).

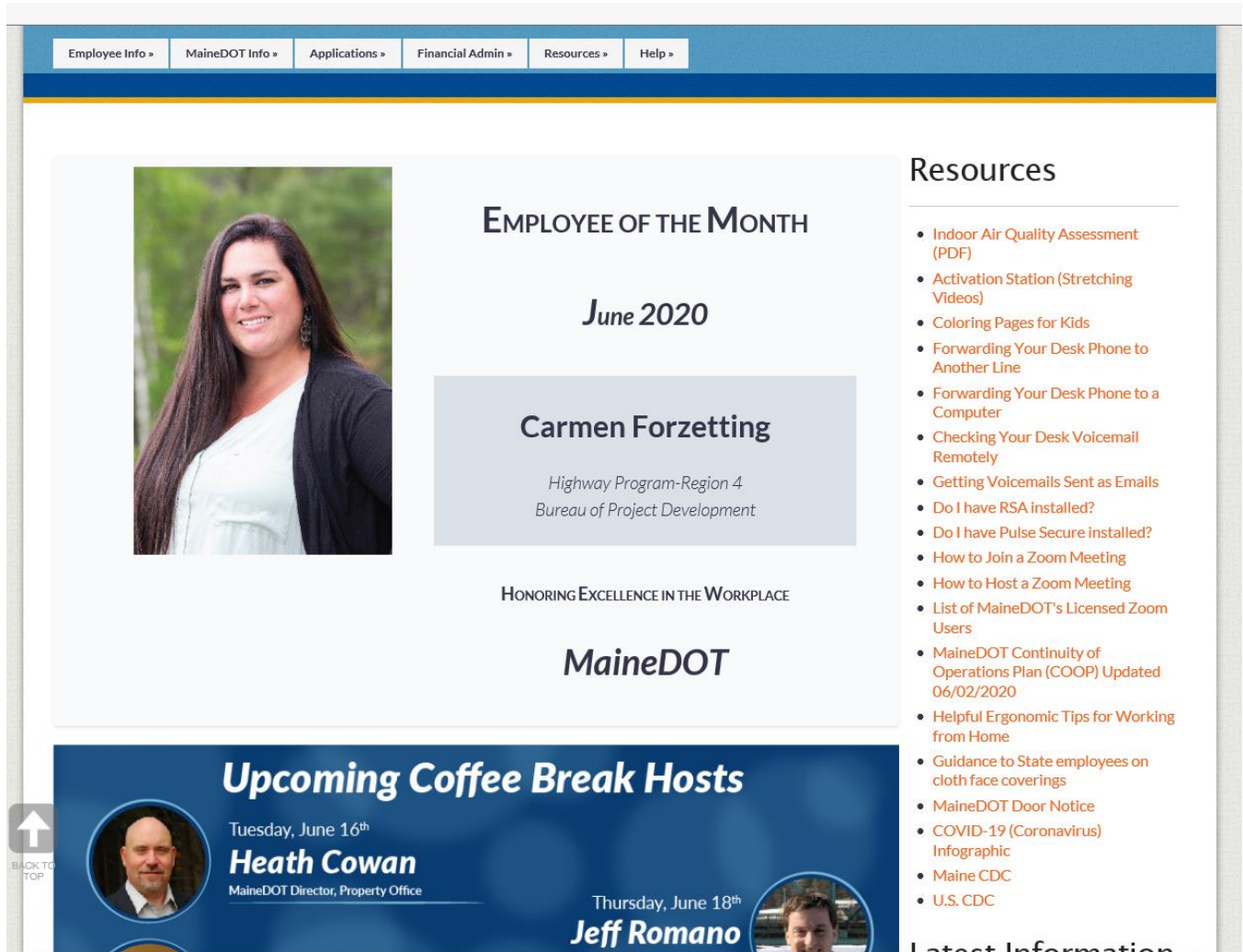
WR 41040 - COVID Personal Concern - When isolating yourself at home or elsewhere to reduce your risk of exposure to COVID-19 (vac, comp or personal leave).

If the employee is using leave for a reason unrelated to COVID-19 use the current active Crew Leave Work Request

If you have any questions related to MATS reporting related to the COVID19 situation, please contact your local Data Manager for assistance.

Appendix J

Intranet Webpage Resources
link: <http://mdotweb.state.me.us/>



The screenshot displays the MaineDOT Intranet homepage. At the top is a navigation menu with links for Employee Info, MaineDOT Info, Applications, Financial Admin, Resources, and Help. The main content area features a large 'EMPLOYEE OF THE MONTH' section for June 2020, highlighting Carmen Forzetting from the Highway Program-Region 4 Bureau of Project Development. To the right is a 'Resources' section with a list of links including 'Indoor Air Quality Assessment (PDF)', 'Activation Station (Stretching Videos)', and 'COVID-19 (Coronavirus) Infographic'. At the bottom, a blue banner titled 'Upcoming Coffee Break Hosts' lists Heath Cowan for Tuesday, June 16th and Jeff Romano for Thursday, June 18th. A 'BACK TO TOP' button is visible on the left side of the banner.

Employee Info » MaineDOT Info » Applications » Financial Admin » Resources » Help »

EMPLOYEE OF THE MONTH

June 2020

Carmen Forzetting
*Highway Program-Region 4
Bureau of Project Development*

HONORING EXCELLENCE IN THE WORKPLACE

MaineDOT

Resources

- [Indoor Air Quality Assessment \(PDF\)](#)
- [Activation Station \(Stretching Videos\)](#)
- [Coloring Pages for Kids](#)
- [Forwarding Your Desk Phone to Another Line](#)
- [Forwarding Your Desk Phone to a Computer](#)
- [Checking Your Desk Voicemail Remotely](#)
- [Getting Voicemails Sent as Emails](#)
- [Do I have RSA installed?](#)
- [Do I have Pulse Secure installed?](#)
- [How to Join a Zoom Meeting](#)
- [How to Host a Zoom Meeting](#)
- [List of MaineDOT's Licensed Zoom Users](#)
- [MaineDOT Continuity of Operations Plan \(COOP\) Updated 06/02/2020](#)
- [Helpful Ergonomic Tips for Working from Home](#)
- [Guidance to State employees on cloth face coverings](#)
- [MaineDOT Door Notice](#)
- [COVID-19 \(Coronavirus\) Infographic](#)
- [Maine CDC](#)
- [U.S. CDC](#)

Upcoming Coffee Break Hosts

Tuesday, June 16th
Heath Cowan
MaineDOT Director, Property Office

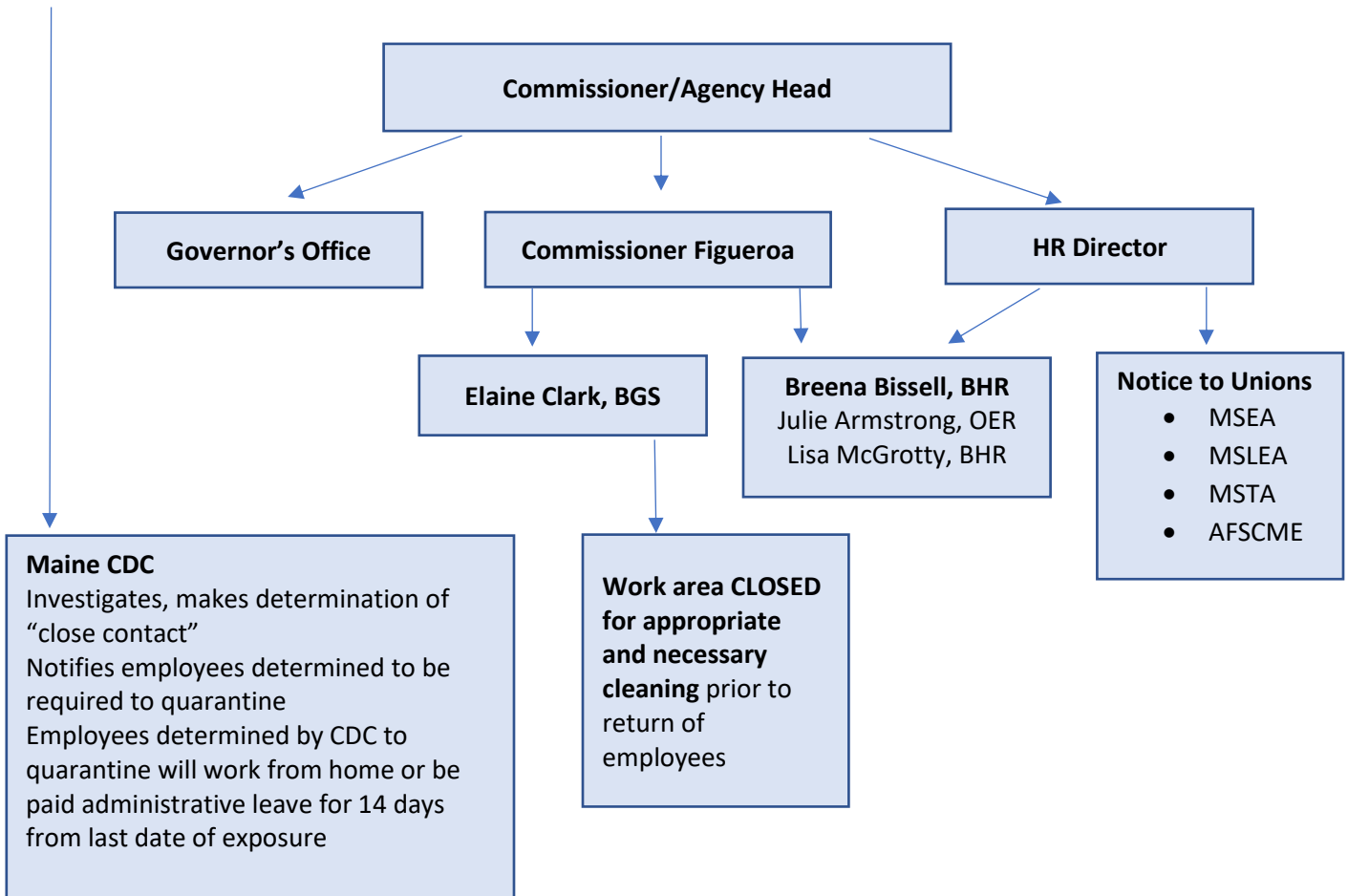
Thursday, June 18th
Jeff Romano

BACK TO TOP

Appendix K

Agency Response Protocol COVID-19 Positive Test Result

Upon notification of a positive test result, confirmed by Maine CDC or an approved testing facility, the person receiving the notification will ensure that the Commissioner/Agency Head is informed immediately





Maine Department of Transportation

Determination of Work Area to be closed:

The Commissioner/Agency Head of the affected Department/Agency is ultimately responsible to determine the extent of the work area closure, consistent with CDC guidance, and communicate on closures with the Governor's Office and the Commissioner of DAFS. BGS assists with cleaning solutions.

Messaging to Employees:

The Commissioner/Agency Head of the affected Department/Agency is ultimately responsible to determine and issue messaging to the employees of the affected work area, in consultation with the Commissioner of DAFS and their Human Resources office.

Messaging must preserve an individual's right to privacy.

Department/Agency Human Resources office ensures appropriate union(s) informed.

Appendix L

MaineDOT HQ Cleaning

Each Day of Service the following Items will be cleaned and sanitized **twice** per day:

- Complete hygienic cleaning of all restrooms and showers. Special attention will be given to the sinks and faucets, walls and floors around sink, toilet and urinal areas (Cleaning Rest Rooms Specification, Custodial Services General Specifications), wipe and sanitize handrails, doors and handles.
- All restrooms and showers will be restocked with toilet paper, paper towels and soap by 8:00 am and 2:00 pm.
- Sanitize stairway railings, door handles.
- Clean elevator walls and buttons using disposable germicidal wiping cloths.
- Clean and disinfect all drinking / water fountains using a clean, unused cloth.
- Clean ALL kitchen pantries and breakrooms. Cleaning to include: wipe clean and remove stains from tables, non-fabric chairs, counters, sinks and windowsills. All spills must be cleaned up.
- Clean and sanitize gathering area tables and the outside of the receptionist counter area.
- Wipe-down common-area printers.

The following tasks will continue to be done daily:

- Empty recyclable paper and dispose of in appropriate containers.
- Empty waste baskets; collect trash and remove to appropriate dumpster; clean, sanitize and line waste baskets. Return waste baskets to proper place. Restroom trashcans must be emptied by 8:00 am. They must be emptied a second time by 2:00 pm if needed.
- Vacuum carpets in all traffic lanes, elevators and high use areas before 7:00 am or after 4:30 pm: remove spots by cleaning or shampooing as necessary.
- Vacuum carpets in conference rooms before 7:00 am or after 4:30 pm: remove spots by cleaning or shampooing as necessary. If the conference room is in use, the Provider must return to service the carpets when it is no longer in use.
- Reset furniture in conference and class rooms before 7:00 am or after 4:30 pm.
- Sweep, dry mop or vacuum non-carpeted floors in all traffic lanes, elevators

and high use areas before 7:00 am or after 4:30 pm.

- Sweep, dry mop or vacuum all chair mats.
- Dry mop loading dock.
- Dust counters, furniture, window sills/frames and other dust collecting areas before 7:00 am or after 4:30 pm
- Wash glass doors (both sides), entry way glass (both sides weather permitting), all interior room windows, glass walls/partitions (both sides) and mirrors.
- Remove spots, stains, fingerprints marks on walls, partitions, woodwork and interior doors.

Appendix M

MaineDOT HQ Contractors

- Contractors to certify employee's health each day (the form is below)
- Accessing the building will be through the loading dock;
- Staging area will be in the furniture room on level 1;
- Each contracted employee will have an assigned access card;
- Contractors will have an assigned elevator freight key (the North elevator will be dedicated to contractor use, when needed);
- Contractor to construct negative containment area with contractor access only;
- The contractor will submit and adhere to work hours;
- If a contractor needs to use the rest room they will use the restrooms on level 1 across from the elevators.

The attached form needs to be completed each day before work begins.



Maine Department of Transportation

COVID-19 FORM v4a

Date: _____ Employee Name (Print): _____
Subcontractor Company Name (if applicable): _____

Each Employee should fill out this questionnaire by circling yes or no to the questions below and deliver the completed questionnaire to the onsite Johnson & Jordan Supervisor.

1. Have you traveled outside the country in the past 14 days? Yes No
If so where? _____

2) Have you or any of your family members been in close contact* with anyone that has traveled to any of the high-risk countries (China, Europe, Iran, Malaysia, South Korea, United Kingdom (England, Scotland, Wales, or Ireland) in the past 14 days? Yes No

3) Have you or a family member been in contact* with a confirmed novel coronavirus (COVID-19) patient within the past 14 days? Yes No

4) Have you been in contact* with a person who is currently being screened or under coronavirus quarantine? (if you answered Yes to this question Yes No also answer question 7 below)

5) Do you have a fever greater than 100.4° F? Yes No

6) Are you experiencing any new respiratory issues in the past 14 days? i.e.: Yes No

- Cough
- Tightness in chest
- Shortness of breath

*** The term "contact" in the use of this form is defined as being within 6' or less in distance for 20 minutes or more with someone that exhibits the symptoms in item 5 & 6 above.**

Quarantine in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease. As we all work through this, please remember our moral and social responsibility to exercise caution.

If you answered yes to any of the questions 2-6 please isolate yourself from other employees and make arrangements to go home for a period of 14 days. It is recommended that you self-quarantine for 14 days and seek medical care. If you are showing symptoms after the 14 day period or if your symptoms get worse please do not return to the project until you have been cleared by a medical professional.

7. if Yes was answered from 4 above please answer the following

a. The screening results of the person in #4 are still pending? Yes No
(if No answer 7b, if Yes remain self-quarantined)

b. Are the screening results positive for COVID-19? Yes No

(if Yes remain self-quarantined and seek medical screening, if No with no exposures as identified in questions 1-3, 5 & 6 above, then return to work as available)



Maine Department of Transportation

If you answered Yes (to questions 2, 3 or 4) and have had "contact" with someone as used in this form what was the date of that "contact"? _____ Provide details of this "contact": _____

I affirm that this information is correct and accurate as of this date.

Employee Signature: _____
This is an interim measure during this period as we try to help control the COVID-19 spread. This form should be completed daily by each employee (and direct subcontractor of Johnson & Jordan), with the original maintained as part of the project file.



Maine Department of Transportation

Appendix N

EXECUTIVE ORDERS FROM THE GOVERNOR

22-R-1 FY 20/21

December 31, 2020

AN ORDER RESCINDING EXECUTIVE ORDER 18 FY 19/20

WHEREAS, I proclaimed a state of emergency on March 15, 2020, and renewed states of emergency on several occasions thereafter to authorize the use of emergency powers in order to protect Maine citizens and their health care delivery system in response to COVID-19; and

WHEREAS, I issued the Executive Order referenced below that, for the reasons and upon the authorities stated in the Order, adjusted and directed certain matters in response to the impacts of the COVID-19 pandemic; and

WHEREAS, the circumstances warranting the issuance of such Order have changed, the Order has served its purpose and is therefore no longer necessary; and

WHEREAS, consistent with the intent of 37-B M.R.S. Ch. 13 and Me. Const. Art. V, Pt. I, 12 such Order should be rescinded;

NOW THEREFORE, I Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but limited to the authorities cited in the below referenced Executive Order, and consistent with Me. Const. Art. V, Pt. I, 12, do hereby Oder as follows:

ORDER

Executive Order 18 FY 19/20 is hereby rescinded.

EFFECTIVE DATE

The effective date of this Order and the rescission is December 31, 2020.

18 FY 19/20

March 23, 2020

AN ORDER EXTENDING COMPLIANCE DATES UNDER CERTAIN MOTOR VEHICLE LAWS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, this Order is necessary to address numerous administrative, compliance and enforcement issues identified by the Secretary of State, Bureau of Motor Vehicles, Department of Public Safety, law enforcement and other officials; and

WHEREAS, these issues require certain extensions or modifications of license terms, license requirements, registrations, and suspensions are required to ensure a continuity of orderly



Maine Department of Transportation

compliance; and

WHEREAS, the governor's emergency powers expressly include the authorities to adjust time frames and deadlines imposed by law and to suspend the enforcement of a statute prescribing the procedures for conduct of state business;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to 37-B M.R.S. §742(1)(C)(I), (12), (13)(a) and §834, do hereby Order as follows:

I. ORDERS

A. DRIVER'S LICENSES AND NONDRIVER IDENTIFICATION CARDS

Notwithstanding the expiration dates and fees required by 29-A M.R.S. § 1406-A, the expiration dates of all driver's licenses, both commercial and noncommercial, due to expire during the period of emergency are deemed extended until 30 days after the termination of the emergency.

Notwithstanding the expiration dates and fees required by 29-A M.R.S. § 1410, the expiration dates of all nondriver identification cards due to expire during the period of emergency are deemed extended until 30 days after the termination of the emergency.

B. DEALER LICENSES

Notwithstanding the expiration dates and fees required by 29-A M.R.S. 951, the expiration dates of dealer licenses due to expire during the period of emergency are deemed extended until 30 days after the termination of the emergency, and any fees may be waived by the Secretary of State for the duration of the emergency.

C. SALVAGE MOTOR VEHICLE RECYCLER LICENSES

Notwithstanding the expiration dates and fees required by 29-A M.R.S. 1101, the expiration dates of recycler licenses due to expire during the period of emergency are deemed extended until 30 days after the termination of the emergency, and any fees related thereto may be waived by the Secretary of State for the duration of the emergency.

D. DRIVER EDUCATION SCHOOL LICENSES

Notwithstanding the expiration dates and fees required by 29-A M.R.S. 1354, the expiration dates of driver education school and instructor licenses due to expire during the period of emergency are deemed extended until 30 days after the termination of the emergency, and any fees related thereto may be waived by the Secretary of State for the duration of the emergency.

E. MOTORCYCLE RIDER EDUCATION LICENSES

Notwithstanding the expiration dates and fees required by 29-A M.R.S. 1303, the expiration dates of motorcycle rider education school and instructor licenses due to expire during the period of emergency are deemed extended until 30 days after the



Maine Department of Transportation

termination of the emergency, and any fees related thereto may be waived by the Secretary of State for the duration of the emergency.

F. VISION TEST REQUIREMENTS

Notwithstanding the requirements of 29-A M.R.S. 1303, the Secretary of State, during the period of the emergency, may waive requirements for a vision test if the person demonstrates that the person is otherwise physically, mentally or emotionally competent to a motor vehicle.

G. REGISTRATION REQUIREMENT AFTER SALE OR TRANSFER OF VEHICLE

Notwithstanding any provision of 29-A M.R.S. 351, or any other pertinent provision of the Title 29-A, the Secretary of State may temporarily stay the requirement for any vehicle, including trailers, to be registered after transfer of title or ownership.

H. STAY OR MODIFICATION OF EXISTING SUSPENSIONS

Notwithstanding any provision of Title 29-A, the Secretary of State may, during the period of the state of emergency and until 30 days after the termination of the state of emergency, stay or modify the suspension of any license or privilege to operate a motor vehicle or any registration for any reason considered necessary and related to the emergency.

EFFECTIVE DATE

The effective date of this Order is March 23, 2020

16 FY 20/21

November 4, 2020

AN ORDER TO REVISE INDOOR GATHERING LIMITS, STRENGTHEN FACE COVERING REQUIREMENTS AND DELEGATE CERTAIN AUTHORITY

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020, June 9, 2020, July 8, 2020, August 5, 2020, September 2, 2020, September 30, 2020, and October 29, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, Maine is currently experiencing a significant increase in COVID-19 cases, hospitalizations, and positivity rates, while data and case investigations are providing evidence of widespread community transmission; and

WHEREAS, I instituted indoor gathering limits in Executive Order 14 FY 19/20 and face covering requirements in Executive Order 49 FY 19/20, and have amended those Orders in response to changing circumstances, new information, emerging threats, and a desire to simply and clarify the application of the terms of those Orders; and

Maine Department of Transportation

WHEREAS, the Maine Center for Disease Control (Maine CDC) now advises that additional amendments to indoor gathering limits and face covering requirements are necessary and appropriate in light of the upward trajectory in the State's cases, hospitalizations, and positivity rates; and

WHEREAS, a governor's emergency powers under 37-B M.R.S. Ch. 13 include the authorities to limit occupancy of premises within the State pursuant to § 742(1)(C)(8); to take whatever action is necessary to abate or mitigate the danger of this pandemic pursuant to § 742(1)(C)(12); to utilize all available resources of the State Government as reasonably necessary to cope with this pandemic pursuant to § 742(1)(C)(2); and to delegate any authority vested in the Governor under 37-B M.R.S. Ch. 13 pursuant to § 741(3)(H);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations, Orders and statutory provisions referenced above, do hereby Order as follows:

I. ORDER

A. PHYSICAL DISTANCING EXCEPTION TO FACE COVERING REQUIREMENTS REPEALED

1. **Requirement.** Face covering requirements, including those set forth in Executive Orders 49 FY 19/20, 2 FY 20/21, and 14 FY 20/21, apply in public settings regardless of the ability to maintain physical distance.

2. **Contrary language repealed.** Contrary language in Section V of Executive Order 49 FY 19/20 is hereby repealed.

B. "PUBLIC SETTINGS" TO BE BROADLY CONSTRUED

1. **"Public settings" defined.** The term "public settings" is to be broadly construed and includes:

a. Indoor spaces that are accessible to the public, including but not limited to restaurants, grocery stores, retail stores, pharmacies, health care facilities, social clubs, auditoriums, theaters, stadiums, arenas, concert halls, convention centers, meeting halls, gymnasiums, rinks, fitness centers, houses of worship, transportation centers, indoor parking garages as well as other public accommodations;

b. Outdoor spaces including but not limited to playgrounds, parking lots, sidewalks, athletic and sports venues, and other areas such as lines for takeout service where the public typically gathers in a smaller area;

Maine Department of Transportation

- c. Public transportation such as a taxi, Uber, Lyft, ride-sharing or similar service; ferry, bus, or train; and any semi-enclosed transit stop or waiting area;
- d. Portions of municipal, county, state, and private buildings and grounds that are typically accessible to the public, including parking lots, walkways, lobbies, waiting areas, elevators, service desks, and related hallways. For the purpose of this section, government buildings and grounds include those privately owned and leased for government use; and
- e. Other locations that the Commissioner of the Department of Economic and Community Development (DECD) and the Commissioner of the Department of Health and Human Services (DHHS) identify as presenting a risk of transmission of the virus pursuant to Section III, below.

2. **Contrary language repealed.** Section V(A)(I) of Executive Order 49 FY 19/20 and section I(A)(I) of Executive order 14 FY 20/21 are hereby repealed.

C. NOTICE REQUIRED FOR INDOOR PUBLIC SETTINGS

1. **Requirement.** Owners and operators of indoor public settings shall, as soon as practicable, post plainly visible signs notifying entrants of the requirement to wear cloth face coverings, and may deny service or entry for non-compliance with the Governor's face covering requirements.

D. FIFTY-PERSON INDOOR GATHERING LIMIT

1. **Requirement.** The indoor gathering limit is returned to 50 persons, as provided for in Section I(A) of Executive Order 55 FY 19/20.
2. **Contrary language repealed.** Sections I(B)(I) & (2) of Executive Order 14 FY 20/21 are hereby repealed.

II. INTERPRETATION

This Order is subject to interpretative guidance from Maine CDC, DHHS, the Maine Department of Economic and Community Development (DECD), and the Maine Department of Education (DOE).

III. DELEGATION OF AUTHORITY

I hereby delegate authority to the Commissioners of DECD and DHHS, pursuant to 37-B M.R.S. §§ 741(3)(H) & 742(12), to issue activity-specific requirements designed to minimize the risk of transmission of the COVID-19 virus, as necessary and appropriate to implement this Order and the *Restarting Maine's Economy Plan*, identified and incorporated within Executive Order 49 FY 19/20. In issuing such additional requirements, the Commissioners of DECD and DHHS shall:

- A. Consult the Director of Maine CDC, and other agency commissioners and administrators that the Commissioners of DECD and DHHS determine possess relevant expertise;
- B. Consult with the Attorney General or his designee;
- C. Consider the best available and most current information;
- D. Prioritize the protection of public health, while giving consideration to the impact of the requirements on the daily lives of Maine people, Maine businesses, and the Maine economy; and
- E. Conspicuously post such requirements on the DECD website.

All requirements issued pursuant to this section are subject to modification or rescission by the Governor. Requirements issued pursuant to this section shall be enforceable in the same manner as an Executive Order and are not "rules" within the meaning of 5 M.R.S. § 8002(9). To the extent applicable, the requirements of chapter 377-A and subchapters 2 & 2-A of chapter 375 of Title 5 the Maine Revised Statutes, are suspended with respect to the issuance of said requirements.

IV. ENFORCEMENT

This Order is subject to all available methods of enforcement. Any violation of requirements adopted pursuant to Section III of this Order is a violation of this Order.

V. EFFECTIVE DATE

This Order takes effect November 4, 2020 and shall remain in effect until repealed or amended.

14 FY 20/21

October 6, 2020

AN ORDER TO IMPLEMENT PHASE FOUR OF THE RESTARTING MAINE'S ECONOMY PLAN

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID – 19 virus; and

WHEREAS, on April 29, 2020 I announced the implementation of the *Restarting Maine's Economy Plan* (Restarting Plan), as the deliberative process of ease restrictions safely on businesses and activities starting on May 1st, with successive phased-in actions to follow based on progress in limiting the spread of COVID-19; and



Maine Department of Transportation

WHEREAS, I have implemented the first three phases of the Restarting Plan through Executive Orders and agency guidance while responding to changing circumstances, new information, and emerging threats; and

WHEREAS, the protective measures in the Restarting Plan have mitigated many of the harmful public health and economic impacts of COVID-19 in Maine; and

WHEREAS, with the arrival of Fall and approach of Winter, Maine is now positioned to implement Phase Four of the Restarting Plan; and

WHEREAS, additional modifications to the Restarting Plan and the Executive Orders implementing it are now necessary and appropriate to prevent backsliding in public health while providing reasonable increases in opportunities for certain activities; and

WHEREAS, the Maine Center for Disease Control (Maine CDC) now advises that the indoor gathering limit can be increased safely, and that face covering requirements should be expanded and modified in certain respects; and

WHEREAS, a governor's emergency powers include under 37-B M.R.S. Ch. 13 the authorities to limit occupancy of premises within the State pursuant to 742 (1)(C)(8), to take whatever action is necessary to abate or mitigate the danger of this pandemic pursuant to 742(1)(C)(12), to utilize all available resources of the State Government as reasonably necessary to cope with this pandemic pursuant to 742(1)(C)(2), and to delegate any authority vested in the Governor under 37-B M.R.S. Ch. 13 pursuant 741(3)(H);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch 13, including but not limited to the authorities cited in the Proclamations, Orders and provisions referenced above, do hereby Order as follows:

I. ORDERS

A. FACE COVERINGS

1. Publicly accessible portions of government facilities. To clarify the scope of setting subject to guidance and ensure public health protections within government buildings, the definition of "public setting" in section V(A)(1) of Executive Order 49 FY 19/20 is clarified by adding the following subsections:
 - (d) Portions of municipal, county, and state government buildings and grounds that are typically accessible to the public, including parking lots, walkways, lobbies, waiting areas, elevators, service desks, and related

Maine Department of Transportation

hallways. For the purpose of this section, government buildings and grounds include those privately owned and leased for government use;

1. Other locations that Maine CDC, DHHS, and DECD identify as presenting a risk of transmission of the virus.
2. Publicly accessible portions of retail, commercial and certain other establishments. To ensure public health protections within retail and commercial establishments, section I(B) of Executive Order 2 FY 20/21 is amended as follows:

Retail stores with over 50,000 square feet of shopping space (as defined in Executive Order 28-A-2 FY 19/20), eating establishments, bars, tasting rooms, social clubs, and lodging operations and accommodations (as defined in Executive Order 57 FY 19/20) shall implement measures requiring customers and employees to wear face coverings in publicly accessible areas consistent with guidance. Such measures may, for example, include denial of entry or service. The establishment's responsibility under this section is in addition to compliance with all other applicable Executive Orders, State of Maine guidance and the Restarting Maine's Economy COVID-19 Prevention Checklists, including requirements governing the use of signage.

3. **Schools and childcare setting.** To ensure public health protections within schools and childcare settings, section V(B) of Executive Order 49 FY 19/20 and section I(B) of Executive Order 6 FY 20/21, are repealed and replaced by the following:

Face coverings are recommended for children ages 2 to 4 unless deemed developmentally inappropriate. Face coverings are required for all persons age 5 and older in all school and child care settings, both public and private.

- ii. **Exceptions:** Face coverings are not required for a person:
 1. Under age 2
 2. During vigorous exercise;
 3. Who has trouble breathing or related medical conditions, or who is otherwise unable to put on or remove the mask without assistance;
 4. With a developmental issue that is complicated or irritated by a face covering.

A person who cannot wear a cloth face covering because of a medical or developmental condition is not required to produce medical documentation is not required to produce medical documentation of the condition, provided that a employer may require such

Maine Department of Transportation

documentation from an employee, and a school may require such documentation from a student in accordance with state and federal law. Nothing in this Order should be interpreted as preventing an establishment, governmental facility, or school from making accommodations on an individualized basis to the extent required by state or federal disabilities laws.

e. INDOOR GATHERINGS

Section I(A) of Executive Order 14 FY 19/20 and section I(A) of Executive Order 55 FY 19/20 are amended as follows:

1. For establishments that provide and require seating for all invitees, the indoor gathering limit is 50% of the facility's permitted occupancy limit or 100 persons, whichever is less. For the purposes of this section, such establishments include restaurants, bars, tasting rooms, houses of worship, social clubs, school cafeterias, and other establishments identified in the Restarting Plan.
2. For establishments that do not provide and require seating for all invitees, the indoor gathering limit is 50.
3. All indoor gatherings are subject to applicable location and activity-based requirements issued by Maine CDC, Maine Department of Health and Human Services (DHHS), and Maine Department of Economic and Community Development (DECD).

II. INTERPRETATION AND AMENDMENT

This Order is subject to interpretative guidance from Maine CDC, DHHS and DECD.

III. ENFORCEMENT

This Order is subject to all available methods of enforcement.

IV. EFFECTIVE DATE

This Order takes effect October 13, 2020 and shall remain in effect until rescinded. Bars and tasting rooms are subject to an activity-specific reopening date under interpretive guidance from Maine CDC, DHHS and DECD.

11 FY 20/21

September 17, 2020

AN ORDER CURTAILING ALLOTMENTS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020, June 9, 2020, July 8, 2020, August 5, 2020 and

Maine Department of Transportation

September 2, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, the economic effects of this COVID-19 pandemic have caused the economy of Maine and every other state to perform significantly below expectations; and

WHEREAS, I have advocated, along with my fellow governors, for additional federal aid and flexibility in aid already awarded to assist the states in addressing the many challenges the COVID-19 pandemic presents;

WHEREAS, as a result of the COVID-19 pandemic, the Consensus Economic Forecasting Commission met in June and revised its February 2020 economic forecast; and

WHEREAS, on July 29, 2020, the Revenue Forecasting Committee (RFC) met and revised its March 2020 report; and

WHEREAS, as noted in the RFC report to the Appropriations Committee, General Fund revenues are projected to be reduced by \$528 million in FY21, and Highway Fund revenues are projected to be reduced by \$31 million in FY21; and

WHEREAS, on August 7, 2020, the Commissioner of the Department of Administrative and Financial Services reported in writing to me that the anticipated income and other available funds of the State will not be sufficient to meet the expenditures authorized by the 129th Legislature for FY21; and

WHEREAS, 5 M.R.S.A. §1668 empowers me upon receipt of the Commissioner's report to curtail allotments equitably and, insofar as practicable, consistent with the intentions of the 129th Legislature so that expenditures will not exceed the anticipated income and other available funds of the State in FY21; and

WHEREAS, the Maine Superior Court opined in *Butterfield v. Department of Human Services*, No. CV-91-29 (January 17, 1991) that under §1668 "program cuts must be fair but need not necessarily be imposed equally by percentage. This recognizes the maxim that there is perhaps no greater unfairness than absolute equality mechanically imposed across a broad spectrum of persons or programs. The term 'equitably' implies making of choices rather than uniform, across the board equality ... "; and

WHEREAS, the Office of the Attorney General has opined in several opinions that "equitable" means "just, fair and right, in consideration of the facts and circumstances of the individual case;" that § 1668 does not require across-the-board curtailments; and that § 1668 permits the exercise of discretion in determining what constitutes equity and what constitutes practicable compliance with legislative intent; and

WHEREAS, in guiding the exercise of discretion at this time, I have examined the following principal factors:

- I. The amount of General Fund dollars available in the 2nd, 3rd and 4th quarter
- II. Allotments of each entity of State government;

2. The percentage that those amounts represent of an entity's budget;
 3. The budget reductions, if any, already taken by an entity in this biennium;
 4. The contractual obligations or significant administrative burdens that restrict an
- IV. entity's ability to achieve curtailment savings;
- IVI. The nature of the services that an entity provides and the degree to which those
- IVII. services directly protect or promote:
- a) public health and safety;
 - b) educational welfare; or
 - c) effective operation of state government;
5. The type of services that an entity provides and degree to which those services are
- IVIII. principally:
- a) informational or advisory;
 - b) regulatory; or
 - c) direct-care;
6. The nature of harm that would be caused by a curtailment and the degree to which
- IX. that harm would be:
- a) certain or potential;
 - b) direct or indirect;
 - c) reparable or irreparable;
 - d) short-term or long-term; and

WHEREAS, the inquiry into factors like these constitutes a rational, reasonable, fair, and therefore just means by which to exercise discretion; and

WHEREAS, the curtailments ordered faithfully preserve the priorities of the 129th Legislature by imposing insofar as practicable the least certain, the least direct, and the least irreparable harm to the health and safety of our public, the educational welfare of our students, and the effective operation of our government; and

NOW THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 5 M.R.S. § 1668, hereby Order as follows:

I. ORDER

The Commissioner of Administrative and Financial Services shall curtail Fiscal Year 2021 quarterly allotments by \$221,775,584 in General Fund accounts, and by \$23,000,822 in Highway Fund accounts, in the amounts specified in the attached Financial Order.

II. SEVERABILITY

Any portion of this Order declared by a court of this State to be invalid as a matter of law shall be severed from those portions not so declared and shall be subject to revision by a subsequent Order.

III. EFFECTIVE DATE

This Order shall take effect on September 17, 2020.



Maine Department of Transportation

10 FY 20/21
August 31, 2020

AN ORDER EXTENDING THE DATE FOR AGENCIES TO SUBMIT PROPOSED BIENNIAL BUDGETS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020, June 9, 2020, July 8, 2020 and August 5, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, for months the bipartisan National Governors Association has called upon Congress to enact additional COVID-19-related relief for states and to allow greater flexibility for relief already provided to the states; and

WHEREAS, 5 M.R.S. § 1665 (1) requires all departments and other agencies of the State Government and corporations and associations receiving or desiring to receive state funds under the provisions of law to prepare and submit to the State Budget Officer by September 1, 2020 estimates of their expenditures and appropriations for the next biennium; and

WHEREAS, these expenditures and appropriations will be significantly impacted by emergency congressional actions, and it is therefore prudent to extend the time for such departments, agencies, corporations and associations to prepare and submit their estimated budgets for FY 22/23; and

WHEREAS, a governor's emergency powers include the authority pursuant to P .L. 2019, Ch. 617, Pt. H, codified at 37-B M.R.S. § 742(C)(13)(a), to reasonably adjust time frames and deadlines imposed by law for state government when such an adjustment is reasonably necessary to mitigate an effect of the emergency;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authority referenced above, do hereby Order as follows:

I. ORDER

The time frame set forth in 5 M.R.S. § 1665 (1) is extended to October 19, 2020.

II. EFFECTIVE DATE

This Order is effective August 31, 2020.

9 FY 20/21
August 31, 2020



Maine Department of Transportation

AN ORDER AMENDING EXECUTIVE ORDERS 55 FY 19/20 AND 1 FY 20/21

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020, June 9, 2020, July 8, 2020 and August 5, 2020 to

authorize the use of emergency powers in order to expand and expedite the State's response to the

serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, Executive Order 55 FY 19/20, for the reasons and upon the authorities set forth therein, imposed on May 29, 2020 certain rules related to vehicle passenger travel; and

WHEREAS, Executive Order 1 FY 20/21, for the reasons and upon the authorities set forth therein,

imposed on July 7, 2020 certain rules related to professional licensing requirements; and

WHEREAS, it is now desirable from reason and experience to update these Orders by amending

the same; and

WHEREAS, a governor's emergency powers include under 37-B M.R.S. Ch. 13 the authorities set forth in the above referenced Proclamations and Executive Orders and to delegate pursuant to

§ 741(3)(H) any authority vested in the Governor under 37-B M.R.S. Ch. 13;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations, Orders and provisions

referenced above, do hereby Order as follows:

I. ORDERS

A. Passengers in Non-Commercial Vehicles. To provide greater flexibility for transportation in non-commercial vehicles, the provision in section I (F) of Executive Order 55 FY 19/20 that "persons traveling in private vehicles shall limit passengers to their immediate household members" is repealed and replaced by "individuals travelling in personal vehicles shall when practicable limit their passengers to immediate household members." The Department of Economic and Community Development in consultation with other agencies shall issue guidance governing carpooling in personal vehicles and transportation of employees and others in business and government vehicles.

B. Maine Board of Funeral Service Licenses. To ensure adequate access to funeral service professionals, section I of Executive Order 1 FY 20/21 is amended to add that enforcement of 32 M.R.S. § 1451 and § 1506(2) is suspended for any individual who holds an active license with the Maine Board of Funeral Service, that is



Maine Department of Transportation

scheduled to expire on or before March 20, 2021. Such individuals may renew that license without satisfying continuing education requirements that would otherwise apply. The Department of Professional and Financial Regulation in consultation with other agencies may develop guidance to implement this provision.

II. ENFORCEMENT

This Order is subject to all available methods of enforcement including, but not limited to, those identified in previous emergency-related Executive Orders issued in FY 19/20 and FY 20/21.

III. EFFECTIVE DATE

This Order is effective August 31, 2020 and, unless sooner amended or rescinded, shall expire upon termination of the COVID-19 state of emergency.

No. 57 FY 19/20
DATE June 9, 2020
28 FY 19/20

AN ORDER REGARDING TRAVELERS INTO MAINE

WHEREAS, COVID-19 is a novel severe acute and highly contagious respiratory illness that threatens lives (more than 100,000 killed nationwide) and health care delivery systems (at least 450,000 health-care workers infected worldwide); and

WHEREAS, there is currently no known cure, effective treatment or vaccine for COVID-19 and, because people may be infected but asymptomatic, they may unwittingly infect others; and

WHEREAS, the medical and scientific uncertainties related to this pandemic present a dynamic and fact-intensive challenge for managing the safety and the health of Maine people and the stability of our health care delivery system; and

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of

Maine Department of Transportation

emergency on April 14, 2020 and May 13, 2020 to authorize the use of emergency powers in order to protect Maine citizens and their health care delivery system in response to COVID-19; and

WHEREAS, Maine has a population of 1.3 million citizens, a health care system designed for that population which, as of June 8, 2020, had, for example, 2,305 COVID-19 cases and 198 available ICU beds, and 673 ventilators available for current and new COVID-19 and non-COVID-19 patients requiring access to such equipment; and

WHEREAS, potentially posing a challenge to this surge capacity are the seasonal residents, vacationers and day-trippers who are starting to come to Maine in significant numbers, with most travelling by vehicle and primarily to popular destinations in certain coastal towns, islands, beaches, lakes and state parks; and

WHEREAS, last summer Maine had approximately 22 million non-resident visits and these day and overnight tourists often tripled the size of our densely populated beach towns and inland lake areas; and

WHEREAS, this summer Maine is projected to have at least 7 to 10 million such visits, with approximately half coming from states with per capita COVID-19 case rates that are eight to eleven times higher than that of Maine, and this volume, even if lower than last summer, still presents a significant threat to the public health of our tourism industry workers, our citizens, especially our many older citizens (the Maine population is one of the oldest in the nation) and, by extension, our health care delivery system; and

WHEREAS, the Maine Center for Disease Control and Prevention (Maine CDC) has the training, experience, and expertise to assess how best to protect public health, and Maine CDC advises that sustained efforts remain necessary to limit the spread of COVID-19 and reduce these risks; and

WHEREAS, on April 3, 2020 I issued Executive Order 34 FY 19/20 (extended by Executive Orders 49 and 55) that, for the reasons and upon the authorities stated therein, imposed certain temporary emergency rules and limitations governing travel into Maine to protect the people of this State and the viability of our health care system; and

WHEREAS, Maine CDC advises that quarantine, a tool used by approximately half of the states and the United States since the start of the pandemic, remains necessary as one



Maine Department of Transportation

measure to protect our citizens and our health care system from the risk of increased exposure and transmission; and

WHEREAS, on April 29, 2020 I announced our We Are Maine: Restarting Maine's Economy Plan (Restarting Plan), a key component of which is the significant increase in testing capacity to identify and limit points and the rate of transmission, and this Order takes advantage of that testing which is now more widely available since the date Executive Order 34 FY 19/20 was issued to enable travel to be both safer and less burdensome; and

WHEREAS, this Order is based upon the best available medical and scientific evidence and the most practicable options available to implement certain targeted measures that can protect public health; and

WHEREAS, this Order exercises expressly delegated emergency powers that include the authorities to:

- a. Control the ingress and egress of persons and occupancy of premises within the State pursuant to 37-B M.R.S. §742(l)(C)(8);
- b. Control the movement of persons within the State pursuant to 37-B M.R.S. §742(1)(C)(8);
- c. Enlist the aid of any person to assist in the effort to control the emergency and aid in the caring for the safety of persons pursuant to 37-B M.R.S. §742(1)(C)(5) and 37-B M.R.S. §827;
- d. Utilize all available resources of the State as reasonably necessary to cope with the emergency pursuant to 37-B M.R.S. §742(1)(C)(2); and
- e. Take whatever action is necessary to mitigate a danger that may exist within the State pursuant to 37-B M.R.S. §742(l)(C)(12), including delegating authority vested in the Governor under 37-B M.R.S. Ch. 13 pursuant to 37-B M.R.S. §741(3)(H);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited above and Proclamations and Orders

referenced above, do hereby Order as follows:

I. PREFACE

This Order authorizes the implementation of the Keep Maine Healthy: A Plan for Tourism in

Maine Amid COVID-19 (Keep Maine Healthy Plan), incorporated herein by this reference. This Plan as adopted by this Order is multi-tiered and based on a preference for science-based tests, screenings, and disease prevention practices.

This Order repeals and replaces Executive Order 34 FY 19/20 and the extension of that Order provided in §III of Executive Order 49 and §I (G) of Executive Order 55 FY 19/20. This Order also modifies as provided in Part II below the 14-day quarantine requirement set forth in the Restarting Plan.

II. ORDER

Unless exempted as set forth below, all persons, residents and non-residents of Maine, who travel into Maine from other states, shall either:

- A. Receive a recent negative test for COVID-19 in accordance with standards established by Maine CDC and set forth in the Keep Maine Healthy Plan; or
- B. Quarantine for 14 days upon arrival in Maine. This quarantine requirement shall be construed consistent with the quarantine guidance applied under Executive Order 34 FY 19/20.

Compliance by an individual subject to this requirement is ascertained through a certificate of compliance developed by the Department of Economic and Community Development (DECD) in consultation with Maine CDC. This certificate shall be used by lodging operations and accommodations as a prerequisite to check-in. Lodging operations and accommodations must collect (on paper or electronically) a complete certificate stating compliance with this Order from each individual subject to this requirement as a prerequisite to check-in.

For purposes of this Order, lodging operations and accommodations are defined to include, but not be limited to, hotels, motels, bed and breakfasts, inns, short term rentals, such as those made available through VRBO, Homeaway, AirBnb and other services, parks for recreational vehicles and campgrounds, and all public and private camping facilities.

This section shall not apply to residents of New Hampshire and Vermont, or to Maine residents returning from travel to New Hampshire and Vermont. It shall also not apply to residents of additional states, and to Maine residents returning from travel to such states as Maine CDC determines at a future date to have a low likelihood of introducing COVID-19 into Maine.

III. APPLICATION



Maine Department of Transportation

The application of this Order and the Keep Maine Healthy Plan shall be monitored and adjusted for appropriate or necessary changes, including interpretative guidance given by the Maine CDC, the Department of Health and Human Services or DECD.

IV. ENFORCEMENT

This Order may be enforced by any governmental department or official that regulates licenses, permits or otherwise authorizes the operation or occupancy of lodging operations and accommodations, businesses, buildings, parks and campgrounds. A violation of this Order may be construed to be a violation of any such license, permit and other authorization to which pertinent penalties may be assessed. Pursuant to 37-B M.R.S.A. section 786, this Order may also be enforced by law enforcement as necessary.

V. EFFECTIVE DATE

This Order takes effect June 9, 2020 and shall remain in effect unless sooner amended, renewed or terminated. The effective date of certain sections of this Order shall be as set forth in the Keep Maine Healthy Plan, currently July 1, 2020 for section II of this Order, except for the subsection relating to New Hampshire and Vermont residents which is currently June 12, 2020.

DATE March 31, 2020

Corrected 2

AN ORDER REGARDING FURTHER RESTRICTIONS ON PUBLIC CONTACT AND MOVEMENT, SCHOOLS, VEHICLE TRAVEL AND RETAIL BUSINESS OPERATIONS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, Executive Order No. 14 FY 19/20 dated March 18, 2020 restricted certain social gatherings and certain use of restaurants and bars, prohibited gatherings of more than ten people that are primarily social, personal or discretionary events, and strongly recommended use of social distancing to reduce the transmission of COVID-19; and

WHEREAS, Executive Order No. 19 FY 19/20 dated March 24, 2020 restricted the operations of essential and non-essential business in order to further reduce the transmission of COVID-19; and

WHEREAS, because of unhealthy crowds, the Maine Department of Agriculture, Conservation and Forestry has closed many state-owned beaches and other public venues; and

Maine Department of Transportation

WHEREAS, other New England states have seen a dramatic rise in positive COVID-19 tests and deaths related to the COVID-19 virus in recent days; and

WHEREAS, the Maine Center for Disease Control and Prevention advises that additional social/physical distancing measures are warranted to slow the spread of this life-threatening virus in order to save lives and improve the ability of the health care system to respond; and

WHEREAS, on March 28, 2020, the President of the United States and his Coronavirus Response Team extended the national guidelines for social distancing and other measures to quell the virus to April 30; and

WHEREAS, a governor's emergency powers expressly include the authorities to:

- a. Control the movement of persons and occupancy of premises within the State pursuant to 37-B M.R.S. §742(1)(C)(8);
- b. Enlist the aid of any person to assist in the effort to control the emergency and aid in the caring for the safety of persons pursuant to 37-B M.R.S. §742(1)(C)(5) and 37-B M.R.S. §827;
- c. Utilize all available resources of the State as reasonably necessary to cope with the emergency pursuant to 37-B M.R.S. §742(1)(C)(2); and
- d. Take whatever action is necessary to mitigate a danger that may exist within the State pursuant to 37-B M.R.S. §742(1)(C)(12);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions referenced above, do hereby Order as follows:

I. STAY AT HOME

A. ORDER

All persons living in the State of Maine are hereby ordered, effective as of 12:01AM on April 2, 2020 to stay at their homes or places of residence ("homes") except:

1. To conduct or participate in Essential Activities (defined below);
2. Workers at Essential Businesses and Operations that are not required to close pursuant to Executive Orders 19 FY 19/20 may travel:
 - a. between their Homes and those businesses and organizations;
 - b. to and from child care; and
 - c. to and from customers for the purpose of delivering goods or performing services; and
3. Workers of Non-Essential Businesses and Operations under Executive Orders 19 FY 19/20 may travel:

Maine Department of Transportation

- a. between their Homes and those Non-Essential Businesses for the purpose of engaging in Minimal Operations; and
- b. to and from customers for the purpose of delivering goods.

B. ESSENTIAL ACTIVITIES

For purposes of this section, "Essential Activities" means:

- (1) Obtaining necessary supplies or services for one's self, family, household members, pets, or livestock, including, without limitation: groceries, supplies for household consumption or use, supplies and equipment needed to work from home, laundry, and products needed to maintain safety, sanitation, and essential maintenance of home or residence;
- (2) Engaging in activities essential for the health and safety of one's self, one's family, household members, pets, or livestock, including such things as accessing child care, seeking medical or behavioral health or emergency services and obtaining medication or medical supplies;
- (3) Caring for a family member, friend, pet, or livestock in another household or location, including, without limitation, transporting a family member, friend, pet, or livestock animal for essential health and safety activities, and obtaining necessary supplies and services;
- (4) Traveling to and from an educational institution for purposes of receiving meals or instructional materials for distance learning;
- (5) Engaging in outdoor exercise activities, such as fishing, walking, hiking, running or biking, but only in compliance with the gathering restriction in Executive Order 14 FY 19/20 and all applicable social distancing guidance published by the U.S. and Maine Centers for Disease Control and Prevention;
- (6) Travel required by a law enforcement officer or court order; and
- (7) Traveling to and from a federal state or local government building for a necessary purpose.

When out of the home or when at work at an essential business, all individuals shall maintain a minimum distance of six feet from other persons.

II. VEHICLE TRAVEL

- A. No one shall use public transportation unless absolutely necessary, for an essential reason or for an essential job that cannot be done from home.
- B. Persons traveling in private vehicles shall limit passengers to persons within their immediate household, unless transporting for medical necessity.

III. SCHOOL CLOSURES

Public and private K-12 schools statewide have terminated in-class instruction in accordance with my recommendation of March 15, 2020. It is hereby Ordered that all

such schools shall remain closed for classroom or other in-person instruction until at least May 1, 2020 unless otherwise ordered.

IV. ESSENTIAL RETAIL BUSINESSES AND OPERATIONS

A. APPLICATION

This section applies to those retailers identified as Essential Businesses and Operations by the Department of Economic and Community Development. All Non-Essential Businesses and Operations must continue to limit their activities consistent with Executive Order 19 FY 19/20 and this Order.

B. PRIORITIZING REMOTE ORDER AND CURBSIDE PICK-UP

To reduce the risk of community spread, essential stores shall:

1. Prioritize opportunities to offer and transact as much business as possible by curbside order-pick up or other like limited in-person contact method.
2. Broadly advertise and promote this method, including how to best reach the facility and continue services by telephone or remotely.

C. IN-STORE GATHERING LIMITS

To reduce the risk of community spread, essential stores with retail space of:

1. Less than 7,500 square feet shall limit the number of customers in the store at one time to 5. Examples of such stores typically include gas stations and convenience and specialty food stores
2. More than 7,500 and less than 25,000 square feet shall limit the number of customers in the store at one time to 15. Examples of such stores typically include stand-alone pharmacies and certain hardware stores.
3. More than 25,000 and less than 50,000 square feet shall limit the number of customers in the store at one time to 50. Examples of such stores typically include mid-sized and locally owned grocery stores.
4. More than 50,000 and less than 75,000 square feet shall limit the number of customers in the store at one time to 75. Examples of such stores typically include chain grocery stores.
5. More than 75,000 square feet shall limit the number of customers in the store at one time to 100. Examples of such stores typically include Lowes, Wal-Mart, Target and Home Depot. Such retailers shall actively monitor and enforce these limits. Any customer lines outside the store must enforce the six-foot separation requirement between waiting customers and such line areas shall be marked with signage and ground lines designed to impose that distancing.

D. ADDITIONAL IN-STORE REQUIREMENTS

To reduce the risk of community spread, essential stores shall:

1. Implement and actively enforce social distancing requirements in and around their facilities.

Maine Department of Transportation

2. Prominently post signage at all public entrances instructing customers to remain six feet away from other people inside and outside the store.
3. Mark every customer line with signage and floor lines designed to impose social distancing.
4. Disinfect the handles of every used cart and basket prior to customer reuse.
5. Take all reasonable steps to minimize customer handling of unpurchased merchandise.
6. Offer separate operating hours for persons over the age of 60 and customers with medical conditions to be the only customers in the store.

E. ADDITIONAL REQUIREMENT FOR ESSENTIAL STORES WITH MORE THAN 75,000 SQUARE FEET

Essential stores with more than 75,000 square feet shall as soon as practicable install protective shields between the customer and checkout and pharmacy personnel.

F. COMPLIANCE

A violation of this Order may be construed to be a violation of any such license, permit and other authorization to which pertinent penalties may be assessed. Failure to comply may result in further on-site restrictions or closure until the violations are remedied.

G. INTERPRETATION

The Department of Economic and Community Development is designated as the lead agency for addressing questions regarding the interpretation and application of this section of the Order.

V. PREEMPTION

This Order preempts any local ordinance or emergency order of the same subject matter that is less restrictive than or otherwise inconsistent with this Order.

VI. ENFORCEMENT

Pursuant to 37-B M.R.S. §786, this Order shall be enforced by law enforcement as necessary and violations are a class E crime subject to up to six months in jail and a \$ 1000 fine. In addition, compliance with Section IV of this Order may also be enforced by government officials who



Maine Department of Transportation

regulate licenses, permits or any other authorization to operate a business or occupy a building.

VII. EXECUTIVE ORDER 14 FY 19/20 EXTENDED

The previous requirement that all restaurants and bars shall close their dine-in facilities remains in effect until at least April 30, 2020 unless otherwise ordered.

VIII. EFFECTIVE DATE

This Order takes effect at 12:01 AM on April 2, 2020 and shall remain in effect until at least April 30, 2020 unless otherwise ordered.



Maine Department of Transportation

NO. 29 FY 19/20

DATE March 31, 2020

AN ORDER MODIFYING PROVISIONS OF THE MAINE GENERAL ASSISTANCE PROGRAM AND RELATED RULES IN ORDER TO MEET THE BASIC NEEDS OF PEOPLE DURING THE COVID-19 PANDEMIC

WHEREAS, the spread of the novel coronavirus disease referred to as COVID-19 has created a public health emergency; and

WHEREAS, on March 11, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization; and

WHEREAS, on March 15, I declared a State of Civil Emergency in Maine to respond to the spread of COVID-19; and

WHEREAS, on March 24, I issued an Order that, among other provisions, directs non-essential businesses to close their public facing operations in order to slow the spread of COVID-19, and

WHEREAS, the escalating COVID-19 public health emergency is likely to continue and necessitate that Maine residents curtail their movement and social interaction in order to mitigate the transmission of COVID-19; and

WHEREAS, during the state of emergency, the availability of work has become severely limited and unemployment claims have sky rocketed as many people have lost their jobs, been laid off, or have been unable to pursue their usual work, and cannot obtain new employment with many businesses closed or operating on reduced staffing, and

WHEREAS, I have established measures designed to limit face to face interactions among people, to impose social distancing measures and to close many businesses;

WHEREAS, more than 110 people are seeking General Assistance each day in Portland alone, making visits to municipal offices inconsistent with social distancing and compliance with state recommendations to shelter at home in order to slow the spread of COVID-19; and

WHEREAS, Maine Tribal members living on Tribal land have higher rates of poverty and unemployment than the counties in which they are located, as well as greater health disparities than non-Tribal members, resulting in greater vulnerability during the COVID-19 pandemic; and

WHEREAS, 37-B M.R.S. § 742(1)(C)(I) & (2) and (13)(a) authorize the Governor during a state of emergency declared due to the outbreak of COVID-19 to: suspend the enforcement of statutes or rules for the conduct of state business if strict compliance with such requirements would in any way prevent, hinder, or delay necessary action in dealing with the emergency; utilize resources of the state and its subdivisions as reasonably necessary to cope

Maine Department of Transportation

with the disaster; and reasonably adjust time frames and deadlines imposed by law for state and municipal government when necessary to mitigate an effect of the emergency; and

WHEREAS, pursuant to this authority and the general emergency management powers of the Governor under law, the temporary suspension of selected state laws and rules is necessary to facilitate the response to the current public health situation;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited by 37-B M.R.S. § 742(1)(C)(I) & (2) and (13)(a), do hereby Order the following:

I. ORDER

The relevant provisions of Title 22, Maine Revised Statutes, Chapter 1161, including but not limited to §§ 4301, 4308, 4309, 4310, 4311 and 4316-A and the related rules in the Maine General Assistance Manual, CMR 10-144, Chapter 323, are hereby suspended and/or modified to:

1. Provide for a maximum period of benefit eligibility of sixty days;
2. Consider any application for General Assistance benefits to be an emergency application for purposes of eligibility;
3. Treat the State of Civil Emergency as just cause for provision of General Assistance benefits without requiring compliance with the work search requirements; and
4. Provide state funding, to the extent of existing resources, for 100% of the benefits paid by the Maine Tribes above the threshold amount, provided that if a Tribe elects to determine need without consideration of funds distributed from any municipally controlled trust fund that must otherwise be considered for purposes of this chapter, the department shall reimburse the municipality for 66 2/3% of the amount in excess of such expenditures. The Commissioner of the Department of Health and Human Services is directed to issue forthwith guidance to implement the provisions of this Order.

II. EFFECTIVE DATE

This Order is effective March 31, 2020 and shall remain in effect until rescinded or until the State of Civil Emergency to Protect Public Health is terminated, whichever occurs first.



Maine Department of Transportation

NO. 30 FY 19/20

DATE March 31, 2020

AN ORDER REGARDING AN EXTENSION OF THE CURRENT USE TAXATION DEADLINE

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, the governor's emergency powers under 37-B M.R.S. §742(l)(C)(l3)(a) expressly include the authority to adjust time frames and deadlines imposed by law; and

WHEREAS, this Order is necessary provide flexibility and temporary relief to landowners wishing or planning to enroll in Maine's Current Use Taxation Programs, including the Tree Growth, Farmland, Open Space, and Working Waterfront tax programs; and

WHEREAS, this Order is necessary with municipal offices closed and unable to support landowner questions or accept current use applications online;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provision referenced above, do hereby Order as follows:

I. ORDERS

- A. The annual current use taxation application deadline of April 1st as set forth in 36 M.R.S. §1109 (1) is adjusted to July 1st for 2020. This includes the Open Space and Farmland tax programs.
- B. The annual current use taxation application deadline of April 1st as set forth in 36 M.R.S. §579 (2-A) is adjusted to July 1st for 2020. This includes the Tree Growth tax program.
- C. The annual current use taxation application deadline of April 1st as set forth in 36 M.R.S. § 1133 is adjusted to July 1st for 2020. This includes the Working Waterfront tax program.

II. EFFECTIVE DATE

The effective date of this Order is March 31, 2020.



Maine Department of Transportation

31 FY 19/20

DATE March 31, 2020

AN ORDER EXTENDING DEADLINES RELATED TO CERTAIN PROPERTY TAX EXEMPTIONS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, this Order is necessary under this emergency to address numerous administrative issues identified by Maine Revenue Services, Department of Administrative and Financial Services, and the various municipalities in Maine; and

WHEREAS, these issues require extensions of the deadlines to file certain reports and applications to ensure proper administration of the law and protect against unnecessary impositions of property tax, as reasonably necessary to mitigate the effects of the emergency; and

WHEREAS, the Governor's emergency powers expressly include under 37-B M.R.S. §742(l)(C)(l3)(a) the authority to adjust time frames and certain deadlines imposed by law when reasonably necessary to mitigate an effect of the emergency

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provision referenced above, do hereby Order as follows:

I. ORDERS

A. Property of Institutions and Organizations. The deadline set forth in 36 M.R.S. §652 for an organization or institution to file an application for exemption from property tax is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

B. Estates of Veterans. The deadline set forth in 36 M.R.S. § 653(1)(G) for a person to file an application for the Maine veteran property tax exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

C. Solar and Wind Energy Equipment. The deadline set forth in 36 M.R.S. §§ 655(1)(U) and 656(1)(K) for a person to file an application for the renewable energy equipment exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.



Maine Department of Transportation

D. Exemption of Homesteads. The deadline set forth in 36 M.R.S. § 684(1) for a person to file an application for the Maine resident homestead property tax exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

E. Exemption of Business Equipment. The deadline set forth in 36 M.R.S. § 693(1) for a person to file an application for the business equipment tax exemption is temporarily extended from April 1 until the commitment date of the municipality or 30 days after the termination of the emergency, whichever occurs first.

II. EFFECTIVE DATE

This Order takes effect on March 31, 2020.



Maine Department of Transportation

34 FY 19/20 NO.-----

DATE April 3, 2020

AN ORDER ESTABLISHING QUARANTINE RESTRICTIONS ON TRAVELERS ARRIVING IN MAINE

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, Executive Order No. 14 FY 19/20 dated March 18, 2020 restricted certain social gatherings and certain use of restaurants and bars, and prohibited gatherings of more than ten people to reduce the transmission of COVID-19; and

WHEREAS, because of unhealthy crowds, the Maine Department of Agriculture, Conservation and Forestry has closed many state-owned beaches and other public venues; and

WHEREAS, many Maine residents and property owners are returning to Maine as the weather warms; and

WHEREAS, aggressive and sustained efforts are necessary to slow the spread of the COVID-19 virus and lessen the strain on Maine's health care system as the COVID-19 virus continues to spread and threatens to overwhelm the State's ability to respond; and

WHEREAS, due to extensive community transmission of COVID-19 in the states of New York, New Jersey and Connecticut, the U.S. Centers for Disease Control and prevention ("USCDC"), on March 28, 2020 advised residents of those states to refrain from non-essential domestic travel for 14 days, and the President of the United States and his Coronavirus Task Force have issued an advisory to limit travel between and among certain states, and several states have begun to impose quarantine and lodging restrictions in order to dissuade and limit such travel; and

WHEREAS, on March 31, 2020, I issued Executive Order 28 FY 19/20 directing all people to stay at home or their place of residence, leaving only for specified essential reasons; and

WHEREAS, Executive Order 19 FY 19/20, dated March 24, 2020, ordered the closure of for profit, non-profit, and other entities, with an exception for Essential Businesses and Operations, including, inter alia, hotel and commercial lodging; and

WHEREAS, I have determined, in light of the significant risk posed by the further spread of this dangerous disease to the people of this State and to the viability of our health care system, there is a need to direct residents and non-residents alike traveling from outside the State to self-monitor and home quarantine for a period of 14 days, and to restrict the operation of hotels and lodging to further effectuate that purpose; and

WHEREAS, a governor's emergency powers expressly include the authorities to:

- a. Control the ingress and egress of persons and occupancy of premises within the State pursuant to 37-B M.R.S. §742(1)(C)(8);
- b. Control the movement of persons and occupancy of premises within the State

Maine Department of Transportation

pursuant to 37-B M.R.S. §742(1)(C)(8);

c. Enlist the aid of any person to assist in the effort to control the emergency and aid in the caring for the safety of persons pursuant to 37-B M.R.S. §742(1)(C)(5) and 37-B M.R.S. §827;

d. Utilize all available resources of the State as reasonably necessary to cope with the emergency pursuant to 37-B M.R.S. §742(1)(C)(2); and

e. Take whatever action is necessary to mitigate a danger that may exist within the State pursuant to 37-B M.R.S. §742(1)(C)(12);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions referenced above, do hereby Order as follows:

I. ORDERS

1. To preserve the public health and safety, to ensure the public health and health delivery system are capable of serving all, and to help protect those at the highest risk and vulnerability, any person, resident or non-resident, traveling into Maine must immediately self-quarantine for 14 days or for the balance of 14 days dating from the day of arrival, except when engaging in essential services as defined in Executive Order 19FY 19/20.
2. The Department of Transportation and the Maine Turnpike Authority are hereby directed to post a summary of this Order at all major points of entry into Maine and on highway message boards. The Portland Jetport, the Bangor International Airport and all other Maine airports, all bus stations and passenger train stations are also directed to post the substance of this Order.
3. Guidance for self-quarantine may be made available by the Maine Center for Disease Control and Prevention.
4. Visitors are instructed not to travel to Maine if they are displaying symptoms of COVID-19, and are advised not to travel to Maine if they are travelling from cities and regions identified as COVID-19 "hot spots," including, among others, the cities of Detroit, Chicago and New York City. In addition, residents of the States of New York, New Jersey and Connecticut should refrain from travel to Maine in strict compliance with USCDC travel guidance issued Saturday, March 28, 2020 and any subsequent travel guidance that may be issued during the pendency of this Order.
5. For the purpose of clarifying Essential Services as defined in 19FY 19/20, effective April 5, 2020 at 12:00 noon, all lodging

Maine Department of Transportation

operations and accommodations shall close except to the extent of providing lodging for the purposes stated below. Lodging operations and accommodations are defined to include, but not limited to, hotels, motels, bed and breakfasts, inns, short term rentals, such as those made available through VRBO, Homeaway, AirBnb and other services, parks for recreational vehicles and campgrounds, and all public and private camping facilities. Lodging may be provided only for the following purposes:

- a. Housing vulnerable populations, including children in emergency placements, persons at risk of domestic violence, and homeless individuals as permitted by the State.
 - b. Providing accommodations for health care workers, or other workers deemed necessary to support public health, public safety or critical infrastructure.
 - c. Use of lodging properties as self-quarantine or self-isolation facilities as arranged by the State.
 - d. Limited verifiable extenuating circumstances for the care and safety of residents as otherwise approved by the State. On-line reservations shall be suspended, and lodging providers shall post a prominent notice on their web platforms to advise potential guests that reservations for lodging in Maine, as allowed above, shall be accepted by phone only. Lodging providers may permit existing guests to remain through the end of their scheduled stay but may not allow stay extensions or new reservations, except for the purposes set forth above.
6. All state agencies and departments, including the offices of elected officials in the Executive Branch, which register, regulate or license lodging facilities, shall provide an electronic advisory regarding the suspension of lodging operations, consistent with this Executive Order.



Maine Department of Transportation

II. IMPLEMENTATION

This Order is subject to amendment and additional guidance as necessary.

III. ENFORCEMENT

Pursuant to 37-B M.R.S. sec. 786, this Order shall be enforced by law enforcement, as necessary, including through means of community policing. A violation of this Order may be charged as a Class E crime subject to a penalty of up to six months in jail and a \$1,000 fine. In addition, this Order may be enforced by any governmental department or official that regulates, licenses, permits or any otherwise authorizes the operation or occupancy of buildings, parks and campgrounds. A violation of this Order may be construed to be a violation of any such license, permit or other authorization to which pertinent penalties may be assessed.

IV. EFFECTIVEDATE

Except as otherwise set forth herein, this Executive Order shall take effect upon signing and shall continue in full force and effect until at least April 30, 2020, at which time the Governor, in consultation with the Maine Department of Health and Human Services, the Maine Center for Disease Control and Prevention, the Department of Public Safety, and the Maine Emergency Management Agency, shall assess the emergency and determine whether to amend or extend this Order.

Janet T. Mills
Governor

37 FY 19/20

DATE April 8, 2020

AN ORDER TEMPORARILY MODIFYING CERTAIN IN-PERSON NOTARIZATION AND ACKNOWLEDGEMENT REQUIREMENTS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the many different effects of COVID-19; and

WHEREAS, the in-person services of notaries public and witnesses are required to complete and validate a wide variety of important personal and commercial transactions; and

WHEREAS, it is now necessary for those services to be provided remotely to ensure the social distancing recommended by the United States and Maine Centers for Disease Control and Prevention; and

WHEREAS, a governor's emergency powers pursuant to 37-B M.R.S. §742(l)(C)(l) and §834 expressly include the authority to suspend the enforcement of statutes, orders or rules where strict compliance therewith would in any way prevent, hinder or delay necessary action in coping with the emergency; and

WHEREAS, this Order will enable citizens, especially those who are elderly or have serious underlying health conditions, to continue to seek and obtain critical estate planning instruments, such as Last Will and Testaments, Financial Powers of Attorney, Healthcare Powers of Attorney, and for all persons to conduct other important business that requires sworn statements or affidavits, in a manner that reduces in-person contact and promotes social distancing; and

WHEREAS, the requirements of this Order are designed to protect the reliability of in-person notary acknowledgments, sworn statements and affidavits;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions cited above, do hereby Order as follows:

I. APPLICATION

This Order applies to all provisions of Maine law that require a signature to be acknowledged, witnessed or notarized in person, with the exceptions of: (a) solemnizing marriages, (b) administering oaths to circulators of state or local direct initiative or referendum petitions and nomination petitions of candidates for electoral office, and (c) absentee ballots in state and local elections. This Order authorizes remote, not electronic, notarization. All requirements under Maine law pertaining to the taking of sworn statements and acknowledgments by notaries and those authorized to perform notarial acts, other than the requirement to appear in person, remain in effect during the effective period of this Order.

II. ORDERS

While this Order is in effect, with the exceptions noted in Part I of this Order, the enforcement of those provisions of Maine law that require the physical presence of the person whose oath is being taken ("the Signatory") at the same location as the Notary Public or other person authorized to perform a notarial act ("the Notary") and any witness to the signing are hereby suspended provided the conditions set forth in paragraphs A-G of this Section are met.

A. The Notary must be physically within the State while performing the notarial act and must follow any additional guidance for remote notarization issued by the Maine Secretary of State.

B. The act of notarization or witnessing required by Maine law may be completed remotely via two-way audio-video communication technology, provided that:

1. The two-way audio-video communication technology must allow direct contemporaneous interaction between the individual signing the document ("the Signatory"), the Notary and any witness by sight and sound in real time (e.g. with no pre-recordings);

2. The Signatory must be reasonably identified by the Notary by one or more of the following:

(a) is personally known to the Notary;

(b) presented a valid photo identification to the Notary during the video conference;

(c) the oath or affirmation of a witness who:

(i) is in the physical presence of either the Notary or the Signatory; or

(ii) is able to communicate with the Notary and the Signatory simultaneously by sight and sound through an electronic device or process at the time of the notarization, if the witness has personal knowledge of the individual and has been reasonably identified by the Notary under clauses (a) or (b) herein.

3. The Signatory must attest to being physically located in Maine and affirmatively state the name of the county in which the Signatory is located at the time of execution during the two-way audio-video communication;

4. The Notary and any witness must attest to being physically located in Maine during the two-way audio-video communication;

5. For Wills and Powers of Attorney, the Notary or at least one witness must be an attorney licensed to practice law in the State of Maine;

6. Before any documents are signed, the Notary must be able to view by camera the entire space in which the Signatory and any witness is located, and any person who is present in those spaces must state their name while on video and in clear view of the Notary;

7. The Signatory must affirmatively state on the two-way audio-video

Maine Department of Transportation

communication what document the Signatory is signing and the Notary must be provided with a copy of the document prior to the signing;

8. Each page of the document being witnessed must be shown to the Notary and any witness on the two-way audio-video communication in a means clearly legible to the Notary and initialed by the Signatory in the presence of the Notary and any witness;

9. The act of signing and initialing must be captured sufficiently up close on the two-way audio-video communication for the Notary to observe;

10. Any witness or witnesses required or permitted to properly execute any original document or documents according to Maine Law may similarly witness the signing of the document by the Signatory utilizing two-way audio-video communication described in paragraph 1 and may sign as a witness to the document upon receipt of the original document;

11. The Signatory must transmit by fax or electronic means (which may include transmitting a photograph of every page by cellphone) a legible copy of the entire signed document directly to the Notary and any witness, immediately after signing the document, or, if that is not possible, no later than 24 hours after the Signatory's execution of the document;

12. The Signatory must send the original signed document directly to the witness within 48 hours (or 2 days) after the Signatory's execution of the document, or to the Notary if no witness is involved;

13. Within 48 hours after receiving the original document from the Signatory, the witness must sign it and sent to the second witness, if any, or to the Notary if no other witness is involved. The official date and time of each witness's signature shall be the date and time when the witness witnesses the Signatory's signature via the two-way audio-video communication technology described in paragraph 1;

14. Upon review of the original document and satisfactory comparison with the faxed or electronic document provided on the date of signing, the Notary shall notarize the original document within 48 hours of receipt thereof, and the official date and time of the notarization shall be the date and time when the Notary witnessed the signature via the two-way audio-video technology and shall add the following language below the Notary and or Witness signature lines: *"Notarized (and/or Witnessed) remotely, in accordance with Executive Order 37 FY 19/20"*; and

15. A recording of the two-way audio-video communication must be made and preserved by the Notary for a period of at least 5 years from the date of the notarial act. The Notary shall provide a copy of the recording to the Signatory and the Secretary of State upon request.

C. Any document that is required under any law of the State of Maine to be notarized "in the presence and hearing" or similar language of a Signatory, and that is signed, notarized or witnessed in accordance with the terms of this Executive Order shall be deemed to have been signed and/or notarized in the presence and hearing of the Signatory.

D. Nothing in this Order shall require a Notary to perform remote notarization.

E. The validity and recognition of a notarization or witness under this Order shall not prevent an aggrieved person from seeking to invalidate a record or transaction that is the subject of a notarization or from seeking other remedies based on State or Federal law other than this Order for any reason not addressed in this Order, such as incapacity, absence of authority or undue influence.

F. The failure of a Notary or a witness to meet a requirement specified in this Order shall not invalidate or impair the recognition of a notarization performed by the Notary if it was performed in substantial compliance with this Order.

G. The Secretary of State is authorized to issue guidance consistent with this Order to protect the integrity of the remote notarization process.

III. INTEGRITY

A primary and essential purpose of this Order is to safeguard the integrity of transactions and the important personal interests served by those transactions. Persons who violate the rights of others during a remote notarization are subject to all pertinent civil remedies and criminal penalties.

IV. JUDICIAL NOTICE

A copy of this Order shall for notice be provided to the Chief Justice of the Maine Supreme Judicial Court. I intend further that the acts, records and proceedings under this Order receive full faith and credit in the courts of the United States and other states.

V. EFFECTIVE DATE

This Order shall take effect on April 8, 2020 and, unless sooner amended or rescinded, terminates 30 days after the termination of the COVID-19 state of emergency.



Maine Department of Transportation

49 FY 19/20
April 29, 2020

AN ORDER TO STAY SAFER AT HOME

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and a renewed state of emergency on April 14, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, between March 18th and April 3rd I issued Executive Orders 14, 19, 28 and 34 FY 19/20 that, for the reasons and upon the authorities stated therein, imposed until April 30th certain emergency rules and limitations necessary to respond to COVID-19; and

WHEREAS, it is necessary to extend the effective dates of those Orders to continue to protect public health while, at the same time, implementing the *Together We Are Maine: Restarting Maine's Economy Plan (hereinafter Restarting Plan)*, as the deliberative process to identify how certain restrictions on businesses and activities can be safely and incrementally eased over time;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations and Orders referenced above, do hereby Order as follows:

I. PURPOSE

The purposes of this Order are to continue to prioritize protection of public health and safety by keeping certain existing public safety measures for business and personal activities in effect through May 31, 2020 and to implement the *Restarting Plan* to assess how certain restrictions may, consistent with expert public health guidance, be safely eased to permit more economic and personal activity.

II. CONTINUED PRIORITY OF PUBLIC HEALTH

Protection of public health and our health care delivery system shall remain the first priority. The Commissioner of the Department of Health and Human Services (DHHS) and the Director of the Maine Center for Disease Control and Prevention (CDC) shall continue to advise on COVID-19 trends and metrics to guide the timing, pace and scope of any easing of current restrictions. Maine CDC currently tracks, subject to change, three primary metrics:

- A. a downward trajectory of reported influenza-like illnesses and COVID-like syndromic cases;
- B. a downward trajectory of documented cases and newly hospitalized patients; and
- C. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the State to engage in a robust testing program.

III. EXISTING EXECUTIVE ORDERS EXTENDED

To continue to protect public health, the effective dates of Executive Orders 14, 19, 28 and 34 FY 19/20 are hereby extended through May 31, 2020 unless sooner amended. All other provisions of such Orders remain in effect and subject to interpretive guidance. Such guidance includes, but is not limited to, the implementation of the *Restarting Plan*, incorporated into this Order by this reference.

IV. STAGES OF THE RESTARTING PLAN

Starting May 1, 2020, and consistent with Maine CDC/DHHS tracking metrics and recommendations, the Commissioner of the Department of Economic and Community Development (DECD) shall implement the *Restarting Plan* and identify businesses and activities where current restrictions may be adjusted to safely allow for more economic and personal activity. Businesses and activities so identified may receive a conditional approval consistent with the *Restarting Plan*. Any such approval is subject to change depending upon the demonstrated efficacy of the conditions imposed or the changing or general needs of public health. Any such approval is also subject to suspension or revocation depending upon actual and consistent compliance with such conditions. DHHS shall issue guidance for DECD and others on the process for health services identified in the *Restarting Plan*.

V. CLOTH FACE COVERINGS

Consistent with guidance from the United States Centers for Disease Control and Prevention individuals must wear cloth face coverings in public settings where other physical distancing measures are difficult to maintain.

A. Definitions. For purposes of this section, the following terms have the following meanings.

1. "Public settings" mean:

- a. indoor spaces that are accessible to the public such as grocery stores, retail stores, pharmacies and health care facilities;
- b. outdoor spaces such as playgrounds, busy parking lots, and other areas such as lines for take-out service where the public typically gathers in a smaller area; and
- c. public transportation such as a taxi, Uber, Lyft, ride-sharing or similar service; ferry, bus, or train; and any semi-enclosed transit stop or waiting area.

Employers in settings that are not typically accessible to the public may determine the persons who should wear a cloth face covering at their workplace and shall permit any employee who wants to wear a covering to do so.

2. "Individual" means any person in such settings irrespective of whether the person is an employee, customer, vendor, invitee or other.

3. "Cloth Face Covering" is a protection that covers the nose and mouth; fits

snugly but comfortably against the side of the face; is secured with ties or ear loops; has multiple layers of fabric; allows for breathing without restriction; and is able to be laundered and machine dried without damage or change to its shape.

B. Exceptions. Cloth face coverings are not required for children under age 2, a child in a child care setting, or for anyone who has trouble breathing or related medical conditions, or who is otherwise unable to remove the mask without assistance. A person who cannot wear a cloth face covering because of a medical condition is not required to produce medical documentation of the condition, provided that an employer may require such documentation from an employee in accordance with state and federal law.

C. Other. Cloth face coverings are not a replacement for adhering to social distancing protocols. As recommended by current CDC guidance, surgical masks and N-95 respirators are critical supplies that will remain be reserved for health care workers, medical first responders, and other workers as recommended by Federal guidance.

VI. EFFECTIVE DATE

This Order takes effect on April 29, 2020, with section V taking effect on May 1, 2020.

55 FY 19/20

May 29, 2020

AN ORDER TO FURTHER IMPLEMENT THE RESTARTING PLAN

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020 and May 13, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, between March 18th and April 29th I issued FY 19/20 Executive Orders 14 (Gatherings, Restaurants and Bars), 19 (Essential Businesses), 28 (Stay at Home), 34 (Travel into Maine) and 49 (Extending those Orders while Restarting) that, for the reasons and upon the authorities stated therein, imposed until May 31st certain emergency rules and limitations necessary to respond to COVID-19; and

WHEREAS, on April 29, 2020 I announced the implementation of the *Together We Are Maine: Restarting Maine's Economy Plan* (Restarting Plan), as the deliberative process to safely ease and lift prior restrictions on businesses and activities starting on May 1st, with successive phased-in actions to follow based on progress in limiting the spread of COVID-19; and

WHEREAS, in implementing the Restarting Plan it has become necessary to phase out, align and continue certain prior Executive Orders governing such businesses and activities;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations and Orders referenced above, do hereby Order as follows:

I. ORDERS

This section updates the application of certain prior FY 19/20 Executive Orders, as issued, amended and extended, governing the following businesses and activities addressed therein.

A. GATHERINGS

Effective June 1, 2020, and unless or until otherwise advised by guidance from the Maine Center for Disease Control and Prevention (CDC) and Department of Health and Human Services (DHHS), the restriction set forth in Executive Order 14 §I(A) on gatherings shall increase from 10 to 50 persons.

B. EATING ESTABLISHMENTS AND BARS

The restrictions on eating establishments and bars set forth in Executive Order 14 §I(B) shall continue to be eased consistent with the implementation of the Restarting Plan as advised by DHHS and CDC. The restrictions remain in effect upon those businesses not yet authorized to open until they are authorized under the Restarting Plan.

C. ESSENTIAL/NON-ESSENTIAL BUSINESS OPERATIONS

The distinction between essential and non-essential businesses set forth in Executive Order 19 shall continue to be phased out consistent with the implementation of the Restarting Plan. Any essential or non-essential business not authorized by Executive Order 19 or the Restarting Plan to be open shall continue to comply with pertinent provisions of Executive Order 19 until so authorized. Any business authorized now to be open shall comply with the pertinent COVID-19 Prevention Checklist or other State of Maine Guidance.

D. WORK FROM HOME

Until further notice, all businesses and operations shall to the extent practicable continue to have their employees work remotely consistent with Executive Order 19 §II(B). If a business or operation determines that remote work is not or is no longer practicable, such business or operation shall comply at the worksite with the pertinent COVID-19 Prevention Checklist or other State of Maine Guidance.

E. STAY SAFER AT HOME

The directives in Executive Order 28 §I(A) and Executive Order 49 §III that people "Stay Safer at Home" unless engaging in a service or activity authorized by Executive Order 19 or Executive Order 28 are eased to the extent that people may access the increased business and personal activities that are being reopened. Until further notice, persons who are over age 60 or who have a medically compromised

condition are strongly urged to limit their movement and activities that expose them to persons other than immediate household members, and to avoid large gatherings, especially those occurring indoors or in otherwise confined settings.

F. VEHICLE TRAVEL

Until further notice, and in lieu of the restrictions set forth in Executive Order 28 §II, no one shall use public transportation unless necessary for an essential purpose; persons traveling in private vehicles shall limit passengers to their immediate household members; and commercial transportation must adhere to the pertinent COVID-19 Prevention Checklist.

G. LODGING AND TRAVELERS INTO MAINE

The closure of lodging set forth in Executive Order 34 §1(5) shall be eased consistent with the implementation of the Restarting Plan as advised by DHHS and CDC. The other interstate travel-related measures set forth in Executive Order 34 remain under review and remain in effect until further notice.

H. CLOTH FACE COVERINGS

In addition to the provisions set forth in Executive Order 49 §V, cloth face coverings shall be worn at large gatherings, including those held outside. Each place of business accessible to the public shall, as soon as reasonably practicable and not later than June 5, 2020, post readily visible signs notifying customers of the requirement to wear cloth face coverings in that setting. Such businesses may deny entry or service to a person who is not wearing a covering and is not otherwise exempt from the requirement to do so.

II. INTERPRETATION AND AMENDMENT

This Order is subject to interpretative guidance.

III. ENFORCEMENT

This Order is subject to all available methods of enforcement including, but not limited to, those identified in Executive Orders 14, 19, 28 and 34 FY 19/20.

IV. EFFECTIVE DATE

This Order takes effect May 31, 2020 and shall remain in effect until rescinded.



Maine Department of Transportation

2 FY 20/21
July 8, 2020

AN ORDER STRENGTHENING THE USE OF FACE COVERINGS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020 and June 9, 2020 to authorize the use of emergency

powers in order to expand and expedite the State's response to the serious health and safety risks

of the highly contagious COVID-19; and

WHEREAS, on April 29, 2020 I issued Executive Order 49 FY 19/20 that, for the reasons and upon the authorities stated therein, set forth certain provisions regarding on the use of face coverings including, for example, requiring customers to wear face coverings in places such as

retail stores; and

WHEREAS, on May 29, 2020 I issued Executive Order 55 FY 19/20 that, for the reasons and upon the authorities stated therein, set forth certain additional provisions regarding the use of face

coverings including, for example, authorizing establishments to deny entry or service to persons

who are not wearing face coverings; and

WHEREAS, this Order is based upon the best available medical and scientific evidence as it continues to evolve including, for example, the recommendation to have more universal use of

face coverings, particularly in certain settings; and

WHEREAS, it is now desirable to strengthen enforcement of Executive Orders 49 and 55 FY 19/20 in order to protect public health, particularly in those regions, cities and coastal counties that

typically see an influx of people during the busy summer months;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to 37-B M.R.S. § 741(3)(H), § 742(1)(C)(2) and the authorities

cited in the Proclamations and Orders referenced above, do hereby Order as follows:

I. ORDERS

This Order strengthens Executive Orders 49 and 55 FY 19/20 by providing the following:

- A. "Cloth face coverings" or "face coverings" shall be construed to include disposable face coverings of similar quality as well as face shields, provided that such face shield extends below the chin and covers the ears.

- B. Retail stores with over 50,000 square feet of shopping space (as defined in Executive Order 28-A-2 FY 19/20), eating establishments, bars, tasting rooms, and lodging operations and accommodations (as defined in Executive Order 57 FY 19/20) located in the Counties of Cumberland, Hancock, Knox, Lincoln, Sagadahoc, Waldo and York, or in the Municipalities of Auburn, Augusta, Bangor, Brewer, and Lewiston shall implement measures requiring customers to wear face coverings. Such measures may, for example, include denial of entry or service. The establishment's responsibility under this section is in addition to compliance with all applicable Executive Orders, State of Maine guidance and the Restarting Maine's Economy COVID-19 Prevention Checklists, including the use of signage stating that face coverings are required.

II. ADDITIONAL ENFORCEMENT

This Order may also be enforced by any governmental department or official that regulates licenses, permits or otherwise authorizes the operation or occupancy of eating establishments, bars or tasting rooms, lodging operations and accommodations, businesses, buildings, parks and campgrounds. Municipalities are authorized to enforce the use of face coverings on streets and sidewalks, in parks and other public spaces where individuals are gathering and not able to maintain at least six feet of physical distance from one another, and to enforce the gathering limits. A violation of this Order may be construed to be a violation of any such license, permit and other authorization to which pertinent penalties may be assessed. Pursuant to 37-B M.R.S.A. section 786, this Order may also be enforced by law enforcement as necessary.

III. APPLICATION

The application of this Order and the Keep Maine Healthy Plan shall be monitored and adjusted for appropriate or necessary changes, including interpretative and enforcement guidance provided by the Maine Center for Disease Control and Prevention (CDC), Department of Health and Human Services (DHHS) and Department of Economic and Community Development (DECD).

IV. EFFECTIVE DATE

This Order takes effect July 8, 2020 and shall remain in effect unless sooner amended, renewed or terminated.



Maine Department of Transportation

18 FY 20/21
December 9, 2020

AN ORDER AUTHORIZING THE MODIFICATION OF THE COVID-19 QUARANTINE PERIOD TO REFLECT THE BEST AVAILABLE SCIENCE

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020, June 9, 2020, July 8, 2020, August 5, 2020, September 2, 2020, September 30, 2020, October 29, 2020, and November 24, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, I instituted alternative testing and quarantine requirements for all persons, residents and non-residents, traveling into Maine in Executive Order 57 FY 19/20 in order to minimize the transmission of COVID-19 within Maine; and

WHEREAS, the Maine Center for Disease Control (Maine CDC) now advises that it is appropriate to modify the quarantine requirement to reflect new information and the best available science; and

WHEREAS, future modifications of the quarantine requirement may likewise be necessary and appropriate to ensure that it continues to be based on the best available science; and

WHEREAS, this Order exercises expressly delegated emergency powers that include the authorities to:

- a, Control the ingress and egress, and movement of persons, within the State pursuant to 37-B M,RS, § 742(1)(C)(8); and
- b, Take whatever action is necessary to mitigate a danger that may exist within the State pursuant to 37-B M,RS, § 742(1)(C)(12), including delegating authority vested in the Governor under 37-B M,RS, Ch, 13 pursuant to 37-B M,RS, § 741(3)(H);

NOW, THEREFORE, I, Janet T, Mills, Governor of the State of Maine, pursuant to 37-B M,RS, Ch, 13, including but not limited to the authorities cited in the Proclamations, Orders and statutory provisions referenced above, do hereby Order as follows:

I. ORDERS

- A. Section I of Executive Order 57 FY 19/20 is hereby amended as follows:



Maine Department of Transportation

I. PREFACE This Order authorizes the implementation of the *Keep Maine Healthy: A Plan for Tourism in Maine Amid COVID-19* (Keep Maine Healthy Plan), incorporated herein by this reference. This Plan as adopted by this Order is multi-tiered and based on a preference for science-based tests, screenings, and disease prevention practices.

This Order repeals and replaces Executive Order 34 FY 19/20 and the extension of that Order provided in § III of Executive Order 49 and § I(G) of Executive Order 55 FY 19/20. This Order also modifies as provided in Part II below the quarantine requirement established by the Director of the Maine CDC.

- B. Section II(B) of Executive Order 57 FY 19/20 is hereby amended as follows:
 - B. Quarantine upon arrival in Maine for the period established by the Director of the Maine CDC.

II. INTERPRETATION

This Order is subject to interpretative guidance from Maine CDC, Department of Health and Human Service (DHHS), and Maine Department of Economic and Community Development (DECD).

III. ENFORCEMENT

This Order is subject to all available methods of enforcement.

IV. EFFECTIVE DATE

This Order takes effect December 9, 2020 and shall remain in effect until repealed or amended.



Maine Department of Transportation

19 FY 20/21
December 11, 2020

AN ORDER SIMPLIFYING AND STRENGTHENING ENFORCEMENT OF FACE COVERING REQUIREMENTS

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and renewed states of emergency on April 14, 2020, May 13, 2020, June 9, 2020, July 8, 2020, August 5, 2020, September 2, 2020, September 30, 2020, October 29, 2020, and November 24, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, Maine is currently experiencing a significant increase in COVID-19 cases, hospitalizations, and positivity rates, while data and case investigations are providing evidence of widespread community transmission; and

WHEREAS, I instituted face covering requirements in Executive Order 49 FY 19/20, and have amended that Order in response to changing circumstances, new information, emerging threats, and a desire to simplify and strengthen the application of the terms of those Orders; and

WHEREAS, the Maine Department of Health and Human Services (DHHS), including the Maine Center for Disease Control (Maine CDC), and the Department of Economic and Community Development (DECD) now advise that additional amendments to face covering requirements are necessary and appropriate in light of the upward trajectory in the State's cases, hospitalizations, and positivity rates; and

WHEREAS, a governor's emergency powers under 37-B M.R.S. Ch. 13 include the authorities to limit occupancy of premises within the State pursuant to § 742(1)(C)(8); to take whatever action is necessary to abate or mitigate the danger of this pandemic pursuant to § 742(1)(C)(12); to utilize all available resources of the State Government as reasonably necessary to cope with this pandemic pursuant to § 742(1)(C)(2); and to delegate any authority vested in the Governor under 37-B M.R.S. Ch. 13 pursuant to § 741(3)(H);

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations, Orders and provisions referenced above, do hereby Order as follows:

I. ORDERS

A. **Enforcement of face covering requirements in indoor public settings.**

Owners and operators of indoor public settings must require all persons to wear face coverings in publicly accessible areas.

B. **Exceptions.**

1. Face coverings are not required for a person:
 1. under age 2;
 2. who has trouble breathing or related medical conditions, or who is otherwise unable to put on or remove the mask without assistance;
 3. with a developmental issue that is complicated or irritated by a face covering.
2. Nothing in this Order should be interpreted as prohibiting a reasonable accommodation for those with a disability, but due to the direct threat to public health and safety, no such accommodation may make it permissible for any person to enter or remain in any indoor public setting without a face covering.

II. **INTERPRETATION**

This Order is subject to interpretive guidance from the Maine CDC, DHHS, DECD and the Department of Education.

III. **ENFORCEMENT**

This Order is subject to all available means of enforcement, including civil injunctive relief pursuant to Rule 65 of the Maine Rules of Civil Procedure, criminal prosecution pursuant to 37-B M.R.S. § 786(1) and the Maine Criminal Code, and administrative action under applicable licensing standards and requirements.

IV. **EFFECTIVE DATE**

This Order is effective December 11, 2020.



Maine Department of Transportation

Proclamation to Renew the State of Civil Emergency

12/22/20

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, and Renewed States of Emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020, August 5, 2020, September 2, 2020, September 30, 2020, October 29, 2020, and November 24, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, the State has taken numerous emergency actions to respond to and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, my most recent Proclamation expires by law after 30 days from the date of its issuance and COVID-19 is expected to remain a highly infectious virus presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. Ch. 13, subch. II, including but not limited to 37-B M.R.S. §703(2) and §742(I)(A), as well as 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my most recent Proclamation to Renew the State of Civil Emergency and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date entered below unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed
GIVEN under my hand at Augusta and dated this twenty-second day of December Two
Thousand Twenty.

11/24/20

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, and Renewed States of Emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020, August 5, 2020, September 2, 2020, September 30, 2020, and October 29, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, the State has taken numerous emergency actions to respond to and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, my most recent Proclamation expires by law after 30 days from the date of its issuance and COVID-19 is expected to remain a highly infectious virus presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. Ch. 13, subch. II, including but not limited to 37-B M.R.S. §703(2) and §742(I)(A), as well as 22 M.R.S. §801(4-A) and §802(2- A). This Proclamation renews and supersedes my most recent Proclamation to Renew the State of Civil Emergency and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date entered below unless earlier renewed or terminated by me, or terminated by legislative joint resolution. In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed
GIVEN under my hand at Augusta and dated this twenty-fourth day of November Two Thousand Twenty.



Maine Department of Transportation

10/29/20

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, and Renewed States of Emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020, August 5, 2020, September 2, 2020 and September 30, 2020, to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, the State has taken numerous emergency actions to respond to and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, my most recent Proclamation expires by law after 30 days from the date of its issuance and COVID-19 is expected to remain a highly infectious virus presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. Ch. 13, subch. II, including but not limited to 37-B M.R.S. §703(2) and §742(I)(A), as well as 22 M.R.S. §801(4-A) and §802(2- A). This Proclamation renews and supersedes my most recent Proclamation to Renew the State of Civil Emergency and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date entered below unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

Matthew Dunlap

Secretary of State

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great

Seal of the State to be hereunto affixed

GIVEN under my hand at Augusta and dated

this twenty-ninth day of October Two Thousand Twenty.



Maine Department of Transportation

9/13/20

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, and Renewed States of Emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020, August 5, 2020, and September 2, 2020, to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, the State has taken numerous emergency actions to respond to and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, my most recent Proclamation expires by law after 30 days from the date of its issuance and COVID-19 is expected to remain a highly infectious virus presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. Ch. 13, subch. II, including but not limited to 37-B M.R.S. §703(2) and §742(I)(A), as well as 22 M.R.S. §801(4-A) and §802(2- A). This Proclamation renews and supersedes my most recent Proclamation to Renew the State of Civil Emergency and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date entered below unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

Matthew Dunlap

Secretary of State

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great

Seal of the State to be hereunto affixed

GIVEN under my hand at Augusta and dated

this thirtieth day of September Two Thousand Twenty.

9/2/20

Proclamation to Renew the State of Civil Emergency

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, and Renewed States of Emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020 and August 5, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

WHEREAS, the State has taken numerous emergency actions to respond to and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, my most recent Proclamation expires by law after 30 days from the date of its issuance and COVID-19 is expected to remain a highly infectious virus presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. Ch. 13, subch. H, including but not limited to 37-B M.R.S. §703(2) and §742(I)(A), as well as 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my most recent Proclamation to Renew the State of Civil Emergency and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date entered below unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

☐

Matthew Dunlap
Secretary of State

In testimony whereof, I have caused the Great
Seal of the State to be hereunto affixed

GIVEN under my hand at Augusta and dated
this second day of September Two Thousand Twenty.



Maine Department of Transportation

8/5/2020

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, a First Renewed State of Emergency on April 14, 2020, a Second Renewed State of Emergency on May 13, 2020, and a Third Renewed State of Emergency on June 10, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, the State has taken numerous emergency actions to respond and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, the Second Renewed Proclamation by law expires after 30 days and COVID-19 is expected to remain a highly infectious agent presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Third Renewed Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. §703(2), §742(1)(A) and 37-B M.R.S. Ch. 13, subch. II and 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my Proclamation to Renew the State of Civil Emergency dated June 10, 2020, and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date of its signature unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

Matthew Dunlap

Secretary of State

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great

Seal of the State to be hereunto affixed

GIVEN under my hand at Augusta this fifth day of August Two Thousand Twenty.



Maine Department of Transportation

7/ 8/2020

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, a First Renewed State of Emergency on April 14, 2020, a Second Renewed State of Emergency on May 13, 2020, and a Third Renewed State of Emergency on June 10, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, the State has taken numerous emergency actions to respond and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, the Second Renewed Proclamation by law expires after 30 days and COVID-19 is expected to remain a highly infectious agent presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Third Renewed Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, § § 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. §703(2), §742(1)(A) and 37-B M.R.S. Ch. 13, subch. II and 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my Proclamation to Renew the State of Civil Emergency dated June 10, 2020, and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date of its signature unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

Matthew Dunlap

Secretary of State

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great

Seal of the State to be hereunto affixed

GIVEN under my hand at Augusta this eighth

day of July Two Thousand Twenty.



Maine Department of Transportation

6/10/2020

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, a First Renewed State of Emergency on April 14, 2020, and a Second Renewed State of Emergency on May 13, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and **WHEREAS**, the State has taken numerous emergency actions to respond and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, the Second Renewed Proclamation by law expires after 30 days and COVID-19 is expected to remain a highly infectious agent presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Third Renewed Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, §§ I and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. §703(2), §742(I)(A) and 37-B M.R.S. Ch. 13, subch. II and 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my Proclamation to Renew the State of Civil Emergency dated May 13, 2020, and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date of its signature unless earlier renewed or terminated by me or terminated by legislative joint resolution.

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed
GIVEN under my hand at Augusta this tenth day of June Two Thousand Twenty.



Maine Department of Transportation

5/13/2020

WHEREAS, I proclaimed a State of Emergency on March 15, 2020 and a First Renewed State of Emergency on April 14, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, the State has taken numerous emergency actions to respond and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, the First Renewed Proclamation by law expires after 30 days and COVID-19 is expected to remain a highly infectious agent presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Second Renewed Proclamation is necessary to authorize the continued use of emergency powers and align the effective dates of certain previously issued emergency Executive Orders to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, §§ 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. §703(2), §742(I)(A) and 37-B M.R.S. Ch. 13, subch. II and 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my Proclamation to Renew the State of Civil Emergency dated April 14, 2020, and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date of its signature unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

TRUE ATTESTED COPY

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed
GIVEN under my hand at Augusta this thirteenth day of May Two Thousand Twenty.

Appendix O

Maine Department of Transportation Coordinated Response

1. PPE for CDC deliveries is our primary mission all corners of the state
2. Delivered cots to two locations Portland and Auburn for shelters
3. Picked up wipes from Sam’s club in Scarborough twice
4. And now picking up masks in Portland first time was today but will be multiple times in the future.
5. Making magnetic signs for vehicles saying, “Official State Business”.
6. Signage and Changeable Message Signs

On 3/27/2020 we put the following message on all our message boards

PLEASE
STAY
HOME

HELP
FIGHT
COVID-19

Quanan-
tine
14 days

And we are talking about putting up the following static signs and posters at airports, bus and train stations.

On 3/31/2020 we put this message on:

PLEASE
STAY
HOME

HELP
FIGHT
COVID-19

We are proposing the following for the latest executive order: (we haven’t been given the go ahead on this yet)

For Non-
Essential
Entry





Maine Department of Transportation

DOT did 85 to 90% of these shipments within the last 4 to 6 weeks. DOT will maintain the current delivery locations basically from Orono south to Kittery.

PPE Shipments

1252 orders shipped, cumulative to-date 4/27/2020

77 picked to ship

% Hospitals

% Congregate Care

% PD/FD/EMS/Funeral Homes

34K items in total shipping today

29 orders to pick today

86% congregate care

14% PD/FD/EMS/Funeral Homes

Sample Spreadsheet from CDC

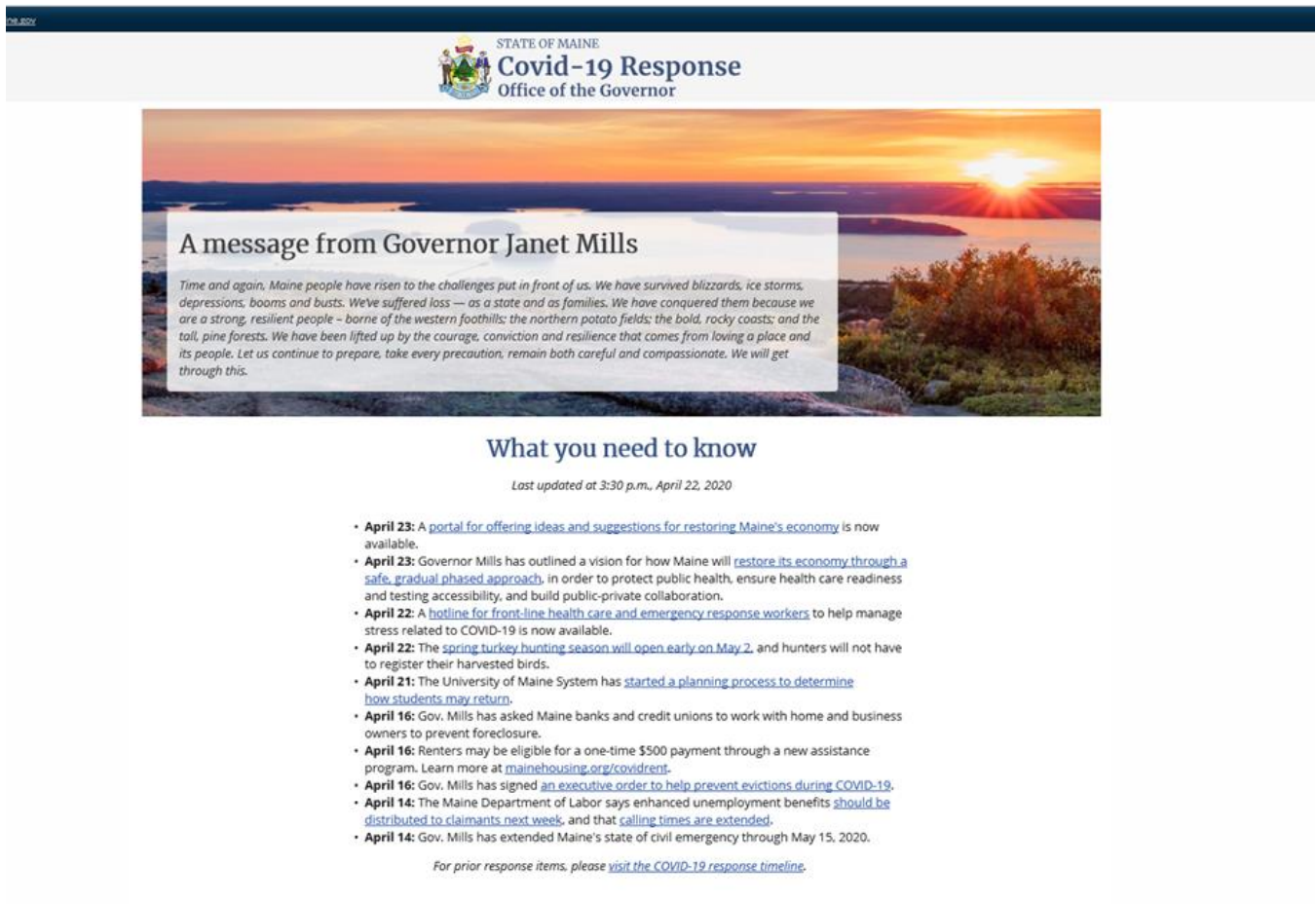
Transit Mode	# Boxes	Order #:	Facility:	Address:	City:	State:	ZIP:	POC	Email	Phone
Van 1	1	1063	Woodlands Senior Living	41 Mollison Way	Lewiston	ME	04240	Jon Barrett	jbarrett@woodlandsmaine.com	(207) 314-7833
Van 1	1	1066	Montello Manor Assisted Living	540 College St.	Lewiston	ME	04240	Kathy Atwood	adminmm@firstatlantic.com	(207) 783-2039
Van 1	2	1069	Becket Family of Services Group Home	47 Pond Rd.	Lewiston	ME	04240	Justin Gifford	justin.gifford@becket.org	(207) 431-2150
Van 1	1	1070	Catholic Charities Maine Recovery	24 Dunn St.	Auburn	ME	04210	Jeff Tiner	jtiner@ccmaine.com	(207) 408-2574
Van 1	2	1071	Alternative Services - Northeast, Inc.	1567 Lisbon Rd.	Lewiston	ME	04240	Linda Reed	lreed@asi-ne.org	(207) 576-3248
Van 1	1	1077	Happy haven Group Home	158 Court St., Ste. 13	Auburn	ME	04210	Amanda Karomba	amandak@happyhaven.llc	(207) 518-1758
Van 1	1	1078	Children's Advocacy Center	66 Paris St.	Norway	ME	04268	Lena Lavoie	lena.lavoie@cac-af.org	(207) 336-2152
Van 1	2	1079	NFI North	98 Russel St.	Lewiston	ME	04240	Brie Maselli	pegfrazier@nafi.com	(207) 784-7144
Van 2	2	1051	Kidspace	49 Atlantic Place	South Portland	ME	04106	Brandy Clapper	brandy.clapper@kidspace.org	(207) 521-4871
Van 2	1	1052	Through These Doors	14 Orchard St.	Portland	ME	04102	Jenny Stasio	jennys@throughthesedoors.org	(207) 712-8274
Van 2	1	1053	Southridge Rehabilitation & Living Center	10 May St.	Biddeford	ME	04005	Leslie Currier	lcurrier@ncaltc.com	(207) 282-4138
Van 2	1	1059	Evergreen Manor	328 North St.	Saco	ME	04072	Shawn Davis	swdavis@ncahcf.com	(207) 282-5161
Van 2	3	1060	Kennebunk Center for Health & Rehab	158 Ross Rd.	Kennebunk	ME	04043	Megan Stevenson	mstevenson@nhca.com	(207) 985-7141
Van 2	1	1065	Ledgeview Assisted Living	92 U.S. Rt. 1	Cumberland Foreside	ME	04110	David Lander	dlander@maine.rr.com	(207) 781-2408
Van 2	2	1074	The Inn At Atlantic Heights	100 Harbor Dr.	Saco	ME	04072	Matthew McGuire	rsctheinn@firstatlantic.com	(207) 283-3022
Van 2	1	1080	Portland Fire Department	380 Congress St.	Portland	ME	04101	Mike Nixon	mgn@portlandmaine.gov	(207) 449-2125

Appendix P

Various Web Page Resources

From Governor's Office Guidance Dated April 15, 2020

<https://www.maine.gov/covid19/>



STATE OF MAINE
Covid-19 Response
Office of the Governor

A message from Governor Janet Mills

Time and again, Maine people have risen to the challenges put in front of us. We have survived blizzards, ice storms, depressions, booms and busts. We've suffered loss — as a state and as families. We have conquered them because we are a strong, resilient people — borne of the western foothills; the northern potato fields; the bold, rocky coasts; and the tall, pine forests. We have been lifted up by the courage, conviction and resilience that comes from loving a place and its people. Let us continue to prepare, take every precaution, remain both careful and compassionate. We will get through this.

What you need to know

Last updated at 3:30 p.m., April 22, 2020

- **April 23:** A [portal for offering ideas and suggestions for restoring Maine's economy](#) is now available.
- **April 23:** Governor Mills has outlined a vision for how Maine will [restore its economy through a safe, gradual phased approach](#), in order to protect public health, ensure health care readiness and testing accessibility, and build public-private collaboration.
- **April 22:** A [hotline for front-line health care and emergency response workers](#) to help manage stress related to COVID-19 is now available.
- **April 22:** The [spring turkey hunting season will open early on May 2](#), and hunters will not have to register their harvested birds.
- **April 21:** The University of Maine System has [started a planning process to determine how students may return](#).
- **April 16:** Gov. Mills has asked Maine banks and credit unions to work with home and business owners to prevent foreclosure.
- **April 16:** Renters may be eligible for a one-time \$500 payment through a new assistance program. Learn more at [mainehousing.org/covidrent](#).
- **April 16:** Gov. Mills has signed [an executive order to help prevent evictions during COVID-19](#).
- **April 14:** The Maine Department of Labor says enhanced unemployment benefits [should be distributed to claimants next week](#), and that [calling times are extended](#).
- **April 14:** Gov. Mills has extended Maine's state of civil emergency through May 15, 2020.

For prior response items, please [visit the COVID-19 response timeline](#).

<https://www.maine.gov/dafs/covid-19>

ALERT: Stay up to date on [Maine's COVID-19 Response](#)

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
STATE OF MAINE

Search DAFS

ABOUT ▾ BUREAUS ▾ NEWS REPORTS SERVICES VENDORS CAREERS

Home → Coronavirus Disease 2019 (COVID-19) Resources

Coronavirus Disease 2019 (COVID-19) Resources

Information for the General Public

[Department of Labor](#) - useful if you are looking to file an unemployment claim.

[Maine Center for Disease Control](#) - providing daily updates about the COVID situation in Maine.

- Follow Maine CDC on [Twitter](#) and [Facebook](#).
- You can watch Maine CDC's daily briefings [here](#).

[How State Departments Are Adjusting During the Coronavirus Pandemic \(Updated March 18, 2020\)](#)

[I Think I Had Contact with a Presumptive or Positive Case, What Should I Do? \(Updated April 7, 2020\)](#)

- Check out the CDC's full FAQ about COVID-19 [here](#).

Information for State Employees

Resources

- [COVID-19 Flyer for Employees: Staying Proactive Against the Virus \(PDF\)](#)
- [COVID-19 Q&A for Employees of Maine State Government: Various HR-related Questions/Answers \(PDF\)](#)
- [Best Telework Practices \(PDF\)](#)
- [Documentation from Maine IT about working remotely](#)
- [Q&A for Employees of Maine State Government - Issued March 20, 2020 \(Updated March 30\) \(PDF\)](#)

State Employee Emails (PDFs)

- [March 6, 2020: Update on COVID-19 Action by DAFS to State Employees](#)
- [March 12, 2020: Update on Travel Restrictions and Meetings/Gatherings](#)
- [March 16, 2020: Update to State Employees](#)
- [March 18, 2020: Email to DAFS Employees](#)
- [March 20, 2020: HR-related Update to State Employees](#)
- [March 25, 2020: Update About Lewiston State Office](#)
- [April 5, 2020: Guidance to State Employees on cloth face coverings](#)
- [April 15, 2020: Update with Bullets and Links](#)
- [April 23, 2020: Face Coverings for State Employees](#)

Families First Coronavirus Response Act (FFCRA) Forms and Guidance

- [FFCRA Leave Request Form](#)
- [Emergency Paid Sick Leave Act \(EPSLA\) Leave Request Form](#)
- [FFCRA Q&A for Employees](#)
- [Positions exempt from Expanded Family Medical Leave and Emergency Paid Sick Leave \(Excel\)](#)
- [Leave Options for Employees Exempt from FFCRA](#)

<https://www.maine.gov/sos/bmv/licenses/realid.html>

General Information

- Locations & Hours
- Telephone Numbers
- Forms & Applications
- Laws & Rules
- Statistics
- About Us

Services

- Commercial Vehicle
- Dealer Licensing
- Driver Licenses & IDs
- Driver/Rider Education
- Hearings
- Law Enforcement
- Maine Franchise Board
- Medical Advisory Board
- Municipal & Agent Services
- Registrations
- Titles



REAL ID and ME

Updated March 2020

NOTICE: The Department of Homeland Security has extended the Real ID enforcement deadline by one year. Enforcement will now begin on Oct. 1, 2021. Read the March 26, 2020 [statement from DHS Acting Secretary Chad Wolf here](#). The Maine Bureau of Motor Vehicles is currently closed due to virus prevention efforts, thus we cannot process Real ID-compliant credentials at this time.

The standard Maine credentials (driver's licenses and IDs) will be accepted as valid identification for federal purposes, such as entrance to federal facilities and boarding commercial aircraft, through September 2021.



The Maine Bureau of Motor Vehicles began issuing Real ID-compliant driver's licenses and State identification cards on July 1, 2019. Any person who desires a Real ID-compliant license or ID can now obtain one at their local BMV office. In addition to the [standard license requirements](#), Real ID applicants must have their photograph taken and provide the following documentation (for a complete list download the [REAL ID Checklist](#)), copies of which will remain on file with the BMV:


- One document that establishes identity, date of birth, and proof of U.S. citizenship, lawful permanent residence, or temporary lawful status in the U.S.
- One document to establish proof of Social Security Number (Such as: A Social Security Administration account number card, a W-2 form with applicant's name and full SSN; Social Security Administration Form 1099 with applicant's name and full SSN; Non-Social Security Administration Form 1099 with applicant's name and full SSN; or pay stub with applicant's name and full SSN on it) or evidence of Social Security Number ineligibility.
- Two documents to establish proof of residence in the State of Maine, such as a utility bill, paycheck stub or mortgage statement (P.O. Box is not acceptable).

IMPORTANT NAME CHANGE INFORMATION: If your name has been legally changed and now differs from your identity document(s) (i.e., birth certificate or passport), proof of the name change must be provided to obtain a Real ID. Acceptable documents supporting a legal name change include a marriage license, divorce decree, or court order. In all cases, the documents must show a clear trail of name changes from the name on the identity document to the current name.

Those who have a valid license or ID will not be required to renew it prior to its expiration date, unless they choose to do so because they desire/need a Real ID credential. Upon renewal, a person will have the option of getting a Real ID credential or opting out. Those who opt out will be issued a non-REAL ID license. Beginning Oct. 1, 2021, those with non-REAL ID licenses will need to produce a passport or other acceptable identity document for federal purposes that require identification, such as boarding commercial aircraft and accessing secure federal facilities.

Printable Resources ([click on image](#))



U.S. Census Bureau | [Data & Tools](#) | [FAQ](#) | [INSTRUCTIONS](#) |  ENGLISH

Welcome to the 2020 Census

- It's quick and easy. The 2020 Census questionnaire will take about 10 minutes to complete.
- It's safe, secure, and confidential. Your information and privacy are protected.
- Your response helps to direct billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Results from the 2020 Census will be used to determine the number of seats each state has in Congress and your political representation at all levels of government.

Getting started:

- You must complete your questionnaire once you begin. If you leave the questionnaire and return later, you will have to start over.
- Do not use the web browser buttons (back, forward, or close browser). Use the buttons within the questionnaire to navigate.
- For best results, use the latest version of Chrome, Firefox, Internet Explorer, or Safari. Enable cookies.

**Shape your future
START HERE >**

**United States[®]
Census
2020**

[Start Questionnaire](#)

ENGLISH ESPAÑOL 中文(简体) TIẾNG VIỆT 한국어 РУССКИЙ العربية TAGALOG POLSKI FRANÇAIS KREYÒL AYISYEN PORTUGUÊS 日本語

** U.S. Census Bureau Notice and Consent Warning **

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

Build: 03b2c53 | OMB No: 0607-1006 | Approval Expires: 11/20/2021

[COVID-19 Response effort](#)



COVID-19 Response

Each United Way in Maine has launched a **locally based** response to the COVID-19 pandemic based on the needs of their local community. Keeping abreast of the most pressing issues and remaining steadfast in our missions to mobilize communities to give, advocate and volunteer is how we can make the most difference. Now more than ever we must **LIVE UNITED**. You can find a brief description of Each United Way's COVID-19 response fund listed [alphabetically](#) below. Not sure who your local United Way is? Check out our interactive map [here](#).

[United Way of Androscoggin County](#)

COVID-19 Fund supports basic needs including food, childcare, heat and shelter. Find out more and donate [here](#).

[United Way of Aroostook County](#)

COVID-19 Response Fund is distributed to Aroostook County nonprofit partners working directly with those affected by COVID-19. Find out more and donate [here](#).

[United Way of Eastern Maine](#)

The COVID-19 Emergency Response is focused on meeting short term, immediate needs, of individuals and families that are impacted by COVID-19 as well as long term recovery efforts. Funds are deployed to nonprofit organizations as quickly as possible to meet the emerging needs. Find out more and donate [here](#).

[United Way of Greater Portland](#)

The COVID-19 Community Relief Fund supports our most vulnerable neighbors. This includes those currently or those at risk of becoming homeless and those who could suffer devastating financial and health impacts due to the Coronavirus. Find out more and donate [here](#).

[United Way of Kennebec Valley](#)

The Response Fund for Kennebec Valley supports emerging community needs during and in the aftermath of the COVID-19 pandemic. Funds will be distributed quickly to Kennebec Valley nonprofit organizations working directly to help local people access basic needs, including food, heat, shelter and child care. Find out more and donate [here](#).

[United Way of Mid Coast Maine](#)

The COVID-19 Urgent Needs Fund supports initiatives and agencies working hard to meet the increased needs of local people in

ALERT: Stay up to date on [Maine's COVID-19 Response](#)

BUREAU OF HUMAN RESOURCES
OFFICE OF EMPLOYEE HEALTH & BENEFITS
STATE OF MAINE

News | Forms | FAQ | Contact Us | Sitemap
Search CEH

Home About Benefits Wellness Retirees FAQ Forms Benefits Update 7/1/2019 **Covid-19**

[Home](#) → [Covid-19 News](#)

Covid-19 News

As many of you already know, the Covid-19 situation continues to evolve daily, causing personal and professional stressors and challenges to our everyday lives. We have provided the resources below (Safety tips, Webinars, etc.) offered by our vendors to help State of Maine Employees and Retirees navigate through this unique and difficult time.

The Office of Employee Health and Benefits will continue to update this webpage with a variety of resources and information as it becomes more available.

You may also find additional Covid-19 information or resources on our [Wellness Page](#) or [FAQ Page](#).

Health Plan Resources:

- [Coming Soon - Plan Coverage Document on the Treatment of Covid-19](#)
- [Group Health Plan - Anthem](#)
- [Online COVID-19 Assessment Tool - Anthem](#)
- [Sydney Care Mobile App - Anthem](#)
- [Health Premium Credit - State Employees](#)
- [Pharmacy Program - Express Scripts](#)
- [ConvenientMD Services](#)

Retiree Resources:

- [Medicare Advantage Plan 2020-04-08 - Aetna](#)
- [Medicare Advantage Plan 2020-03-30 - Aetna](#)
- [Medicare Advantage Plan Covid-19 FAQ - Aetna](#)

Voluntary Retirement Resources:

- [Virtual 1 on 1 Meetings - Voya](#)
- [State of Maine Deferred Compensation Plan](#)

Wellness Resources:

- [Telehealth Resources - ComPsych](#)
- [Covid-19 Webinar Series - ComPsych](#)
- [Virtual Fitness Classes - State of Maine Wellness Centers](#)
- [Gym Membership Reimbursement Program - FAQ](#)
- [Covid-19 Digital Resources - ComPsych](#)
- [Caregivers on the Front Line - ComPsych](#)
- [Working From Home Ergonomics](#)

Other Resources:

- [Families First Coronavirus Response Act - US Department of Labor](#)
- [Coronavirus Aid, Relief, and Economic Security Act - CARES Act](#)
- [Flexible Spending Accounts - P&A Group](#)
- [Getting Surgery During Covid-19 - Carrum Health](#)

<https://www.maine.gov/covid19/maine-helps>

Maine Helps

Fred Rogers – Mr. Rogers – said, “When I was young and I would see scary things on the news, my mother would say, ‘Look for the helpers. You will always find people who are helping.’”

Maine people are helpers, and they are everywhere. They are our doctors, nurses, EMS, firefighters, police officers, grocery store clerks, gas station attendants, child care workers, government employees.

They are you, they are your neighbor, they are your loved ones. They are Maine people.

I hope this new resource will help those looking for ways to lend a hand and encourage more Maine people to target their skills, resources, and time in the most effective and safe ways to do the most good for our state.

Please consider donating to relief funds or trusted local nonprofits, contributing to the health care response, safely supporting your local businesses and community organizations, and connecting virtually to ensure your social bonds remain strong.

We may be apart, but we can still come together in the ways that matter most to support the state that we all know and love.

Governor Janet Mills

This page will be updated regularly.

Help by donating

Donate directly to trusted local nonprofits. Many of the nonprofits you know and trust are providing services to those in need in your community and they could use your help.

Donate to your local United Way. [Each of Maine's nine United Ways*](#) has a local response to the pandemic, based on the needs of the communities they serve. To donate [visit United Ways of Maine](#).

*For Knox County, please also visit [United Midcoast Charities](#).

Donate to the Maine Community Foundation. MaineCF has established a statewide emergency response fund to provide immediate, flexible grants to regional and community-based nonprofits responding to COVID-19 hardships throughout Maine, such as area agencies on aging, community action programs, homeless shelters and food pantries. To donate visit the [Maine Community](#)

Help the health care response

Volunteer your medical experience. To meet immediate health care needs, those with medical or public health experience or backgrounds are asked to register to volunteer. Please visit [MaineResponds.org](#)

Donate blood. The COVID-19 pandemic has created an urgent need for blood donation.

Call [1-800-RED-CROSS](#) or visit [RedCrossBlood.org](#) to:

[Check your eligibility to donate;](#)
[Find upcoming blood drives and make an appointment.](#)

Contribute medical supplies.

If you wish to help Maine government purchase critical medical supplies, please use this form: [COVID-19 purchase form](#)

Help support local businesses

Pay It Forward Maine is a new statewide effort to assist businesses affected by COVID-19 through a variety of important means. Please visit:

[PayitforwardMaine.com](#)

To donate visit the [Maine Community Foundation](#).

Donate for food security. Good Shepherd Food Bank, Maine's largest hunger relief organization, is partnering with state agencies and food pantries to support those affected by COVID-19. To donate or hold a virtual food drive in your community, visit gsfb.org/mainecovid.

[COVID-19 purchase form](#)

If you have critical, certified medical supplies* to donate to combat COVID-19, please use this form:

[COVID-19 donation form](#)

Only items sealed in original packaging can be accepted. Governor Mills deeply appreciates Maine people who have volunteered to make masks, however the Maine CDC is not recommending that health care providers use donated homemade masks at this time.

Help by volunteering

Organizations across Maine depend on volunteers to ensure essential needs and services are delivered. [Volunteers are now permitted to provide in-person support to those organizations deemed essential](#), but given the crucial need stop the spread of COVID-19, all volunteers should abide by physical distancing guidelines and maintain their personal safety. If you wish to volunteer with a local nonprofit or service organization, we encourage you to contact them to see how you can support their mission safely.

To volunteer for emergency or disaster relief efforts, please register at MaineReady.org. Emergency agencies seeking volunteers can also register their agency and needs at MaineReady.

To volunteer with nonprofit or service agencies serving essential needs, please visit VolunteerMaine.com.

The Good Shepherd Food Bank, Maine's largest hunger relief organization, [is accepting volunteer inquiries](#).

Where to find help

If you need to help yourself, or for a loved one, connect with specialists at 211 Maine via phone, text, or email – it's free and confidential. Please visit: [211 Maine](https://211Maine.org)

The Department of Health and Human Services is encouraging online applications for public assistance programs to decrease delays in delivery of benefits. Please visit: [MyMaineConnection](https://MyMaineConnection.org)

Help by connecting

While keeping physical distance is paramount to prevent the spread of COVID-19, now is the time to strengthen and renew social bonds with friends, family and community. Make a phone call. Use video tools, like FaceTime, Google Hangouts or Zoom, to have face-to-face conversations. Connect on social networks to engage with your community and identify businesses or other services you may need or wish to support.

The AARP has created a portal to find mutual aid groups near you. To search, visit aarpcommunityconnections.org

<https://www.maine.gov/governor/mills/news/governor-mills-extends-state-income-tax-payment-deadline-july-15-2020-2020-03-26>

Maine.gov

[Agencies](#) | [Online Services](#) | [Help](#) | [Search Maine.gov](#)



ALERT: Stay up to date on [Maine's COVID-19 Response](#)



State of Maine

Office of Governor Janet T. Mills

[Home](#)

[About](#) ▾

[Newsroom](#) ▾

[Official Documents](#) ▾

[Contact](#) ▾

[Home](#) → [Governor Mills Extends State Income Tax Payment Deadline to July 15, 2020](#)

Governor Mills Extends State Income Tax Payment Deadline to July 15, 2020

March 26, 2020

Governor Janet Mills and Commissioner of the Department of Administrative and Financial Services Commissioner Kirsten Figueroa announced today that the State will extend the deadline for Maine income tax payments from April 15, 2020 to July 15, 2020. The change aligns with the Federal government's recent extension of the Federal tax filing deadline to July 15, 2020.

"It is my hope that moving back this deadline will help provide a measure of relief to Maine people who are struggling to make ends meet as a result of COVID-19," said Governor Janet Mills. "The Congressional actions in recent days make this move appropriate and practical."

"Aligning Maine's tax filing and payment deadlines with the federal government and waiving late fees and interest payments will ease the number of things that Maine businesses and taxpayers have to think about during this difficult time," said DAFS Commissioner Kirsten Figueroa.

The State extended the payment deadline of April 15, 2020, to July 15, 2020. This includes any final and estimated Maine income tax payments due by April 15, 2020. Any failure-to-pay penalties and interest will be abated for the period of April 16, 2020, through July 15, 2020.

The extended filing deadline for Maine income tax returns is automatically tied to any federal extension. Therefore, the filing deadline of April 15, 2020, for 2019 Maine income tax returns, is automatically extended to July 15, 2020. This includes Form 1040ME (Maine Individual Income Tax Return), Form 1041ME (Maine Income Tax Return for Estates and Trusts), and Form 1120ME (Maine Corporate Income Tax Return).

Sales tax and payroll payments will continue as normal. For questions about Maine income tax, contact Maine Revenue Services (MRS) at (207) 626-8475 or visit the MRS website at www.maine.gov/revenue.

Credit



Copyright © 2019
All rights reserved.

Information

[Maine.gov](#)

[Site Policies](#)

[Accessibility](#)

[Document Viewers](#)

[Governor Janet T. Mills](#)

Connect

 [Facebook](#)

 [Twitter](#)

 [Instagram](#)

Contact

Governor Janet Mills
1 State House Station
Augusta, ME 04333
207-287-3531



Maine Department of Transportation

https://www.maine.gov/governor/mills/official_documents

 **ALERT:** Stay up to date on [Maine's COVID-19 Response](#)



[Contact](#) | [Newsroom](#)

Search Office

[Home](#) [About](#) [Newsroom](#) [Official Documents](#) [Contact](#)

[Home](#) → [Official Documents](#)

Official Documents

Proclamations

Veto Messages

Official Documents

Executive Orders

[Executive Order 1: An Order to Require the Expedient Implementation of the MaineCare Expansion \(PDF\) \(Accessible version, PDF\) - 1/3/2019](#)

[Executive Order 2: An Order to Implement Immediate Responses to Maine's Opioid Epidemic \(PDF\) \(Accessible version, PDF\) - 2/6/2019](#)

[Executive Order 3: An Order Concluding the Maine Wind Advisory Commission and Wind Permit Moratorium \(PDF\) \(Accessible version, PDF\) - 2/14/2019](#)

[Executive Order 4: An Order Regarding Administrative Rulemaking \(PDF\) \(Accessible version, PDF\) - 3/4/2019](#)

[Executive Order 5: An Order to Study the Threats of PFAS Contamination to Public Health and the Environment \(PDF\) \(Accessible version, PDF\) - 3/6/2019](#)

[Executive Order 6: An Order Establishing the Governor's Board on Executive Clemency \(PDF\) \(Accessible version, PDF\) - 3/6/2019](#)

[Executive Order 7: An Order Establishing the Governor's Judicial Nominations Advisory Committee \(PDF\) \(Accessible version, PDF\) - 4/10/2019](#)

[Executive Order 8: An Order Establishing the Governor's Task Force on All-Terrain Vehicle Trail Initiatives \(PDF\) \(Accessible version, PDF\) - 4/26/2019](#)

[Executive Order 9: An Order Implementing the Death With Dignity Act \(PDF\) - 6/12/2019](#)

[Executive Order 10: An Order to Strengthen Maine's Economy and Achieve Carbon Neutrality By 2045 \(Accessible version, PDF\) - 9/23/2019](#)

[Executive Order 11: An Order Establishing the Elder Justice Coordinating Partnership \(PDF | Word\) - 10/23/2019](#)

[Executive Order 12: An Order Creating the Maine Complete Count Committee \(PDF\) | Word - 10/24/2019](#)

[Executive Order 13: An Order for State Agencies to Lead by Example Through Energy Efficiency, Renewable Energy and Sustainability Measures \(PDF | Word\) - 11/26/2019](#)

[Executive Order 14: An Order to Protect Public Health \(PDF\) - 3/18/2020](#)

[Executive Order 15: An Order Regarding School Readiness \(PDF\) - 3/19/2020](#)

[Executive Order 16: An Order Suspending Provisions of Certain Health Care Professional Licensing Statutes and Rules in Order to Facilitate the Treatment and Containment of Covid-19 - 3/20/2020](#)

[Executive Order 17: An Order Regarding Certain Laws Enforced by IFW \(PDF\) - 3/20/2020](#)

[Executive Order 18: An Order Extending Compliance Dates Under Certain Motor Vehicle Laws \(PDF\) - 3/23/2020](#)

[Executive Order 19: An Order Regarding Essential Businesses and Operations \(PDF\) - 3/24/2020](#)

<https://www.maine.gov/bhr/oeH/benefits/health-premium-credit>

ALERT: Stay up to date on [Maine's COVID-19 Response](#)

BUREAU OF HUMAN RESOURCES
OFFICE OF EMPLOYEE HEALTH & BENEFITS
 STATE OF MAINE

News | Forms | FAQ | Contact Us | Sitemap

Search OEH

Home About **Benefits** Wellness Retirees FAQ Forms Benefits Update 7/1/2019 Covid-19

[Home](#) → [Benefits](#) → Health Premium Credit

Medical & Prescriptions

Health Premium Credit

My Numbers

Dental

Vision

Flexible Spending Accounts

Living Resources (EAP)

Retirement Savings

Forms

Benefits Directory

Flu Shot Clinics

Health Premium Credit

Health Premium Credit Program

Due to Covid-19 the Office of Employee Health and Benefits will be modifying the Health Premium Credit Program. The Health Premium Credit Program will be extended through September 30, 2020. Updates will be made to this website as more information becomes available.

What does this mean?

- Employee Health and Benefits will maintain the Health Premium Credit effective 7/1/19 for all health plan members currently receiving the credit **until September 30, 2020**. This will allow employees that have not had the opportunity to obtain their health numbers or vision visits to meet the criteria for the 2020 Health Premium Credit Program.
- Employees that have completed the Health Premium Credit through 11:59 pm on April 30, 2020 will receive the credit effective July 1, 2020.

The requirements for both primary subscriber (e.g. State of Maine employee) and covered spouse/domestic partner are:

- Log on to [WellStarME](#) and
- Complete the Wellness Questionnaire at [WellStarME](#) and
- Watch the Benefits video and take a short quiz at [WellStarME](#) (The first question will appear once the video has ended.) and
- Choose **one** of the following:
 - Complete the [My Numbers](#) information at [WellStarME](#) or
 - Have a vision visit

[Frequently Asked Questions](#)

MORE INFORMATION

Appeals deadline ended August 9, 2019 for the current plan year's Health Credit Premium Program.

Credit

[Information](#)

Copyright © 2018
All rights reserved.

Commemorating 200 Years of Statehood



Information

[Site Policies](#)

[Accessibility](#)

[Document Viewers](#)

[Maine.gov](#)

[BHR Home](#)

[OEH Home](#)

[Sitemap](#)

Contact

Office of Employee Health & Benefits
 Phone: (207) 624-7300
 or 1-800-422-4503
 TTY: dial Maine Relay 711

[Contact Us](#)

Mailing Address:
 81 State House Station
 Augusta, ME 04333-0061
 Hours: Mon-Fri 8:00-4:30

Join Our Email List

For Email Marketing you can trust.



Follow us on Social Media

[Facebook](#)

[Twitter](#)

[Instagram](#)



Maine Department of Transportation

Appendix Q

Families First Coronavirus Response Act (FFCRA)

GUIDANCE FOR EMPLOYEES OVERVIEW OF AND QUESTIONS AND ANSWERS ABOUT THE EFMLEA AND EPSLA

OVERVIEW

The Families First Coronavirus Response Act (FFCRA) includes two laws providing for employee leave. The first is the Emergency Family and Medical Leave Expansion Act (EFMLEA); the second is the Emergency Paid Sick Leave Act (EPSLA). These laws require the state to provide employees with paid sick leave and expanded family and medical leave *for the specified reasons* related to COVID-19. These provisions will apply from April 1, 2020, until the end of the emergency but no later than December 31, 2020. Employees are covered by the EFMLEA only after being employed for 30 days, but are eligible for paid leave under the EPSLA from the first day of employment. *NOTE: These laws do not apply to health care providers and emergency responders (Definitions on pp. 10-11).*

PAID LEAVE AVAILABLE

The Emergency Paid Sick Leave Act provides up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave when an employee is unable to work or telework because of one of six qualifying reasons related to COVID-19. Although the Emergency Paid Sick Leave Act requires the state to pay only 2/3 of an employee's pay and only up to a limit of \$200/day for three of the six qualifying reasons for the leave, this Administration has decided that *employees will receive their full pay* for all time off taken pursuant to this law.

The Emergency Family and Medical Leave Expansion Act provides up to 12 weeks of expanded family and medical leave (the first 2 weeks unpaid, followed by 10 weeks of paid leave) for an employee unable to work or telework because the employee is required to care for the employee's child whose school or day care has closed, or regular daycare provider has become unavailable due to COVID-19, if there is no other suitable person to care for the child. Like the Emergency Paid Sick Leave Act, the expanded FMLA requires the state to pay only 2/3 of an employee's pay and only up to a limit of \$200/day for leave. However, this Administration has decided that *employees will receive their full pay* for the paid time off taken pursuant to this law.

ELIGIBLE EMPLOYEES

All State employees (not to include health care providers and emergency responders defined on p. 10-11) are eligible for the 80 hours of emergency paid sick leave (or a lesser amount for part-time employees), regardless of how long an employee has been employed, *when the employee is unable to work or telework* for one of the six qualifying reasons related to COVID-19.

An employee who has been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of paid and 2 weeks of unpaid expanded family medical leave to care for the employee's child whose school or day care closed or child care provider is



Maine Department of Transportation

unavailable due to COVID-19. *Note that the 12 weeks of expanded FML is reduced by any traditional FML an employee has taken this calendar year.*

These leaves can be taken prior to an employee being required to use accrued leaves.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take the emergency paid sick leave if the employee is *unable to work or telework*, because an employee:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. [The stay-at-home order issued by Gov. Mills does not prevent any state employee from working and therefore does not satisfy this requirement].
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19. This applies only when the health care provider's advice for the employee to self-quarantine is based on a belief either that the employee *has or may have COVID-19*, or when the *employee is particularly vulnerable* to COVID-19. This does not apply when an employee is advised to self-quarantine to protect the health of a family or household member.
3. The employee is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis.
4. The employee needs to care for an individual subject to an order described in #1 or self-quarantine as described in #2. The relationship of the individual to the employee must be such as to create the expectation that the employee would care for the individual.
5. The employee needs to care for the employee's child whose school or place of care is closed (or their regular child care provider is unavailable) for reasons related to COVID-19. This requires that it is necessary for the employee to care for the child, and that no other suitable person is available to care for the child.
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. [At this time no condition has been specified by the Secretary].

An employee is entitled to take the expanded family and medical leave *only* if the employee is unable to work or telework because the employee is caring for a child whose school or place of care is closed, or their regular child care provider is unavailable, for reasons related to COVID-19. Note that this is the same as reason #5 for emergency paid sick leave. In order to qualify for the expanded family medical leave, or for emergency paid sick leave for reason #5, the employee must be *unable to work or telework* because the employee is *needed* to care for the child *and there must be no other suitable person available* to care for the child.

These laws took effect on April 1 and cannot legally be taken prior to that time.

The questions and answers below are based upon regulations and guidance from the USDOL.

QUESTIONS & ANSWERS

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (“EFMLEA”)

Note: Health Care Providers and Emergency Responders are excluded from the provisions of this Act.

Q. When an employee is unable to work or telework because the employee is needed to care for a son or daughter due to a COVID-19 school or daycare closure, what leave is the employee eligible for?

A. A covered employee is entitled to up to 12 weeks of expanded FML leave pursuant to the EFMLEA (2 unpaid, 10 paid) when the employee is *unable to work or telework* because the employee is *needed to care for the employee’s child*, and *there is no other suitable person to care for them*. The employee is also entitled to up to 80 hours of emergency paid sick leave under the EPSLA to provide pay during these two unpaid weeks of expanded FML. The employee can opt instead to take accrued leave instead of the emergency paid sick leave during these two weeks. Only if the employee had previously used the emergency paid sick leave for another qualifying reason *and* the employee has no available accrued leave can the two weeks or any portion of them be unpaid. *Note: Any “traditional” FMLA leave previously taken by the employee during the calendar year is subtracted from the 12 weeks of EFMLEA, and any leave taken under the EFMLEA will reduce the employee’s calendar year entitlement for traditional FMLA.*

Q. Can a grandparent, aunt/uncle, niece/nephew, or similar relative take one of these federal leaves for the purpose of caring for a child?

A: No. Neither the expanded FML nor the emergency paid sick leave is available for such leave. Under both the 12 week extended FML and the two-weeks of paid sick leave, such leave is available for school closure or loss of childcare only for an employee’s own son or daughter.

Q. Who meets the definition of “son or daughter”?

A. Under the EPSLA or EFMLEA, a “son or daughter” is an employee’s own child under 18 years of age. This includes a biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee is standing *in loco parentis*—someone with day-to-day responsibilities to care for or financially support a child. A “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Q. How long must employees be employed by the state in order to qualify for the extended leave provided by the expanded FML? A: Any full-time or part-time employee who has been on the state’s payroll for 30 days prior to taking leave under the expanded FML is eligible for the leave.

Q. If an employee has already used six (6) weeks of job-protected FML this calendar year, is the employee entitled to 12-weeks of leave under the expanded FML in addition to the six (6) weeks of FML already taken? A: No. The expanded FMLA simply adds new eligibility criteria to the old law. Therefore, the expanded FML benefit counts toward an employee’s total of 12-weeks of traditional FML. Thus, because an employee has already taken six (6) weeks of FML, the employee is only entitled to an additional six (6) weeks of total leave under either the

expanded FMLA or the traditional FMLA. Similarly, if an employee used the full 12-week expanded FML benefit for a COVID-19 reason the employee will not have access to additional leave for traditional FML reasons later in the calendar year. *Note that even after an employee has exhausted 12 weeks of FMLA/EFMLEA, the employee would nevertheless be eligible for the two weeks of emergency paid sick leave if it had not been already taken.*

Q. The expanded FMLA states it is solely for those employees who are unable to work or telework due to a need to care for a child under 18 due to closures of schools/daycares related to the COVID-19 health emergency. What happens if the employee themselves is hospitalized due to COVID-19? A. The only benefit available under the expanded FMLA is for an employee unable to work or telework because the employee is needed to care for a son or daughter due to school or daycare closure as a result of the COVID-19 emergency. The employee may, however, be eligible for job-protected emergency paid sick leave, or leaves pursuant to the traditional FMLA, and to the collective bargaining agreement.

Q. If both parents work for the state, does the expanded FMLA limit the couple to 12 total weeks of expanded FML, or is each individual employee entitled to 12-weeks of expanded FML? A. Each covered parent is eligible for expanded FML, and each is required to exhaust the 10-day unpaid leave period prior to being entitled to the paid expanded FML. Although each parent is entitled to the expanded FML, the requirement that the employee be *needed* to care for the child and that no other suitable person is available to care for the child means that, absent extenuating circumstances, both parents would not be eligible to take the expanded FML at the same time. *Note: each employee can opt to use the 80 hours of emergency paid sick leave or the employee's own accrued leave during each 10-day unpaid period.*

Q. Is the state required to continue health insurance benefits and pay the employer's share of premiums for coverage for the employee, spouse, and dependents when an employee utilizes leave under the expanded FML? A. Yes.

Q. Is the state required to restore an employee to the employee's position upon return from expanded FML? A. Yes. An employee taking expanded FML has the same return rights as an employee returning from any other FMLA leave.

Q. Are there any employees who are exempt from the extended FML? A. The federal law specifically allows employers to exempt from coverage for the emergency sick leave and the expanded FML any employee who is a "health care provider" or an "emergency responder". (*Definitions at pp 10-11.*)

EMERGENCY PAID SICK LEAVE ACT (“EPSLA”)

Note: Health Care Providers and Emergency Responders are excluded from the provisions of this Act.

Q. Is the emergency paid sick leave available to employees in addition to the paid sick leave provided by the collective bargaining agreement? A: Yes. The emergency paid sick leave is in addition to any paid leave already provided by the state, and the employee cannot be required to exhaust accrued paid leave benefits before using the paid sick leave provided by the EPSLA.

Q. Does the Governor’s stay-at-home order constitute a state quarantine or isolation order that would qualify an employee to take the paid sick leave?

A. Regardless of whether the Governor’s stay-at-home Order would meet the standard in the emergency paid sick leave law, an employee is eligible for the emergency paid sick leave *only* when the employee is unable to work or telework. Because the Governor’s order does not prevent state employees from continuing to perform the work of state government, an employee is not eligible for paid sick leave based on that Order because the employee would not meet the “unable to work or telework” requirement.

Q. If an employee is informed by the employee’s health care provider that the employee should self-quarantine because *the employee* is at high-risk, is the employee entitled to take emergency paid sick leave? After the 10 days, would the employee be eligible for leave pursuant to the traditional FMLA ? A. Where a covered employee has been advised by a medical provider to self-quarantine, the employee is entitled to emergency paid sick leave *only if the employee is unable to work or telework* as a result. After all of an employee’s emergency paid sick leave has been used, an employee would only qualify for traditional FMLA leave if the employee has a “serious health condition”. The employee may also be entitled to access other leave pursuant to the collective bargaining agreement. *Employees should contact HR to discuss what leaves might be available to them.*

Q. Is an employee who is worried about contracting COVID-19 entitled to use emergency paid sick leave? A. It depends. Only if the employee is unable to work or telework due to one of the six (6) criteria would the employee be eligible to use emergency paid sick leave. If the employee is advised by their health care provider to quarantine or isolate because the employee is vulnerable to COVID-19 due to age or health condition *and* this prevents the employee from working *or teleworking*, the employee would be entitled to use the 80 hours of emergency paid sick leave. The employee may also be entitled to access other leaves pursuant to the collective bargaining agreement, and if the employee has a serious health condition, the FMLA.

Q. What qualifies an employee for leave under the 6th qualifying reason for emergency paid sick leave, that “the employee is experiencing a substantially similar condition to COVID-19 as has been identified by the Secretary of Health and Human Services?” A. At this time the HHS Secretary has not yet identified any such conditions similar to COVID-19, and until such time as he does, no employee is entitled to leave pursuant to this provision.

Q. How long will the emergency paid sick leave be available, and will the state pay out emergency sick leave banks at the end of the year?

A. Emergency paid sick leave will not be carried over or paid out at the end of the year or upon separation from employment. The leave is available only during the COVID-19 emergency, and the law will sunset on December 31, 2020.

EMERGENCY PAID SICK LEAVE, EXPANDED FML, AND TRADITIONAL FML

Q. When is an employee able to telework?

A. An employee may telework when the employer permits the employee to perform work at home or at a location other than the normal workplace. Telework is work for which normal wages are paid and is not considered paid leave.

Q. If the employee is or becomes unable to telework, is the employee entitled to emergency paid sick leave or expanded FML?

A. If the employer permits teleworking but the employee is unable to perform those tasks, or is unable to work the required hours because of one of the qualifying reasons for paid sick leave, then the employee is entitled to take paid sick leave. Similarly, if the employee is unable to perform those teleworking tasks or hours because the employee needs to care for a son or daughter because of a COVID-19 school or daycare closure, and no other suitable person is available to care for the child, then the employee is entitled to take expanded FML and emergency paid sick leave. *NOTE: To the extent the employee is able to telework while caring for the child, paid sick leave and expanded family and medical leave is not available.*

Q. What if the employee can work but not their regular hours?

A. If the employee and employer agree that the employee will work their normal number of hours, but outside of their normally scheduled hours (for instance early in the morning or late at night), then the employee is able to work and leave is not necessary unless a COVID-19 qualifying reason prevents the employee from working that schedule.

Q: Assuming an employee is eligible for traditional FMLA, must the state grant an employee traditional FMLA job-protected leave when the employee is subject to a government-ordered quarantine or isolation order, is advised by a health care provider to self-quarantine, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis?

A: An employee may be entitled to job-protected leave under the traditional FMLA under these circumstances, assuming the employee has a “serious health condition” as defined by the FMLA. Employees should contact HR for information. *NOTE: The employee may be entitled to emergency paid sick leave, or leaves pursuant to the collective bargaining agreement or state and federal law.*

Q: An employee is *concerned* about contracting COVID-19 and has requested access to traditional FMLA job-protected leave. Is the employer required to provide the employee with leave benefits pursuant to the traditional FMLA? A: It depends. Only if an employee has a “serious health condition” would the employee be entitled to leave under the traditional FMLA. Employees should contact HR for information.

Q: Does the traditional FMLA allow an employee access to job-protected leave to care for a family member who is quarantined, isolated, or experiencing symptoms associated with COVID-19?

A: Under the traditional FMLA, an employee is entitled to 12-weeks of leave to care for an immediate family member (*i.e.*, spouse, child, or parent) with a “serious health condition”. Employees should contact HR for information.

Q: If the state allows employees to take traditional FMLA for the employee’s own serious health condition, is the state required to pay the employee for the FMLA leave taken by the employee? A: No. Neither state nor federal law entitles the employee to receive pay for traditional FMLA leave. *Note: The employee may be eligible for two weeks of paid leave under the EPSLA and to use the employee’s accrued leave.*

Q: What information can the state request to verify that the employee needs to miss work to care for a child pursuant to the EFMLEA or EPSLA?

A: The employee requesting leave must fill out the leave request form for the emergency sick leave or the expanded FML being requested.

Q: May an employee stack leave provided under either the EPSLA or the EFMLEA? A: An employee caring for children out of school or day care because of a COVID-19 closure is provided the 80 hours of emergency paid sick leave to cover the two week unpaid period of expanded FML. The employee can opt to substitute accrued leave in place of the emergency paid leave. If the employee has already used all or part of the 80 hours for another qualifying reason and has no accrued leave available, then the two weeks would be unpaid expanded FML. Note that an employee can never be *paid* twice for the same time.

Q: Can an employee choose to take 12 weeks of expanded FML first and then take 2 weeks of emergency paid sick leave so the employee will have access to 14 weeks of leave to care for a child due to school closing? A: Yes, but only if the employee chooses to substitute the employee’s accrued leave for the 10 days of emergency paid sick leave. In that case, the 10 days of emergency paid sick leave would still be available after 12 weeks, assuming the qualifying conditions are still met.

Q: Is a full-time employee working from home eligible for expanded FML and emergency paid sick leave to care for the employee’s child or children?

A: It depends on the child care obligations being performed by the employee and whether the employee can realistically work from home. In order to qualify, the employee must be *needed* to care for the children, with no other available suitable person to care for the children. The

younger and greater the number of children, the harder it will be for the employee to work from home.

Q: Does the employee have an obligation to notify the state of the need to take leave?

A. Yes. Just as employees are required to do when using regular sick leave, employees must notify the employer of the need to use the expanded FML or emergency paid sick leave as soon as possible. When the employee is aware of the need in advance, the employee should provide the employer with that advance notice.

Q. Is the state required to notify employees of their rights under these federal leave laws?

A. Yes. Notices are posted in conspicuous places on the premises and provided electronically to employees working remotely.

Q. Are employees protected from discharge, discipline, or other discrimination for taking leave under these federal leave laws or filing a complaint or instituting a proceeding under or related to these laws?

A. Yes. Employees are protected for exercising their rights under these laws.

Q. How many hours per week is a full time employee entitled to be paid pursuant to these federal leave laws?

A. For expanded FML, the employer must pay an employee for hours the employee would have been normally scheduled to work, even if more than 40 hours in a week. Hours over 40 are paid at the straight time rate rather than the premium rate. Emergency paid sick leave is paid only up to 80 hours over a two-week period. For example, an employee who is scheduled to work 50 hours a week may take 50 hours of paid sick leave in the first week (at the straight time rate) and 30 hours of paid sick leave in the second week. In any event, the total number of emergency paid sick leave hours is capped at 80. If the employee's schedule varies from week to week, the calculation of hours for a full-time employee with a varying schedule is calculated using the same method as for a part-time employee.

Q. How many hours per week of emergency paid sick leave or expanded FML is a part-time employee entitled to be paid?

A. A part-time employee is entitled to paid leave for the employee's average number of work hours in a two-week period that the employee would normally be scheduled to work. If the normal hours are unknown or the employee's schedule varies, the 6-month average is used to determine the employee's average daily hours.

Q. How are the hours of an intermittent employee calculated?

A. Unless the intermittent employee has a regular schedule, the average daily hours are calculated using a six-month average. Such intermittent employee may take emergency paid sick leave for this number of hours per day for up to a two-week period, and may take expanded family and medical leave for the same number of hours per day up to ten weeks after that. If this calculation cannot be made because the employee has not been employed for at least six months, the calculation is based upon the number of hours the employee and employer agreed that the employee would work upon hiring; if there is no such agreement, the calculation is based upon the average hours per day the employee was scheduled to work over the entire term of his or her employment.

Q. When calculating pay due to employees taking leave, must regularly-scheduled overtime hours be included?

A. Yes, regularly scheduled overtime hours are included, but the pay does *not* include premium (time and a half) for overtime hours. In other words, an employee on paid leave will receive straight time for scheduled overtime hours (but only up to an 80-hour maximum for a full time employee for emergency paid sick leave).

Q. Can an employee take 80 hours of emergency paid sick leave to self-quarantine and then another amount of emergency paid sick leave for another covered reason?

A. No. An employee can take up to two weeks of paid leave for any of the qualifying reasons. This is limited to 80 hours for a full-time employee; for a part-time employee, the number of hours is equal to the average number of hours that the employee works over a typical two-week period.

Q. If an employee is home unable to work or telework with a child because his or her school or place of care is closed, or child care provider is unavailable, does the employee get emergency paid sick leave, expanded FML, or both, and how do they intersect?

A. The employee may be eligible for both types of leave to care for their child whose school/childcare is closed/child care provider is unavailable due to COVID-19 related reasons, assuming such leave is *necessary* because the employee is *unable to work or telework* as a result, and no *other suitable person is available* to provide care. The extended FMLA provides 2 weeks unpaid and 10 weeks paid; the emergency paid sick leave act provides 80 hours paid leave. Only if the employee has no emergency paid sick leave left and chooses not to use their accrued leave will the first two weeks of expanded FML be unpaid.

Q. If an employee is out on another type of leave on April 1 for a reason that would qualify the employee for emergency paid sick leave or extended FML, is the employee entitled to leave pursuant to the Acts?

A. Yes. Effective April 1, 2020, an employee already on a leave for a reason that would qualify the employee for emergency paid sick leave or extended FML would be entitled to up to 2 weeks of emergency paid sick leave and 12 weeks of expanded FML (10 weeks paid) for qualifying reasons when the employee is unable to work or telework.

Q. Can an employee take emergency paid sick leave or paid expanded FML and accrued leave for the same time?

A. No. An employee cannot be paid twice for the same time.

INTERMITTENT LEAVE UNDER THE EFMLEA AND EPSLA

Q. Can an employee take emergency paid sick leave or expanded FML intermittently while teleworking?

A. Yes, if the employer allows it, subject to operational needs, and if the employee is unable to telework their normal hours due to any of the qualifying reasons for emergency paid sick leave or expanded FML. In that situation, *by mutual agreement only*, the employee may take paid sick leave intermittently while teleworking. Similarly, if the employee is prevented from teleworking the employee's normal hours because the employee needs to care for the employee's child whose school/daycare is closed because of COVID-19 related reasons, *by mutual agreement only* the employee can take expanded FML intermittently while teleworking. The employee may take intermittent leave in any increment *that the employee and employer agree upon*. For example, if they agree on a 90-minute increment, the employee could telework from 1:00 PM to 2:30 PM, take leave from 2:30 PM to 4:00 PM, and then return to teleworking.

Q. May an employee take emergency paid sick leave or expanded FML intermittently while working at the employee's usual worksite (as opposed to teleworking) if the leave is due to caring for children whose school or daycare is closed due to COVID-19?

A. Yes, if operational needs allow and *the employer and employee agree*, but only if the leave is due to caring for children due to the school or daycare closure. For example, if the child is at home because his or her school or daycare is unavailable because of COVID-19 related reasons, the employee may take paid sick leave on Mondays, Wednesdays, and Fridays to care for the child, but work at the normal worksite on Tuesdays and Thursdays.

Q. May the employee take emergency paid sick leave intermittently while working at the employee's usual worksite (as opposed to teleworking) if the leave is due to any reason other than caring for children out of school or daycare?

A. No. Unless the employee is teleworking, paid sick leave for qualifying reasons related to COVID-19 other than to care for a child whose school or daycare closed cannot be taken intermittently. Unless the employee is teleworking, once the employee begins taking paid sick leave for one or more of the *other* qualifying reasons, the employee must continue to take paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave. *This limit is imposed because if the employee is sick or at risk for becoming sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the paid sick leave is necessary to keep the employee from potentially spreading the virus to others.*

Q. If an employee no longer has a qualifying reason for taking emergency paid sick leave before exhausting the 80 hours, may the employee take the remaining emergency paid sick leave at a later time?

A. Yes. If another qualifying reason occurs before the public health emergency ends and before December 31, 2020, the employee can use the remaining time to a total of 80 hours (for a full time employee).

Q. Does an employee qualify for expanded FML even if the employee has already used some or all of the employee's leave under the traditional FMLA?

A. The employee's eligibility for expanded FML depends on how much traditional FMLA leave the employee has already taken during the calendar year. The employee may take a total of 12 workweeks for FMLA (including expanded FML) during a calendar year. If the employee has taken some, but not all, of 12 workweeks of leave of FMLA during this calendar year, the

employee may take the remaining portion of leave available. If the employee has already taken 12 workweeks of FMLA leave this year, the employee may not take any expanded FML. For example, if the employee took two weeks of FMLA leave in January 2020 to undergo and recover from a surgical procedure, the employee has 10 weeks of FMLA leave remaining. Because expanded FML is a type of FMLA leave, the employee would be entitled to take up to 10 weeks of expanded FML, rather than 12 weeks, and any expanded FML the employee takes would count against the employee's entitlement to traditional FMLA leave for the remainder of the calendar year. In addition, an eligible employee will still be eligible for emergency paid sick leave regardless of how much expanded FML or traditional FML the employee has taken.

DEFINITIONS OF “HEALTH CARE PROVIDER” AND “EMERGENCY RESPONDER”

Q. Who is a “health care provider” who may be excluded by their employer from paid sick leave and/or expanded family and medical leave?

A. The USDOL defines “health care provider” as anyone employed at any doctor’s office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity. This includes any permanent or temporary institution, facility, location, or site where medical services are provided that are similar to such institutions. This definition includes any individual employed by an entity that contracts with any of the above institutions, employers, or entities institutions to provide services or to maintain the operation of the facility. This includes anyone employed by any entity that provides medical services, produces medical products, or is otherwise involved in the making of COVID-19 related medical equipment, tests, drugs, vaccines, diagnostic vehicles, or treatments. This also includes any individual that the Governor determines is a health care provider necessary for Maine’s response to COVID-19. Maine State employees covered by this exemption include (but may not be limited to) all employees at the State’s two psychiatric hospitals and employees at Maine’s CDC.

Q. Who is an “emergency responder” who may be excluded by their employer from paid sick leave and/or expanded family and medical leave?

A. The USDOL defines “emergency responder” as an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the Governor determines is an emergency responder necessary for Maine’s response to COVID-19. Maine State employees covered by this exemption include (but may not be limited to) the Maine State Police, most other law enforcement officers, employees of Maine’s correctional facilities, employees in the Bureau of Unemployment Compensation, employees at Maine’s CDC, and child and adult protective workers and crisis workers at DHHS.



Maine Department of Transportation

DOCUMENTATION REQUIRED FOR EMERGENCY FML AND EMERGENCY PAID SICK LEAVE

For emergency FML (EFMLEA) or emergency paid sick leave (EPSLA) due to the school/daycare closure/daycare provider unavailability due to COVID-19:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason
5. Name of the son/daughter being cared for
6. Name of the closed school/daycare, or regular childcare provider who is unavailable due to COVID-19; and
7. Statement representing that no other suitable person is available to care for the child during the period of the requested leave.

For emergency paid sick leave because the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason; and
5. Name of the government entity issuing the quarantine or isolation order.

For emergency paid sick leave because the employee has been advised by a health care provider to self-quarantine related to COVID-19:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason; and
5. Name of the health care provider who advised the employee to self-quarantine due to concerns regarding COVID-19.

For emergency paid sick leave because the employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave; and
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason.



Maine Department of Transportation

For emergency paid sick leave because the employee caring for an individual subject to an order described in qualifying reason #1 or self-quarantine as described in qualifying reason #2:

1. Employee's name
2. Date(s) of leave requested
3. Qualifying COVID-19 reason for the leave
4. Statement representing that the employee is unable to work or telework due to the COVID-19 qualifying reason; and
5. a) name of the government issuing the quarantine order, or b) name of the health care provider advising the individual to self-quarantine.



Maine Department of Transportation

REQUEST FORM -1

LEAVE TO CARE FOR YOUR CHILD DUE TO COVID-19 SCHOOL/ DAYCARE CLOSURE [use Request Form-2 for all other COVID-19-related paid leaves] *Emergency paid leave not available for Emergency Responders and Health Care Providers*

New federal laws provide expanded Family and Medical Leave (FML) and emergency paid sick leave under the following circumstances:

- your child’s school or daycare is closed or regular childcare provider unavailable due to COVID-19
- you are unable to work or telework as a result of your *need* to care for your child; *and*
- there is *no other suitable person* to care for your child.

Expanded FML provides for a total of 12 weeks of leave – two weeks unpaid followed by 10 weeks paid. (*Note: This 12 weeks of leave is reduced by any traditional FML you may have already taken in 2020.*) Emergency paid sick leave is also available for up to 80 hours for full-time employees, to be taken during the two unpaid weeks of expanded FML, unless you have exhausted your emergency paid leave for other qualifying reasons.

If you wish to request leave because you meet the three conditions above, please provide the following information:

Your name Dates of leave requested

Are you requesting intermittent or consistent leave? If intermittent, please state your work availability. *Intermittent leave is available only upon mutual agreement between you and your agency.*

State the reason for your leave

Name(s) of your child/children you are required to care for

Name of school(s) or daycare(s) closed or regular provider(s) unavailable due to COVID-19

Are you unable to work or telework because you need to care for your child/children? Yes ___ No ___

Is there any other suitable person available to provide care for your child/children? Yes ___ No ___

Do you want to use your accrued leave instead of emergency paid sick leave during the first two weeks of expanded FML? Yes ___ No ___

If so, what type of accrued leave (*i.e. sick, vacation, personal, comp time*)? _____

I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee Signature: _____ Date: _____



Maine Department of Transportation

REQUEST FORM - 2

LEAVE FOR QUALIFYING COVID-19 REASONS [use Request Form-1 for reasons related to COVID-19 school/daycare closures] *Emergency Paid Sick Leave Not available for Emergency Responders and Health Care Providers*

A new federal law provides up to 80 hours (for a full-time employee) of emergency paid sick leave when an employee is unable to work or telework when the employee:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19 because the employee has or may have COVID-19 or the employee is particularly vulnerable to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in #1 or self-quarantine as described in #2;
5. is caring for a child whose school or place of care is closed (or their regular child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services. [This is not available because the HHS Secretary has not specified conditions].

If you wish to request emergency paid sick leave when you are unable to work or telework because of one of the reasons above, please provide the following information:

Employee name Dates of leave requested

Are you requesting intermittent or consistent leave? If intermittent, please state your work availability. *Intermittent leave is available only upon mutual agreement between you and your agency.*

State the reason for your leave. *You must refer to one of the qualifying reasons above.*

Are you unable to work or telework because of this COVID-19 reason? Yes ___ No ___

If you are requesting leave because you are subject to a federal, state, or local quarantine or isolation order related to COVID-19 (reason #1), what government entity has issued the quarantine/isolation order that prevents you from working or teleworking? [NOTE: *The stay-at-home order issued by Gov. Mills does not prevent any state employee from working and therefore does not satisfy this requirement*]. _____

If you are requesting leave because you have been advised by a health care provider to self-quarantine related to COVID-19 (reason #2 above), state the name of that health care provider:

If you are requesting leave because you are caring for an individual who is subject to a government quarantine or isolation order or who was advised by a health care provider to self-quarantine related to COVID-19, please provide either the name of the government issuing the quarantine or isolation order *or* the name of the health care provider advising the individual to self-quarantine *as applicable*:

I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee Signature: _____ Date: _____

Appendix R Maine's Economy

December 11, 2020

Governor Mills Issues Executive Order Strengthening Enforcement of Face Covering Requirement in All Indoor Public Spaces

With widespread community transmission and increased COVID-19 cases and hospitalizations in Maine, Governor Janet Mills today signed an Executive Order (PDF) that simplifies and strengthens the enforcement of the State's face covering requirement. Moving forward, owners and operators of all indoor public spaces – regardless of the type of entity or size – must not allow those who refuse to wear a face covering to enter or remain in their venue. Previous Executive Orders had required enforcement in some but not all public settings.

Additionally, the Governor announced she has recently dedicated \$100,000 in CARES Act Coronavirus Relief Funds (CRF) to continue the State's "Keep It Maine" public awareness campaign about the importance of taking seriously health and safety precautions, such as wearing a face covering, staying six feet apart, and washing hands often.

The Governor also warned that more severe restrictions, including reduced gathering limits or business closures, might be necessary to gain better control of the spread of COVID-19, although these are options of last resort especially given the lack of federal support for workers and businesses.

"Short of closing businesses and schools and requiring people to stay home, which is the last thing I want to do, especially during the holidays, we are running out of available public health tools to reduce the spread of COVID-19 in Maine. Hospitalizations are on the rise, more people are getting sick, and more people are dying," said Governor Mills. "We know masks can stop the spread. But we need people to wear them. This Executive Order is aimed at ensuring that we are protecting people in stores, protecting store employees, and keeping Maine people healthy."

Wearing a face covering is proven to significantly reduce the spread of COVID-19 and the U.S. Centers for Disease Control and Prevention has called on all Americans to wear masks to prevent COVID-19 spread. In Maine, people in a public setting are required to wear a face covering. Previously, retail stores with more than 50,000 square feet of shopping space – along with eating establishments, bars, tasting rooms, social clubs, and lodging operations and accommodations – required customers to wear face coverings and could deny entry if patrons refused. Now, all owners and operators of indoor public spaces, regardless of the type of entity or its size, must deny entry to those who refuse. Earlier this week, Governor Mills convened a call with retail stores to discuss this change and communicated that enhanced enforcement was necessary to protect Maine people.



Maine Department of Transportation

“Maine's retailers, grocers and restaurants employ one in four Maine workers. That means you have a family member, a friend or a neighbor that is relying on that job to survive,” said Curtis Picard, President & CEO of Retail Association of Maine. “If you don't wear a mask, don't try to enter a store. It's that simple: No Mask, No Service, No Exceptions.”

“Maine businesses take very seriously their role in following critical health precautions and protocols, especially with the recent rise in COVID-19 cases,” said Dana Connors, President of the Maine State Chamber of Commerce. “Protecting the health of Maine people and our state's workforce also protects Maine's economic health, and wearing a mask is one of the easiest and most effective ways to do that. This is simple: if you care about Maine businesses, you will wear a mask.”

“This is another important step in slowing the spread of COVID-19, protecting employees, and keeping Maine businesses open,” said Heather Johnson, Commissioner of the Department of Economic and Community Development. “It is important that all people of Maine take this responsibility seriously and do their part by wearing a mask every time they leave their home.”

The Executive Order also clarifies that claiming a medical exemption is not an excuse to enter or remain in an establishment without a face covering. This comes in light of reports from retailers of individuals abusing the exemption. Reasonable accommodations for individuals with disabilities exist to protect such individuals as well as others from COVID-19 in public settings.

“People with disabilities, myself included, reject recent attempts to misappropriate our identities and misuse our vitally important and hard-fought civil rights protections, as a form of misguided civil disobedience,” said Kim Moody, Executive Director of Disability Rights Maine. “The vast majority of Maine people with disabilities wear face coverings when in the community because it is safer, and it is smart. And we want others to do the same, because many of us have compromised immune systems or are otherwise in high-risk categories.”

Additionally, municipalities, which are authorized to enforce the use of face coverings on streets and sidewalks, in parks and in other public spaces like town halls where individuals gather, are also required to deny entry to indoor public spaces to those who will not wear face coverings.

“As Maine's coronavirus cases multiply, municipal officials across the state urge citizens to wear masks to protect their fellow Mainers who include municipal workers providing critical local services,” said Christine Landes, President of Maine Municipal Association and Gardiner City Manager. “Please help protect those who protect and serve us - our first responders, snowplow drivers, clerks and other town and city employees by following Governor Mills' simplified masking orders.”

While the State always seeks voluntary compliance first, and is encouraged by the great majority of Maine people and businesses who are taking the virus seriously, the Mills Administration has



Maine Department of Transportation

communicated with law enforcement entities, many of whom stand ready to assist store employees if they encounter difficulty enforcing the face covering requirement.

“Wearing a face covering is a simple step you can take to reduce the spread of COVID-19. In a public setting, wearing a face covering not only makes good sense, but is required and enforceable through licensing actions, by law enforcement, and by the Attorney General,” said Aaron Frey, Attorney General of Maine. “The Governor’s executive order makes clear that all operators of indoor public spaces must comply with and enforce the requirement.”

“Our fundamental mission is to protect the safety of the people of Maine,” said Chief Roland Lacroix, President of the Maine Chiefs of Police Association. “We support the Governor’s Executive Order and stand ready to assist its enforcement to protect Maine people.”

“Wearing a mask is not only the best way to slow the spread of COVID-19, it’s also the law,” said Maeghan Maloney, District Attorney for Kennebec and Somerset Counties and President of the Maine Prosecutors Association. “We take seriously our duty to enforce the law, and we are prepared to take action against those who put the health and safety of other Maine people at risk during this pandemic.”

In the event of non-compliance with enforcement, the State has the option of taking action against a facility’s operating license, and violations of Executive Orders are a Class E crime, punishable by up to 180 days imprisonment and \$1,000 fine. Those who are made aware of the face covering requirement and insist on entering an establishment can be removed and charged with trespassing by law enforcement.

Additionally, the Governor has recently dedicated \$100,000 in CARES Act Coronavirus Relief Funds (CRF) to the Maine Department of Health and Human Services (DHHS) to continue its “Keep It Maine” campaign. The campaign will promote messages from people directly affected by COVID-19 to convey the importance of taking basic public health precautions. Additionally, DHHS is supporting “Holiday Ambassadors,” similar to this summer’s “Beach Ambassadors,” to provide information and face coverings in shopping areas in Portland and other sites through the season.

“It’s vital that Maine people stick to the steps we know limit the spread of COVID-19 – wearing a face covering, staying six feet apart, and washing hands often,” said Jeanne Lambrew, Commissioner of the Department of Health and Human Services. “The more we contain the virus now, the more effective our vaccination effort will be. Let’s keep it up. Let’s Keep it Maine.”

“Wearing face coverings in public, staying at least six feet apart, and avoiding non-essential interaction with people who are not members of your household are the best tools that Maine people have to protect themselves and others from the virus,” said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. “A growing body of research indicates that wearing a face covering not



Maine Department of Transportation

only reduces the chance that you could spread the virus to others; it can reduce your risk of infection if you are exposed to the virus.”

Maine’s number of COVID-19 cases and hospitalizations have increased significantly over the past month while the state’s 7-day positivity rate, although lower than other states, stands at 4.70 over the past seven days, a substantial increase from 2.47 of a month ago.

December 4, 2020

Mills Administration Continues Early Business Closing Time Amid Rising Cases, Hospitalizations

The Mills Administration announced today it will extend the requirement for certain businesses statewide to close by 9:00 p.m. through Sunday, January 3, 2021. The extension, which lasts beyond New Year’s Eve, is aimed at limiting activities that lead to COVID-19 transmission, amid a sustained and dangerous increase in COVID-19 cases, hospitalizations, and positivity rates in the State of Maine.

“It is too early to know the impact of the Thanksgiving holiday on the spread of COVID-19 in Maine, but with hundreds of people getting sick all across the state, and many more dying and so many receiving critical care in our overburdened hospitals, we cannot afford to let down our guard,” Governor Mills said. “This targeted step aims to limit evening gatherings in public settings where we know folks are more likely to let their guard down and expose themselves and others to this deadly virus. At the same time, this action allows businesses to stay open for the majority of their operating hours, as long as they comply with basic public health and safety measures. Of course, we are also cautioning against private gatherings as well. The fact is, any gathering of people for any reason, particularly without masking and social distancing, is a dangerous event. If we are not able to get this virus under control, other steps may be necessary. I ask all Maine people, please do your part. Don’t take chances: wear your face covering, wash your hands, watch your distance and avoid gatherings. Getting back to normal sometime next year first requires us to survive the holidays this year.”

Prior to Thanksgiving, the Mills Administration announced that all outdoor and indoor amusement venues, movie theaters, performing arts venues, casinos, and businesses that provide seated food and drink service, including social clubs, restaurants, and bars and tasting rooms currently open for outdoor service, must close for the night by 9:00 p.m. through Sunday, December 6, 2020.

This limit on closing times is aimed at curbing extended evening gatherings during the holiday season when individuals, including students and family members returning to Maine from elsewhere, are more likely to lower their guard, particularly later in the evening, jeopardizing adherence to critical public health and safety guidelines.

“With increasing community transmission, we all need to take steps to deny the virus opportunities to harm our friends, family, and loved ones,” said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. “Delaying shared celebrations or adapting holiday traditions in ways that allow us to spread good cheer without spreading the virus can help ease stress on Maine’s health care system and potentially save lives.”



Maine Department of Transportation

The early closure time, however, still allows these businesses to maintain some daytime operations. Curbside pick-up and delivery service are still permitted after 9:00 p.m. Early business closing times are in line with actions taken by other states, including Massachusetts, Rhode Island, Vermont, and New York.

Checklists for Indoor Amusement; Outdoor Amusement; Movie Theaters; Performing Art Venues; Casinos and Seated Food and Drink Service have been updated to reflect this change. All COVID-19 Prevention checklists can be viewed on the Department of Economic and Community Development's website.

As of today, the Mills Administration has committed \$1,243,770,470 of the \$1.25 billion in CARES Act Coronavirus Relief Funds (CRF), almost half of which has gone to support Maine businesses. Last week, the Mills Administration announced a \$40 million Tourism, Hospitality and Retail Grant Program to specifically support Maine's tourism, hospitality, and retail small businesses. Businesses can apply for relief on the Department of Economic and Community Development website.

The program builds on the Mills Administration's support for Maine businesses and employees, which includes a commitment of \$295 million to backfill Maine's Unemployment Trust Fund to support Maine businesses amidst the increased demand for unemployment benefits, as well as \$8.5 million to support childcare services so Maine people can go back to work. Earlier this year, at the request of Governor Mills, the Small Business Administration allowed Maine businesses to apply for economic support loans. Additionally, the Governor and the Legislature worked together in a bipartisan manner to establish a consumer loan guarantee program through FAME, in partnership with financial institutions, to provide low- or no- interest loans for eligible people in Maine.

On Friday, December 4, 2020, Maine reported 290 new cases, 4 additional deaths, 164 hospitalizations, and a seven-day test positivity rate of 4.87 percent.
November 19, 2020

With COVID-19 Cases Rising, Mills Administration Announces More Public Health and Safety Measures

Starting tomorrow, certain businesses statewide will close every day by 9:00 PM; Keep Maine Healthy Program Extended; Additional Walgreens Testing Sites Open

Following an alarming increase in COVID-19 cases, hospitalizations, and positivity rates in the State of Maine, the Mills Administration today announced new measures to mitigate the spread of this deadly virus.

Beginning tomorrow, Friday, November 20, 2020, through Sunday, December 6, 2020, all outdoor and indoor amusement venues, movie theaters, performing arts venues, casinos, and businesses that provide seated food and drink service, including social clubs, restaurants, and bars and tasting rooms currently open for outdoor service, will close for the night by 9:00 p.m. This limit on hours is designed to limit extended gatherings at a time when many students and family members are returning to Maine



Maine Department of Transportation

and at a time when social gatherings are more common, both of which will likely lead to more COVID-19 transmission.

This latest measure is consistent with actions taken by other states, including Massachusetts, Rhode Island, Vermont, and New York, which require early business closures to minimize extended evening gatherings while preserving standard business operating hours.

“As we enter the colder months and a holiday season when we customarily gather with friends and family, we are also entering a new and dangerous phase of the pandemic,” said Governor Mills. “Since the beginning of this pandemic, we have been performing a balancing act, basing our decisions on science and medical expertise, weighing the safety of reopening with the necessity of getting back to business. This targeted and temporary step will reduce extended gatherings while keeping the businesses open. Other steps may be necessary in the coming weeks if we do not get this virus under control. I ask all Maine people, please wear your face covering, wash your hands, watch your distance and avoid hosting or attending gatherings with friends and loved ones unless it is absolutely necessary. Returning to normal life sometime next year first requires us to survive the holidays this year.”

A previous Executive Order delegates authority to Commissioner Heather Johnson of the Department of Economic and Community Development and Commissioner Jeanne Lambrew of the Department of Health and Human Services, in consultation with the Maine CDC and the Attorney General’s Office, to adjust public health and safety requirements contained in COVID-19 prevention checklists to mitigate the spread of COVID-19. Checklists for Indoor Amusement; Outdoor Amusement; Movie Theaters; Performing Art Venues; Casinos and Seated Food and Drink Service have been updated to reflect this temporary change. All COVID-19 Prevention checklists can be viewed on the Department of Economic and Community Development’s website.

On Thursday, Maine reported 215 new cases, 1 additional death, a woman in her forties, 88 current hospitalizations, and a seven-day test positivity rate of 2.66 percent.

“Every part of Maine is seeing community transmission,” said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. “Each of us can help limit further spread of the virus by considering how our actions affect others. Extended gatherings provide an opportunity for the virus to infect others. At this time of year, those others are more likely to be loved ones. By adjusting or delaying our shared celebrations, we deny the virus that opportunity and demonstrate our respect and care for others.”

To ensure broad compliance with public health and safety measures that limit the spread of COVID-19, including wearing face coverings, avoiding gatherings, and maintaining physical distancing, the Mills Administration will also invest \$100,000 in Coronavirus Relief Funds to extend its statewide Keep Maine Healthy public awareness campaign into January 2021 with social media, digital, television and streaming media advertising. DHHS launched the campaign in June to encourage Maine people to continue taking actions that are proven to limit the spread of COVID-19.



Maine Department of Transportation

“The course that the COVID-19 pandemic takes in our state over the coming weeks and months is up to the people of Maine,” said DHHS Commissioner Jeanne Lambrew. “We know what works to limit the spread of this virus: wearing face coverings, avoiding gatherings, keeping distance, and washing our hands. This campaign will remind us of actions we can take to keep our loved ones and communities safe and healthy.”

The Mills Administration is working with the Attorney General’s Office to provide clear guidance to businesses on current public health requirements and their right to enforce those requirements to protect the health of their customers and staff. That guidance is forthcoming and will be released publicly.

Additionally, DHHS announced today that another 52 Walgreens pharmacies will begin offering free drive-through rapid COVID-19 antigen testing Friday to people in Maine experiencing symptoms of the virus. Three more Walgreens sites in southern Maine will begin offering antigen testing next week, bringing the total to 65 Walgreens sites throughout the state.

October 6, 2020

Mills Administration Announces Maine to Enter Stage 4 of Reopening

Starting October 13, indoor seating limits are increased, enforcement of face coverings is strengthened statewide

The Mills Administration announced today that Maine will move into Stage 4 of the Plan to Restart Maine’s Economy beginning Tuesday, October 13, 2020. With cold weather months approaching, Stage 4 increases limits on indoor seating to 50 percent capacity of permitted occupancy, or 100 people – whichever is less – and maintains the critical public health measures outlined in COVID-19 Prevention Checklists, such as enhanced cleaning practices and physical distancing. Today’s Executive Order also further strengthens the State’s face covering mandate by requiring that a broader set of entities, such as private schools and municipal buildings, ensure that employees and people in their buildings adhere to this critical health measure. The Order also expands the scope of the enforcement statewide, rather than in just Maine’s coastal counties and more populous cities.

The progression into Stage 4 comes as Maine, adjusted for population, continues to lead the nation on key metrics for COVID-19 response, including having the lowest hospitalizations, second lowest new cases, and fourth lowest deaths.

“With winter weather approaching, we must support businesses across the state as outdoor service becomes less viable and people move inside. This expanded capacity, along with continued health and safety precautions, is a prudent step forward that balances public health and economic health,” said Governor Janet Mills. “These adjustments, however, should not lure us into a false sense of security.



Maine Department of Transportation

This virus is still very much with us all across the state and wearing a face covering, staying six feet apart, avoiding large gatherings, and washing our hands often is key to keeping Maine schools and businesses open and keeping Maine people healthy.”

Beginning a week from today, businesses and organizations that serve people through seated activities – such as indoor dining, religious gatherings, and movie theaters – will be permitted to operate at 50 percent of their capacity, with a maximum of 100 people. Updated COVID-19 Checklists for these businesses and organizations are posted on the Department of Economic and Community Development’s website. Appropriate health and safety protocols, such as enhanced cleaning practices and the requirement to maintain six feet of distance between seating areas, remain in full effect.

To arrive at this adjustment, the Administration worked closely with the Portland Regional, Lewiston-Auburn Metropolitan, and Bangor Region Chambers of Commerce, as well as the Visit Portland and Visit Bangor Regional Convention and Visitor Bureaus. The Chambers worked with their restaurant member teams to solicit feedback, of which the primary ask was to be able to operate at 50 percent capacity.

For non-seated indoor activities, such as physical activity in gyms, the limit remains at 50. The outdoor gathering limit remains at 100 people. Retailers remain subject to the occupancy limit of 5 people per 1,000 square feet of shopping space.

Stage 4 also anticipates a reopening date for indoor service for bars and tasting rooms of Monday, November 2, 2020. To reopen for indoor service, these establishments must abide by the newly-posted COVID-19 Prevention Checklist for seated food and drink service, which is an update to the restaurant checklist.

Governor Mills also expanded her Executive Order (PDF) requiring certain businesses to enforce the State’s face covering requirement. During the summer months, the enforcement mandate was required only in Maine’s coastal counties and more populous cities. It is now required statewide. The Governor also broadened the Order to make clear that places, such as private schools and local government buildings, must join restaurants, lodging, and retail establishments in having their employees and clients’ wear face coverings. Face coverings have been proven to significantly reduce the spread of COVID-19.

“Led by Governor Mills, we adjust daily our balance between protecting Maine’s residents from this deadly disease and increasing safe reentry into businesses, schools, and other parts of pre-COVID life,” said Jeanne Lambrew, Commissioner of Health and Human Services. “Stage 4 has been made possible by focusing on science and by the hard work and common sense of Maine people.”

“We recognize that winter capacity is critical to Maine businesses and want to ensure that we find alternatives that support both businesses while protecting public health,” said Heather Johnson, Commissioner of Economic and Community Development. “We will continue to review creative options for other sectors as we move in to Stage 4.”



Maine Department of Transportation

“Face coverings, physical distancing, frequent handwashing, and avoiding non-essential gatherings remain the best ways for all Maine people to protect themselves and their communities,” said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. “Continued adherence to these science-based safety protocols, and getting your flu shots now, will help us limit potential spread of the virus during this next stage.”

Businesses that violate the Governor’s Executive Orders are subject to enforcement, including possible fines and loss of licenses. To date, state officials have issued fines — in one instance nearly \$20,000 — and more than two dozen imminent health hazard warnings to organizations that have not abided by the health and safety measures meant to protect their employees, customers and clients.

In April, Governor Mills issued her Plan to Restart Maine’s Economy to gradually ease restrictions on some businesses and activities while also implementing protective protocols, along with broader additional health and safety measures, to protect Maine people. Since then, Maine has reopened the vast majority of its economy while maintaining one of the lowest national rates of COVID-19 transmission. Stage 4, which Maine will enter in a week, lifts some restrictions and allows all businesses and activities to resume with appropriate safety precautions.

As of October 3, 2020, Maine, adjusted for population, ranks 2nd lowest in the nation in terms of positive cases; 4th lowest in the nation in terms of deaths; the lowest in terms of patients ever-hospitalized out of the 36 states reporting; and 9th highest in the percentage of people who have recovered out of the 45 states reporting.

August 20, 2020

Governor Mills Launches \$200 Million Economic Recovery Grant Program to Support Maine Small Businesses

Governor Janet Mills today announced the Maine Economic Recovery Grant Program to support Maine businesses and nonprofits as they continue to grapple with economic hardships caused by COVID-19.

The program, backed by \$200 million in Federal CARES Act Coronavirus Relief Funds (CRF), will provide financial relief for businesses and non-profit organizations that incurred business disruptions as a result of the COVID-19 pandemic. The grants are intended to help sustain the viability of Maine’s small businesses and nonprofits - not to replace lost profits - and will provide short-term relief to help stabilize Maine’s economy while still focusing on the state’s long-term goals described in the state’s 10-year strategic economic development plan. The program draws on a recommendation from the Governor’s Economic Recovery Committee.



Maine Department of Transportation

“Small businesses across Maine - the neighborhood corner store, the bed and breakfast, the independent bookstore - have faced unprecedented challenges caused by this pandemic, from the heartbreak of temporarily closing their doors to the herculean task of reopening in new and innovative ways. Many have risen to the task, but with the global economy still reeling from the virus, and with people still wary of how and where to eat and shop, it is crucial that we provide what help we can to get businesses through,” said Governor Mills. “My Administration will do all we can to support Maine’s small businesses through these difficult times. While we know these grants cannot wholly replace or repair the economic damage this pandemic has caused, our mission is to ensure that each dollar has at least a small, direct impact on supporting these businesses and Maine’s economy. We continue to hope that Congress will step up to provide greater relief to the people and State of Maine.”

“COVID-19 has created an unprecedented financial crisis for businesses and non-profit organizations in Maine and all across the country,” said Heather Johnson, Commissioner of the Department of Economic and Community Development. “In working with the recommendations of the Governor’s Economic Recovery Committee, we have created the Economic Recovery Grant Program. This grant program is the first step in supporting businesses and non-profits with a path forward until they are able to rebuild capacity.”

“Direct financial support for Maine employers to weather the disruption of COVID-19 is an urgent recommendation of the Governor’s Economic Recovery Committee,” said Joshua Broder and Laurie Lachance, Co-Chairs of the Committee. “We applaud Governor Mills and DECD for moving quickly to launch this important program based on our work and urge our federal delegation to advocate for further employer relief through Congress.”

In addition to the threat to public health, the COVID-19 pandemic has fundamentally changed the global business environment, causing severe supply-chain disruptions, reduced consumer spending, and unprecedented losses that are felt across all sectors. U.S. industries are no exception, with hospitality, tourism, retail, restaurants and bars, entertainment, manufacturing and countless others facing a host of new challenges and barriers that disrupt operations and impede growth. Here in Maine, the closure of the Canadian border, the stoppage of cruise ships, and reluctance of people to travel have impacted our economy, from agriculture to fisheries, to retail, recreation and hospitality sectors.

In order to qualify for a grant, a business or nonprofit must demonstrate a need for financial relief based on lost revenues minus expenses incurred since March 1, 2020 due to COVID-19 impacts or related public health response. The business or organization must also: 1) have significant operations in Maine, meaning it is headquartered in the state or has a minimum of half its employees in Maine; 2) employ less than a combined total of 50 employees and contract employees; 3) have been in operation for at least one year before August 1, 2020; not currently be in bankruptcy and not permanently have ceased operations; 4) be current and in good standing with all Maine State payroll taxes, sales taxes, and state income taxes through July 31, 2020 and be in good standing with the Maine Department of Labor; and 5) be in consistent compliance and not subject to any enforcement action with COVID-19 Prevention Checklist requirements.



Maine Department of Transportation

Grants may be used to cover expenses, including but not limited to: payroll costs and expenses; rent or mortgage payments for business facilities; utilities payments; necessary operating expenses; expenses incurred to replenish inventory or other necessary re-opening expenses; purchase of personal protective equipment required by the business or business related equipment. Funds must be spent on operations that are strictly within Maine. Recipients are liable for any misuse of funds, and the grants are subject to audit.

In order to avoid a competitive rush for awards, the grants will not be distributed on a first-come, first served basis. Instead, businesses and nonprofit organizations can apply for a grant beginning tomorrow August 21, 2020 through September 9, 2020 with awards made in early October. The amount awarded will be based on demonstrated need as a pro-rated percentage of the total cost of business interruption reported by qualified applicants.

The Administration will distribute grant awards through Economic Development Districts (EDD) in order to meet allocation criteria established by the U.S. Treasury Department. The Administration is providing up to \$3 million in CRF monies to support EDDs as they administer the program. The Administration has also briefed the Chairs and Leads of the Legislature's Committee on Appropriations and Financial Affairs on the use of the CRF monies. With today's commitment, the State of Maine has committed \$807 million of Maine's \$1.25 billion in Federal CARES Act CRF monies. View the full commitment of funds.

The Administration considers the \$200 million an initial investment with the potential for additional funding in the future depending on additional support from the Federal government, for which Governor Mills continues to advocate.

The Maine Economic Recovery Grant Program builds on the Mills Administration's support for Maine businesses and employees, which includes a commitment of \$270 million to backfill Maine's Unemployment Trust Fund to support Maine businesses amidst the increased demand for unemployment benefits, as well as \$8.5 million to support childcare services so Maine people can go back to work. Earlier this year, at the request of Governor Mills, the Small Business Administration allowed Maine businesses to apply for economic support loans. Additionally, the Governor and the Legislature worked together in a bipartisan manner to establish a consumer loan guarantee program through FAME, in partnership with financial institutions, to provide low- or no- interest loans for eligible people in Maine.

To read more about the distribution criteria for funding, including the formula and an example, see the attached document (PDF).

[In Light of Data Trends, Mills Administration Accelerates Business Openings in Rural Counties](#)

June 4, 2020

Department of Economic and Community Development posts additional COVID-19 Prevention Checklists and continues its work on a proposed plan for the tourism season



Maine Department of Transportation

The Mills Administration today announced additional business reopenings under the Governor's rural reopening plan. Under the update, in 13 counties, tasting rooms and bars may open for outside service and gyms and fitness centers, nail salons, and tattoo and piercing parlors may open with added health and safety precautions beginning on Friday, June 12th. These establishments may reopen everywhere in all counties except for York, Cumberland, and Androscoggin Counties.

This update accelerates the reopening of bars and tasting rooms for outside service, as well as the reopening of tattoo and piercing parlors, all which were originally scheduled to reopen statewide as part of Stage 3 (July 1). It also allows gyms and fitness centers as well as nail salons to resume operations in these 13 counties. These updates come in light of low case count trends in these thirteen counties where the relatively small number of cases has largely either remained steady or decreased. Consistent with past practice, these businesses must comply with added health and safety precautions in the form of COVID-19 Prevention Checklists as a condition of voluntary reopening.

The developments come as the Mills Administration also works to provide an alternative to the State's 14-day quarantine that seeks to protect the health and safety of Maine people and allow tourists to visit Maine safely and support our small businesses.

"Nearly a month after many businesses in these thirteen counties reopened, we continue to see low case counts in those counties," said Governor Mills. "As a result, we are accelerating the reopening of some additional businesses in these areas, but with added health and safety precautions. I continue to urge Maine people to take steps to protect themselves and others, including wearing a face covering, staying six feet apart whenever possible, and practicing good hygiene such as washing your hands frequently. As we continue to gradually reopen, steps like these will be critical to protecting not only ourselves but others as well."

"The good work that Maine people have done to fight COVID-19 and take health precautions seriously allow us to take another important step forward," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "I am optimistic that these reopening steps will help businesses while continue to protect the health of Maine people."

"Maine people and businesses have demonstrated that taking critical health and safety precautions can keep our infection and hospitalization rates low," said Jeanne Lambrew,



Maine Department of Transportation

Department of Health and Human Services Commissioner. "As we continue to move forward with a gradual reopening plan grounded in science, these steps are even more important protecting the health and safety of all Maine people."

The Department of Economic and Community Development also posted statewide Stage 2 COVID-19 Prevention Checklists today for businesses. Additionally, in response to feedback from businesses and public health experts, the Department has also updated guidance for some businesses that are already open. The Checklists, written in close collaboration with industry leaders and public health experts, outline health and safety guidance that businesses and activity organizers must commit to comply with in order to reopen as part of the Administration's Restarting Maine's Economy Plan. DECD has also added individual sectors that may safely operate utilizing existing checklists for clarity purposes. Examples include photography and film businesses may operate utilizing the "general guidance" and mini-golf may operate using the "community sports" checklist.

Additional Checklists:

- 1.Driver Education Schools
- 2.Gyms and Fitness Centers
- 3.Tattoo and Piercing Parlors
- 4.Barbering and Cosmetology Schools

Updated Checklists:

- 1.Retail
- 2.Inland Fish and Wildlife Outdoor Activities
- 3.Specific Guidance for Charter Boats instead of using Outdoor Activities
- 4.Marinas

[Governor Mills Outlines Vision for a Gradual, Safe Reopening of Maine's Economy](#)

April 23, 2020

Science, public health, and collaboration will drive Maine's phased-in approach to reopening the economy when the time is right

Governor Janet Mills today outlined her vision for a gradual and safe reopening of Maine's economy amid the novel coronavirus (COVID-19) pandemic, emphasizing four principles that will guide the State's decision-making process and inviting Maine people

to offer their ideas through a new portal launched by the Department of Economic and Community Development.

"While we all dream of going back to the way things were, we have to face the hard truth that the coronavirus continues to be a threat and that life will not return to normal soon. Instead, we have to invent a new normal – a different way of doing business, shopping, traveling, and recreating that keeps all of us safe," said Governor Mills. "In the coming weeks, my Administration will continue to assess the impact of the coronavirus in Maine and engage with various sectors of the Maine economy to determine how they can safely reopen at the right time in the right way. This will be a gradual process to protect the health of Maine people while restarting our economy."

Maine's reopening will be driven first and foremost by public health considerations and guided by the following principles:

1. **Protecting Public Health:** The State will continue to continue to rely on epidemiological data, such as case trends, hospitalization rates, recoveries and deaths, to inform decisions with the private sector regarding the appropriateness of lifting restrictions.
2. **Maintaining Health Care Readiness:** Maine must maintain its capacity to respond to any surge of the virus. To that end, the State will continue to work closely with our hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and will continue to procure and distribute personal protective equipment as needed to hospitals, nursing facilities, emergency services, and other frontline responders.
3. **Building Reliable and Accessible Testing:** Testing capacity for all symptomatic people and sentinel disease surveillance are key elements of reopening various sectors of the economy. While the widespread availability of rapid testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.
4. **Prioritizing Public-Private Collaboration:** Collaboration and leadership among businesses, employees, government entities, and the public is vital to develop, implement, oversee, and adapt guidelines and safe practices. Government alone cannot fix things, government doesn't have all the answers; we need the best thinking of Maine people from every industry and every corner of the state to



Maine Department of Transportation

reimagine and reinvent how we do things in this state in a way that protects both lives and livelihoods.

More specifically, the Administration's approach will utilize criteria and measures currently under development by the Maine Center for Disease Control and Prevention leading to a phased reopening of the economy. In its planning, the Maine CDC will also develop measures to detect a resurgence in the virus that may necessitate the reimplementation of restrictions.

"Science continues to guide Maine's strategy on COVID-19," said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention. "Ensuring the health and safety of Maine people, which includes taking steps to reduce the risk of a second surge of the virus, remains our priority."

Meanwhile, the Department of Economic and Community Development (DECD) will solicit from representatives of industries and various sectors of Maine's economy their ideas on how they can develop practical, reasonable, evidence-informed protocols that will allow them to safely resume operations or activities once the public health benchmarks are met.

"Since the Stay Healthy at Home Order was issued, the Department has worked in close partnership and collaboration with the public and private sector to provide the most transparent process possible," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "These have been challenging times for Maine's economy and as we work to reopen the state it will take thoughtful collaboration to ensure that we effectively prioritize public health while reopening businesses sectors."

DECD will work in close partnership with different economic sectors to analyze business practices, consider modifications to prioritize safety and security, and consult with public health experts to confirm that such modifications will be effective to mitigate the spread of the coronavirus. These accommodations may be as simple as closing break rooms, providing flexible working hours, and installing plexiglass shields, or as complex as adjusting a business' sales process to ensure employee and customer safety.

To that end, Governor Mills launched today a portal through the Department of Economic and Community Development to serve as an avenue for business owners, employees, and Maine residents to offer their ideas. The portal can be accessed at www.maine.gov/decd.



Maine Department of Transportation

"We invite all Maine people to take part in the discussion," said Governor Mills. "Give us your specific ideas on how we can do things differently, how we can restart the economy and keep all our people safe and healthy. We want to hear from you."

The Governor cautioned, however, that decisions to reopen sectors of Maine's economy will be driven by public health considerations and cautioned that moving too aggressively risks a surge of the virus.

"We all want life to return to normal as soon as it is safe to do so. Our hearts break to see closed storefronts and people struggling to make ends meet because of this crisis," Governor Mills continued. "At the same time, we all know that reopening too soon and too aggressively is likely to cause a surge in COVID 19 cases, jeopardizing the lives of Maine people, overwhelming our healthcare system and further destabilizing the economy. None of us wants that."

Governor Mills continues to work with Governor Chris Sununu of New Hampshire and Governor Phil Scott of Vermont, as well as other governors, on regional coordination in lifting restrictions so as to minimize interstate travel which could jeopardize public health.

The criteria under development by the Maine CDC will be issued in the next several days and the protocols developed by DECD in close collaboration with industry partners will also be made public when finalized.

The Governor's Stay Healthy At Home Order remains in effect through April 30th.

Restarting Maine's Economy

Introduction

Related Documents

- [Restarting Maine's Economy Booklet \(PDF\)](#)
- [Restarting Maine's Economy Sample Checklist \(PDF\)](#)
- [COVID-19: Public Health Considerations for Re-Opening Maine Presentation \(PDF\)](#)



Maine Department of Transportation

After months of tireless efforts and decisive action by people across Maine, our state appears to be flattening the curve against COVID-19. However, we should not expect life to return to normal. Instead, we have to embrace a new normal – a different way of doing business, shopping, traveling and recreating that keeps us all safe. To that end, the Mills Administration has prepared a plan to gradually and safely restart Maine’s economy.

The plan establishes four gradual stages of reopening, the first of which begins on May 1st. Designed with input from public health and industry experts, this staged approach will allow Maine businesses to safely open when the time is right, and stay open by following reasonable, practical guidelines to ensure the safety of employees and customers.

Public health is the foremost factor guiding this process. As the Administration gradually eases restrictions on some businesses and activities, it also implements protective protocols, along with broader additional health and safety measures, to protect Maine people.

Guiding Principles

The guiding principles for this approach include:

1 Protecting Public Health: The State will continue to use epidemiological data, such as case trends and hospitalization rates, to inform decisions about the appropriate time to lift restrictions.

2 Maintaining Health Care Readiness: Maine must be able to respond to any surge of COVID-19. To that end, the State will continue to work closely with hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and to procure and distribute personal protective equipment to hospitals, nursing facilities, emergency services, and other frontline responders.

3 Building Reliable and Accessible Testing: Testing for all symptomatic people and sentinel disease surveillance are key foundations for opening the economy. While the widespread availability of rapid testing and antibody testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.

4 Prioritizing Public-Private Collaboration: Opening Maine's economy depends on close collaboration among businesses, employees, government, and the public to develop, implement, oversee, and accept guidelines and safe practices. A new Economic Recovery task force will be appointed to ensure this occurs.

A Staged Approach

Under the Governor's plan, the stages are based on calendar months, to allow for time to assess the effectiveness of the health and safety precautions put into place and give businesses a predictable timeframe to plan for opening.

The earliest stages are focused on resuming business operations and activities which can be conducted in a safe manner, meaning they have a low risk for potential transmission of the virus.

In addition, new public health guidance will also go into effect. Maine people will be newly required to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain.



Maine Department of Transportation

Employers must also ensure workers wear such cloth face coverings when appropriate, and long-term care facilities will be subject to emergency rules to keep residents and staff safe.

While progression through the stages is planned month-by-month, decisions will be determined by public health metrics. Progress may also change based on virus trends, testing or treatment breakthroughs, or identification of new, safe ways of doing business.

Health Metrics

Throughout the opening process, Maine CDC epidemiological data, such as case trends and hospitalization rates, as well as health care readiness and capacity, will inform Governor Mills' decisions on proceeding through the stages and lifting restrictions.

The Maine CDC will be tracking three primary metrics in its evaluation of whether or not to progress through the stages:

1. a downward trajectory of influenza-like illnesses and COVID-like syndromic cases;
2. a downward trajectory of documented cases and newly hospitalized patients; and
3. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the state to engage in a robust testing program.

The Administration will also continue to evaluate standards outlined in the Governor's vision statement, such as testing capacity and contact tracing, to inform decisions about proceeding.

If the COVID-19 situation worsens in Maine for any reason, the state will move quickly to either halt progress or return to an earlier stage.

Establishing Safety Precautions



Maine Department of Transportation

In order to reopen, various sectors of Maine's economy will be required to work with the Department of Economic and Community Development to implement practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.

These accommodations may be as simple as closing break rooms, providing flexible working hours, employee training, and installing plexiglass shields, or as complex as adjusting a business' sales process and reducing occupancy to ensure employee and customer safety.

This collaboration between DECD and the private sector will result in what will be known as a COVID-19 Prevention Checklists, which will be distributed ahead of staged openings to allow businesses to prepare.

These checklists will identify best practices for the business specific to its operations as well as general best practices related to physical distancing, hygiene, personal protection, and maintenance of clean workplaces, among others.

The checklists, which will differ sector to sector, will undergo a rigorous review process including from government officials, health experts, and industry representatives. [A sample checklist is included](#) as an appendix to this plan.

Businesses that commit to complying with the requirements on the checklist will be provided a badge to post at their business, on their website, in their advertising, or on social media. Their names will also be posted on the DECD website and they will be allowed to open. Health providers in Maine will follow U.S. CDC and professional association guidelines.

Restarting Maine's Economy

The Governor's plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, [among others \(PDF\)](#), and then plans for the safe reopening of those businesses not currently operating.

The stages do not use essential v. non-essential designations, like those used to limit business operations and activities in the immediate response to COVID-19. All



Maine Department of Transportation

businesses in Maine are essential, and the focus is now on ensuring the safety of their employees and customers.

The stages are advanced as a framework for planning. Innovations or expanded testing and other capacity could accelerate this pace, as could a determination that certain parts of Maine, such as rural areas, may be able ease restrictions safely.

The Mills Administration does not currently anticipate that it will be safe to accept cruise or commercial passenger ships with more than 50 people this summer. The Administration will review this assessment in September 2020. This excludes passenger ferries working between Maine ports.

Additionally, the Administration is currently working with stakeholders to develop plans for a safe return to school in the fall.

The upcoming four stages as contemplated by the Governor's plan include:

Stage 1, May

Stage 1 contemplates a continued prohibition on gatherings of more than 10 people as well as the continued quarantine of all people entering Maine for a period of 14 days. All businesses that have been open may remain open. At-risk people should stay home when possible.

In addition:

- If employees are able to work from home, they should continue to do so. This includes State of Maine employees.
- Professional services, such as legal services, should continue to be done remotely.
- Construction firms should deploy additional Personal Protective Equipment and other safety measures on job sites.

Openings permitted per checklist standards

Entertainment

- Drive-in theaters

Health care

- Health care from Maine licensed providers, with a recommendation that they prioritize care for patients with time-sensitive conditions; assure the safety of patients, staff, and communities; manage the use of essential resources such as personal protective equipment and testing supplies; and pace reopening services to the level of community COVID-19 activity, maintaining capacity in our hospitals for potential outbreaks.

Outdoor recreation

- Golf Courses and Disc Golf Courses
- Guided outdoor activities (Hunting, Fishing)
- Guided boating (5 or fewer customers)
- Marinas
- Some 30 State Parks and Historic sites, but coastal sites will remain closed.
- State owned public lands trails

Personal services

- Barber Shops and Hair Salons
- Dog Grooming

Religious

- Limited drive-in, stay-in-your-vehicle church services

Retail/Commercial

- Auto Dealerships
- Car Washes

Stage 2, June

Stage 2 contemplates a continued prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

Openings permitted per checklist standards

Hospitality

- Restaurants
- Lodging (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)

Outdoor recreation

- Campgrounds/RV parks (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)
- Day camps for Maine children
- Coastal State Parks, with some services

Personal services

- Fitness and Exercise Gyms
- Nail Technicians

Retail

- All retail businesses

Stage 3, July-August

Stage 3 maintains the prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

Openings permitted per checklist standards

Hospitality

- Bars
- Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines (e.g. potential testing requirements) to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.

Outdoor recreation

- Charter boats, excursions – fewer than 50 people
- State Park Campgrounds
- Summer Camps

Personal services

- Spas
- Tattoo and Piercing Parlors
- Massage Facilities
- Cosmetologists and Estheticians
- Electrolysis Services
- Laser Hair Removal Services, and Similar Personal Care and Treatment Facilities and Services



Maine Department of Transportation

Stage 4, TBD

All businesses are open and operating with appropriate safety modifications.



Maine Department of Transportation

Restarting Maine's Economy Booklet





RESTARTING MAINE’S ECONOMY

JANET MILLS MAY 2020

A MESSAGE FROM GOVERNOR JANET MILLS

Time and again, Maine people have risen to the challenges put in front of us. We have survived blizzards, ice storms, depressions, booms and busts. We’ve suffered loss — as a state and as families. We have conquered them because we are a strong, resilient people – borne of the western foothills; the northern potato fields; the bold, rocky coasts; and the tall, pine forests. We have been lifted up by the courage, conviction and resilience that comes from loving a place and its people. Let us continue to prepare, take every precaution, remain both careful and compassionate. We will get through this.

TABLE OF CONTENTS

INTRODUCTION	4
GUIDING PRINCIPLES	5
A STAGED APPROACH	6
HEALTH METRICS	7
ESTABLISHING SAFETY PRECAUTIONS	8
RESTARTING MAINE’S ECONOMY	9
STAGE 1 (MAY)	10
STAGE 2 (JUNE)	12
STAGE 3 (JULY/AUGUST)	13
STAGE 4 (TBD)	14

INTRODUCTION

After months of tireless efforts and decisive action by people across Maine, our state appears to be flattening the curve against COVID-19. However, we should not expect life to return to normal. Instead, we have to embrace a new normal – a different way of doing business, shopping, traveling and recreating that keeps us all safe. To that end, the Mills Administration has prepared a plan to gradually and safely restart Maine’s economy. The plan establishes four gradual stages of reopening, the first of which begins on May 1st. Designed with input from public health and industry experts, this staged approach will

allow Maine businesses to safely open when the time is right, and stay open by following reasonable, practical guidelines to ensure the safety of employees and customers. Public health is the foremost factor guiding this process. As the Administration gradually eases restrictions on some businesses and activities, it also implements protective protocols, along with broader additional health and safety measures, to protect Maine people.

The guiding principles for this approach include:

1 PROTECTING PUBLIC HEALTH

The State will continue to use epidemiological data, such as case trends and hospitalization rates, to inform decisions about the appropriate time to lift restrictions. Signs about the appropriate time to lift restrictions.

2 MAINTAINING HEALTH CARE READINESS

Maine must be able to respond to any surge of COVID-19. To that end, the State will continue to work closely with hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and to procure and distribute personal protective equipment to hospitals, nursing facilities, emergency services, and other frontline responders.

3 BUILDING RELIABLE AND ACCESSIBLE TESTING

Testing for all symptomatic people and sentinel disease surveillance are key foundations for opening the economy. While the widespread availability of rapid testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.

4 PRIORITIZING PUBLIC-PRIVATE COLLABORATION

Opening Maine's economy depends on close collaboration among businesses, employees, government, and the public to develop, implement, oversee, and accept guidelines and safe practices. A new Economic Recovery task force will be appointed

to ensure this occurs.

A STAGED APPROACH

Under the Governor's plan, the stages are based on calendar months, to allow for time to assess the effectiveness of the health and safety precautions put into place and give businesses a predictable timeframe to plan for opening.

The earliest stages are focused on resuming business operations and activities which can be conducted in a safe manner, meaning they have a low risk for potential transmission of the virus.

In addition, new public health guidance will also go into effect. Maine people will be newly required to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain.

Employers must also ensure workers wear such cloth face coverings when appropriate, and long-term care facilities will be subject to emergency rules to keep residents and staff safe.

While progression through the stages is planned month-by-month, decisions will be determined by public health metrics. Progress may also change based on virus trends, testing or treatment breakthroughs, or identification of new, safe ways of doing business.

HEALTH METRICS

Throughout the opening process, Maine CDC epidemiological data, such as case trends and hospitalization rates, as well as health care readiness and capacity, will inform Governor Mills' decisions on proceeding through the stages and lifting restrictions.

The Maine CDC will be tracking three primary metrics in its evaluation of whether or not to progress through the stages:

1. a downward trajectory of influenza-like illnesses and COVID-like syndromic cases;
2. a downward trajectory of documented cases and newly hospitalized patients; and
3. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the state to engage in a robust testing program.

The Administration will also continue to evaluate standards outlined in the Governor's vision statement, such as testing capacity and contact tracing, to inform decisions about proceeding.

If the COVID-19 situation worsens in Maine for any reason, the state will move quickly to either halt progress or return to an earlier stage.

ESTABLISHING SAFETY PRECAUTIONS

In order to reopen, various sectors of Maine's economy will be required to work with the Department of Economic and Community Development to implement practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.

These accommodations may be as simple as closing break rooms, providing flexible working hours, employee training, and installing plexiglass shields, or as complex as adjusting a business' sales process and reducing occupancy to ensure employee and customer safety.

This collaboration between DECD and the private sector will result in what will be known as a COVID-19 Prevention Checklists, which will be distributed ahead of staged openings to allow businesses to prepare.

These checklists will identify best practices for the business specific to its operations as well as general best practices related to physical distancing, hygiene, personal protection, and maintenance of clean workplaces, among others.

The checklists, which will differ sector to sector, will undergo a rigorous review process including from government officials, health experts, and industry representatives.

Businesses that commit to complying with the requirements on the checklist will be provided a badge to post at their business, on their website, in their advertising, or on social media. Their names will also be posted on the DECD website and they will be allowed to open. Health providers in Maine will follow U.S. CDC and professional association guidelines.

RESTARTING MAINE'S ECONOMY

The Governor's plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, among others, and then plans for the safe reopening of those businesses not currently operating.

The stages do not use essential v. non-essential designations, like those used to limit business operations and activities in the immediate response to COVID-19. All businesses in Maine are essential, and the focus is now on ensuring the safety of their employees and customers.

The stages are advanced as a framework for planning. Innovations or expanded testing and other capacity could accelerate this pace, as could a determination that certain parts of Maine, such as rural areas, may be able ease restrictions safely.

The Mills Administration does not currently anticipate that it will be safe to accept

cruise or commercial passenger ships with more than 50 people this summer. The Administration will review this assessment in September 2020. This excludes passenger ferries working between Maine ports. Additionally, the Administration is currently working with stakeholders to develop plans for a safe return to school in the fall. The upcoming four stages as contemplated by the Governor's plan include:

STAGE 1, MAY

Stage 1 contemplates a continued prohibition on gatherings of more than 10 people as well as the continued quarantine of all people entering Maine for a period of 14 days. All businesses that have been open may remain open. At-risk people should stay home when possible.

In addition:

- If employees are able to work from home, they should continue to do so. This includes State of Maine employees.
- Professional services, such as legal services, should continue to be done remotely.
- Construction firms should deploy additional Personal Protective Equipment and other safety measures on job sites.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

ENTERTAINMENT

- Drive-in theaters

HEALTH CARE

- Health care from Maine licensed providers, with a recommendation that they prioritize care for patients with time-sensitive conditions; assure the safety of patients, staff, and communities; manage the use of essential resources such as personal protective equipment and testing supplies; and pace reopening services to the level of community COVID-19 activity, maintaining capacity in our hospitals for potential outbreaks.

OUTDOOR RECREATION:

- Golf Courses and Disc Golf Courses, with restrictions
- Guided outdoor activities (Hunting, Fishing)



Maine Department of Transportation

- Guided boating (5 or fewer customers)
- Marinas
- Some 30 State Parks and Historic sites, but coastal sites will remain closed.
- State owned public lands trails

PERSONAL SERVICES:

- Barber Shops and Hair Salons
- Dog Grooming

RELIGIOUS

- Limited drive-in, stay-in-your-vehicle church services

RETAIL/COMMERCIAL

- Auto Dealership Sales
- Car Washes

STAGE 2, JUNE

Stage 2 contemplates a continued prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

HOSPITALITY

- Restaurants
- Lodging (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)

OUTDOOR RECREATION

- Campgrounds/RV parks (Open to Maine residents and out-of-state residents who have completed quarantine guidelines.)
- Day camps for Maine children and those who have met the 14 day quarantine requirement
- Coastal State Parks, with some services

PERSONAL SERVICES

- Fitness and Exercise Gyms
- Nail Technicians

RETAIL

- All retail businesses

STAGE 3, JULY-AUGUST

Stage 3 maintains the prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

HOSPITALITY

- Bars
- Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines (e.g. potential testing requirements) to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.

OUTDOOR RECREATION

- Charter boats, excursions – fewer than 50 people
- State Park Campgrounds
- Summer Camps

PERSONAL SERVICES

- Spas
- Tattoo and Piercing Parlors
- Massage Facilities
- Cosmetologists and Estheticians
- Electrolysis Services
- Laser Hair Removal Services, and Similar Personal Care and Treatment Facilities and Services



Maine Department of Transportation

STAGE 4, TBD

All businesses are open and operating with appropriate safety modifications.

COVID-19 PREVENTION CHECKLIST (SAMPLE)

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. This document will be updated as additional information and resources become available.

GENERAL GUIDANCE

PHYSICAL DISTANCING AND GOOD HYGIENE TO PREVENT THE SPREAD OF DISEASE

- Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Higher risk employees may include:
 - Individuals over 65 years of age.
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised:
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Employees with disabilities that put them at high risk for complications of COVID-19 may request telework as a reasonable accommodation to reduce their chances of infection during a pandemic. Employers should make workplaces as safe as possible for workers.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.
- Maintain 6 feet physical distancing for staff, customers, and vendors.
- Face-to-face staff meetings should be limited and respect physical distancing.
- Increase electronic workplace communications (texts, emails, instant messaging,

- phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/meal times to limit contact between employees.
 - Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
 - Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
 - Provide access to hand washing areas for staff, vendors, and customers.
 - Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
 - Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
 - Ventilate workspace with open windows and doors to the extent possible.
 - Disinfect phones, shared tools, scanning devices, and other shared items regularly.
 - Discourage shared use of desks, offices, or phones.
 - Avoid out of state travel.
 - Non-essential business travel should be limited as much as possible. Consult Maine CDC website for current travel advisories.
 - Limit staff travel between multiple locations.
 - Make sure you have a safe process to receive supplies and other deliveries.

IN CASE OF ILLNESS

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill:
 - Instruct employees to not come to work with symptoms of COVID-like illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Becomes ill on the job
 - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Call 911 for guidance/assistance.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Return to work
 - Know the current CDC guidance for employee infected by COVID
 - Members of the public who become ill while at your business:
 - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the , but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).

CLEAN

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of EPA-registered household disinfectant.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Alcohol solutions with at least 70% alcohol may also be used.

SOFT SURFACES: FOR SOFT SURFACES SUCH AS CARPETED FLOOR, RUGS, AND DRAPES

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. OR
- Disinfect with an EPA-registered household disinfectant.

ELECTRONICS: FOR ELECTRONICS, SUCH AS TABLETS, TOUCH SCREENS, KEYBOARDS, REMOTE CONTROLS, AND ATM MACHINES

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly. [For the latest guidance, please visit the U.S. CDC website.](#)

INDUSTRY GUIDANCE

PHASE 1: AUTO DEALERSHIP SALES

PERSONAL PROTECTIVE GEAR, SUPPLIES, AND CLOTHING

- Require employees and customers to wear face coverings
- Provide gloves to employees for contact with high-touch surfaces, cleaning and disinfecting, and direct contact with customer vehicles. Gloves should be changed between vehicles.
 - Wear gloves when handling customer keys and disinfect keys before and after service
 - Wear gloves when returning keys and receipts to customer in a sealed plastic bag
- Provide workers with up-to-date COVID information and training on safe donning, doffing, and disposal of personal protective equipment such as gloves and face coverings.

CUSTOMERS

- Inform your customers of your COVID policies and procedures in advance, if possible.
 - Don't come in if you feel sick
 - Maintain physical distance in waiting rooms
 - Recommend use of face coverings
- Use posters and signage to remind customers of physical distancing at entrance, waiting areas, and counters.
- Encourage customers to limit who they bring into the dealership, particularly children.

- Support physical distance between customer and service manager by taping off 6 feet distance from counter. Consider installation of plexiglass barriers to maximize physical distancing.
- Minimize foot traffic and limit number of customers inside common areas.
- Do not let customers in work area.
- Minimize shared touch surfaces such as tablets, pens, credit cards, receipts and keys.

VEHICLE SERVICES

- Minimize customer face-to-face exposures as much as possible. Schedule service appointments by phone or email. Schedule sales appointments by phone or email.
- Support physical distance between customer and service manager by taping off 6 foot distance from counter
- Maintain physical distancing in customer lounges or waiting areas or consider closing these spaces entirely. Don't serve coffee or snacks.
- Discontinue shuttle service.
- Cleaning and disinfecting of automobiles should be done when:
 - Car is brought in for service and returned to customer
 - Car is taken for a test drive
 - Used car in taken in for trade or auction
- Consider vehicles as "hot spots" with high touch surfaces and confined areas
- Customers should declutter vehicles before service to minimize staff contact with items inside the vehicle.
- Have customers stay in vehicle until staff is ready for the servicing and disinfect vehicle immediately upon entry to service area.
- Repeat disinfection after servicing.
- Create a designated "touch-free" drop spot for parts deliveries
- Vehicle loaner practice should be either restricted or eliminated. If dealership cars are loaned to customers, use disinfection procedure listed above upon return to the dealership.
- Use disposable wheel covers and shift covers, if available.
- Disinfect cars received via delivery trucks or other services per cleaning procedures described below.

DISINFECTION OF VEHICLE

- Clean using the appropriate EPA approved material for the surface:
 - Door handles, inside and out
 - Armrests
 - Steering wheel
 - Seat belts and buckles
 - Any push buttons on dash and doors
 - Cruise control and wiper shield control
 - Glove box and center controls
 - Shift levers and knobs
 - Hazard lights and buttons
 - Cup holders

SALES

- Modify dealership test-drive policy to exclude personnel ride along.
- Disinfect vehicle after test drive. See disinfection guidance above.
- To the extent possible, conduct online and telephone customer communication to minimize face-to-face interactions.
- Limit customers in showroom at any one time to 5 to 8 depending on showroom size. Conduct sales and service business by appointment only at this time. Call ahead for urgent service visits.
- Keep limited number of vehicles in showroom to enhance physical distancing.
- Vehicles in the showroom are also high-touch surfaces and need regular wiping down.
- Operate with reduced sales personnel in showroom, other personnel can work remotely.
- Conduct paperwork in a spacious area for customer to review – sign – return, while maintaining physical distance of 6 feet. Do not share pens.
- Avoid special events/promotions that could draw large numbers of the public to the dealership at one time.



COVID-19: PUBLIC HEALTH CONSIDERATIONS FOR RE-OPENING MAINE

DR. NIRAV SHAH

APRIL 28, 2020

Proposed Maine Gating Criteria – Summary

REDUCTION OF COVID-19 SYMPTOMS

- Downward trajectory of influenza-like illnesses (ILI)
- Downward trajectory of COVID-like syndromic cases

DECREASE IN COVID-19 CASES

- Downward trajectory of documented cases
- Downward trajectory of newly hospitalized patients

HEALTH SYSTEM PREPAREDNESS

- Treat all patients without crisis care
- Robust testing program in place for at-risk health care workers, including emerging antibody testing

Maine Recommendations for Gating Criteria - Symptoms

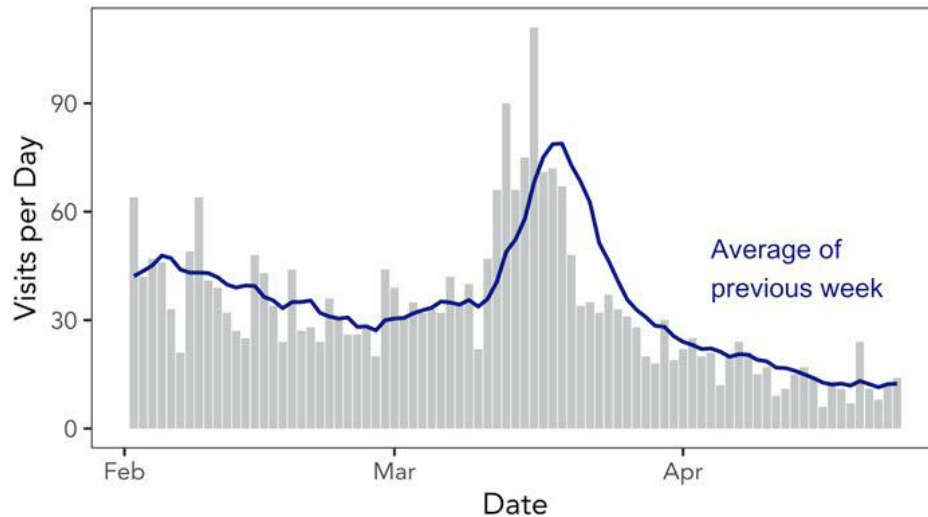
OBJECTIVE:

Measure the burden of symptoms of COVID-19-like illness to capture patients who may have COVID-19, even if they were not tested.

NUMBER OF VISITS WITH INFLUENZA LIKE ILLNESS (ILI)

PURPOSE:

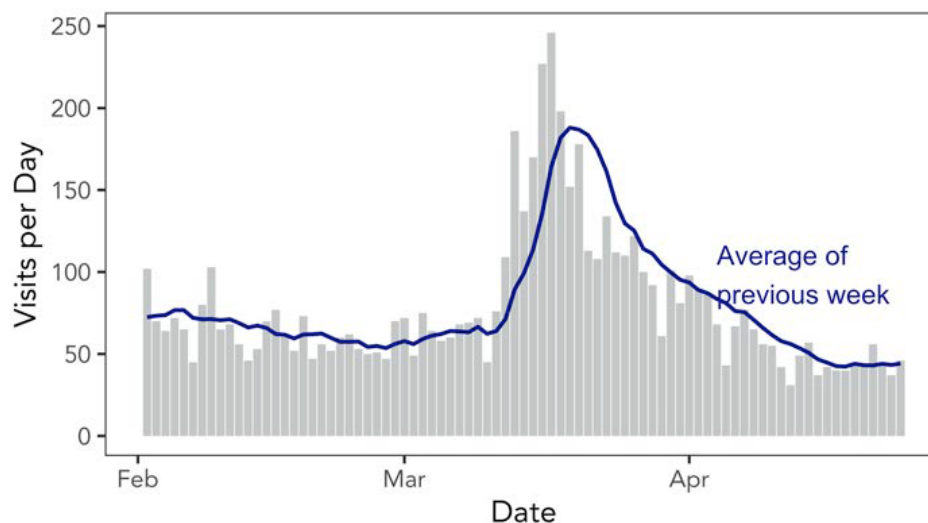
Strict, symptom-based definition, which may be more objective.



NUMBER OF VISITS THAT ARE POTENTIALLY COVID-19

PURPOSE:

Broad query, which may capture a larger number of visits.



1 Definition: Fever AND (Cough OR Short of Breath) **2** Definition: Fever OR Cough OR Short of Breath OR Viral infection OR COVID/Coronavirus mentioned

Maine Recommendations for Gating Criteria – Cases

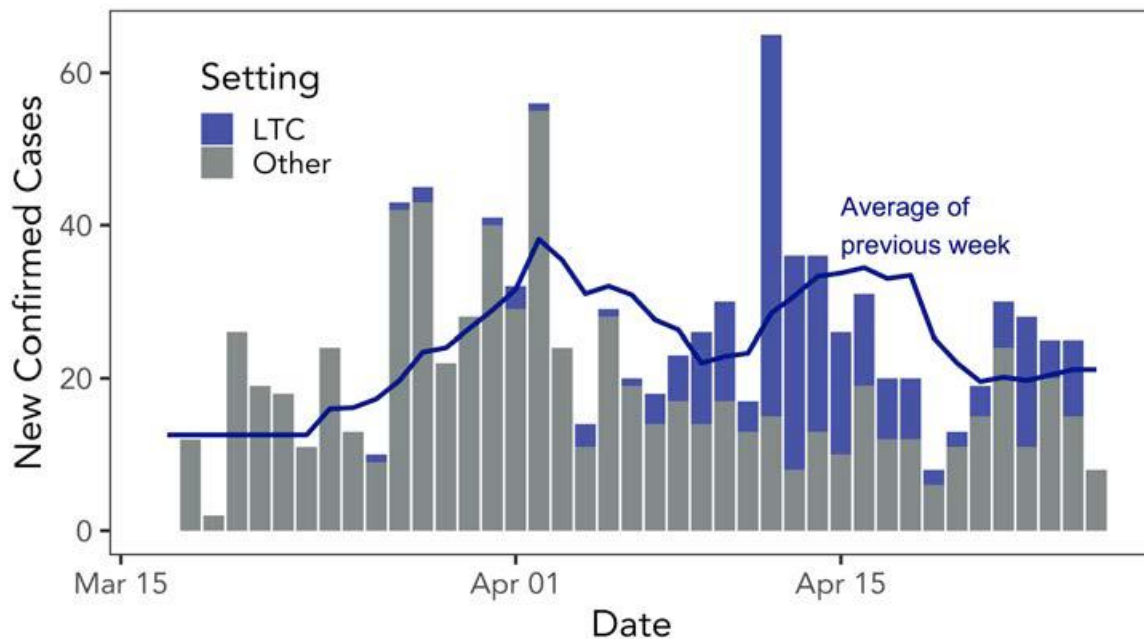
OBJECTIVE:

Measure the burden of confirmed COVID-19 cases—both in number and severity—focusing on severe disease that may result in high health care utilization

NUMBER NEW COVID-19 CASES

PURPOSE:

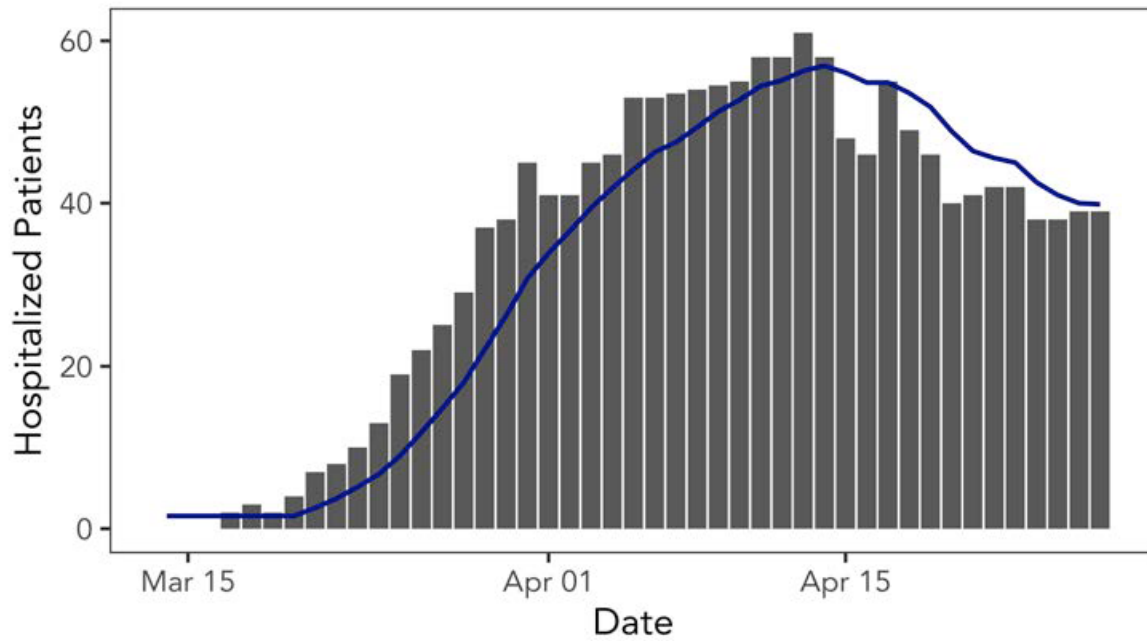
Measure the incidence of new COVID-19 cases.



NUMBER OF PATIENTS HOSPITALIZED FOR COVID-19

PURPOSE:

Measure the burden of severe COVID-19 disease.



Maine Recommendations for Gating Criteria – Hospitals

OBJECTIVE:

Ensure adequate health care resources are available to protect health care workers and patients in the event of a new outbreak.

CRITERION: TREAT ALL PATIENTS WITHOUT CRISIS CARE

PURPOSE:

Ensure adequate hospital capacity if the number of cases rise.

**CRITERION:
TREAT ALL PATIENTS WITHOUT CRISIS CARE**

PURPOSE:

Ensure adequate hospital capacity if the number of cases rise.

Resource	COVID-19 Occupied ¹	Available ¹
ICU Beds	16	167 (+193)
Ventilators	7	307 (+394)
Non-ICU Beds	23	967

**CRITERION:
ROBUST TESTING PROGRAM IN PLACE FOR AT-RISK HEALTH CARE WORKERS**

PURPOSE:

Ensure healthcare workers are tested to protect patients and health care workers.

HEALTH CARE WORKERS ARE CURRENTLY:

- In the top tier for COVID-19 testing and,
- Are able to receive tests promptly after exposure or symptom onset

¹ Available Number reported on Maine CDC survey of hospitals 4/27/2020 + Known current surge capacity

Additional Public Health Measures

EXPAND TESTING

- Widespread testing—especially in congregate settings—allows high-risk settings to prevent and manage outbreaks
- Expand testing among public and private labs
- Determine role of antibody testing in allowing individuals to return to work or social activity

EXPAND CONTACT TRACING

- Contact tracing allows for contacts of confirmed cases to be identified and properly quarantined to limit spread
- Maine CDC will engage additional individuals to perform contact tracing and outbreak investigation

ENSURE HOSPITAL PREPAREDNESS

- Maine CDC has distributed more than 600,000 pieces of PPE and will continue to do so, with a current focus on congregate settings
- Maintain ability to surge health care system capacity if cases rebound



RESTARTING MAINE'S ECONOMY GOVERNOR JANET MILLS

APRIL 28, 2020

STAY SAFER AT HOME: EXTENDING MAINE'S STAY AT HOME ORDER

The new stay at home order, which will be issued by Thursday, will continue to have Maine people stay at home with limited exceptions for already permitted activities, such as grocery shopping or exercising.

However, the new Stay Safer at Home Order will also allow Maine people to visit businesses or participate in activities that are deemed safe to open under the reopening plan.

The Order will extend through May 31, 2020 but is subject to change.

GRADUALLY AND SAFELY RESTARTING MAINE'S ECONOMY

- The gradual reopening plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, among others, and then establishes four stages focused on resuming business operations and activities not currently operating that can be conducted safely.
- Focuses not on whether business has been deemed essential or non-essential by the federal government, but on whether a business or activity can restart, even in a limited way, while protecting public safety.

ESTABLISHING SAFETY PRECAUTIONS

- Businesses must work with the Department of Economic and Community Development to develop practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.
- This collaboration will produce “COVID-19 Prevention Checklist identifying best practices to protect Maine people.
- Once completed, businesses that commit to complying with the requirements on the checklist will be provided a badge to post on their business door or website, their names will also be posted on the DECD website and they will be allowed to open.

STAGE 1

- Beginning on May 1st, limited expansion of certain business, religious, and quality of life activities, with appropriate safety precautions. These include:
 - Health care from Maine licensed providers
 - Personal services: Barber shops, hair salons, and pet grooming
 - Limited drive-in, stay-in-your-vehicle church services
 - Drive-in movie theaters
 - Outdoor recreation: guided outdoor activities (hunting & fishing) and restricted use of golf and disc golf courses
 - State parks, state owned public land trails, and historic sites; although certain coastal state parks will remain closed
 - Auto dealerships and car washes

STAGE 2

- Tentatively beginning on June 1st, Stage 2 would allow for some degree of opening with reservations, capacity limits, and other protective measures for:
 - Restaurants
 - Fitness and exercise centers and nail technicians
 - Retail stores for broader in-store shopping
 - Coastal State parks

STAGE 3

- Tentatively beginning July 1st, Stage 3 would allow for some degree of opening for:
 - Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.
 - Outdoor recreation such as charter boats and boat excursions
 - Bars
 - Personal services such as spas, tattoo and piercing parlors, and massage facilities, among others

STAGE 4

Time is undetermined but would allow for all businesses and activities to resume with appropriate safety precautions.

Stay Safe. Stay Vigilant. We will get through this together.



Maine Department of Transportation

Mills Administration Updates Plan to Restart Maine's Economy

May 19, 2020

Maine people can enjoy campgrounds this Memorial Day Weekend; State delays full reopening of gyms, fitness centers, and nail salons

The Mills Administration announced today the following updates to its plan to restart Maine's economy: 1) Maine residents may enjoy campgrounds beginning Memorial Day weekend; and 2) the Administration is delaying the full reopening of gyms, fitness centers, and nail salons in light of emerging research and experiences in other states of COVID-19 transmission related to these establishments.

"We believe allowing private campgrounds to open with strict health and safety precautions to Maine residents minimizes risks while supporting mental and physical health, particularly during the long Memorial Day weekend," said Governor Janet Mills. "We also believe that it is appropriate to delay the reopening of gyms and nail salons, both of which appear to present a greater risk of transmission of the virus based on emerging science and the experiences of other states. It is important that the plan remain flexible and that we take steps to update it when necessary in order to both protect public health and support our economy."

With these updates, campgrounds, including RV parks, may now reopen with enhanced health and safety precautions to Maine residents only beginning on Friday, May 22, 2020, an acceleration of the previously identified reopening date of June 1 (Stage 2). This change is similar to the current policies of New Hampshire and Vermont regarding campgrounds. The Mills Administration worked with campgrounds to develop a COVID-19 Prevention Checklist, which was posted on May 14. Campgrounds that follow this guidance can offer Maine residents of all ages an opportunity to safely hike, fish, bird watch, star gaze, boat and even swim this weekend that marks the start of summer. Maine has a long-standing tradition of embracing the outdoors, which has the additional benefit of promoting public health during this global pandemic

The Mills Administration is also delaying the full reopening of gyms and fitness centers, originally scheduled for June 1 (Stage 2), in light of [new studies raising concerns](#) about the transmission of the virus in such settings due to large numbers of people in relatively small spaces with moist, warm atmospheres coupled with turbulent air flow generated by intense physical exercise. Gyms and fitness centers are currently allowed to conduct outside classes of less than 10 participants and one-on-one instruction inside.



Maine Department of Transportation

Additionally, the Mills Administration is delaying the re-opening of nail salons, also originally scheduled for June 1 (Stage 2), after the State of California identified the establishments as a source of COVID-19 community transmission. While claims continue to be reviewed, some preliminary evidence suggests that the close, face-to-face contact between clients and professionals could increase risk of transmission. Maine is assessing such evidence and expects to announce new re-start dates for nail salons and indoor gyms and fitness centers in early June.

"We continuously review evidence nationwide and in Maine to guide our actions to safely restart Maine's economy," said Jeanne Lambrew, Commissioner of the Department of Health and Human Services. "As we did today, we expect to both slow down and accelerate different types of activities based on this evidence and trends within Maine to keep our state safe and strong."

"We appreciate the ongoing partnership with the business community," said Heather Johnson, Commissioner of the Department of Economic and Community Development. "This is an incredibly difficult time for businesses, and we appreciate their creativity as we work together to develop solutions that keep people safe and create opportunities for businesses."

Aside from these updates outlined above, there are no changes to the plan at this time. Half way into the first month of Stage One of Restarting Maine's Economy, Maine remains near the bottom compared to other states in its per-capita COVID-19 cases, hospitalizations, and deaths. The State strives daily to improve its prevention, detection, and containment of COVID-19 so Maine can restart as safely and as soon as possible.

[Updated Nov 1, 2020](#)

As a result of months of tireless efforts and decisive action by people across our state, Maine has flattened the COVID-19 curve better than nearly every other state in the nation. In fact, Maine's pandemic response, adjusted for population, includes some of the lowest numbers of hospitalizations, new case numbers, and deaths.

Our collective embrace of our new normal – safe and sensible ways of doing business, shopping, traveling and recreating to keep Maine healthy – has allowed Maine's economy to reopen throughout the spring and summer months.



Maine Department of Transportation

Starting on May 1, 2020, the Restarting Maine's Economy plan established four gradual and flexible stages of reopening, which were designed in concert with public health experts and with input from industry representatives. This approach, which was adjusted when public health circumstances necessitated it, allowed Maine businesses to safely stay open or reopen by following reasonable, practical guidelines to ensure the safety of employees and customers.

The plan's fourth and final planned stage begins Oct. 13, 2020, with timeframes identified for all Maine businesses to open and operate with appropriate safety modifications as outlined by the [COVID-19 Prevention Checklists](#) from the Maine Department of Economic and Community Development.

Public health remains the foremost factor guiding the Administration's decision-making in its efforts against COVID-19. As the plan enters Stage 4, the Administration may consider and implement further protective protocols, along with broader additional health and safety measures, in order to safeguard the health of Maine people.



Maine Department of Transportation

COVID19 Prevention Checklist General Guidance

<https://www.maine.gov/decd/covid-19-prevention-checklists>

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Stage 1 Openings (May 1, All Counties)

Building

- [Construction \(PDF\)](#) *(updated 5/27/20)*

Education

- [Graduation guidance from DOE](#) *(released 5/6/20)*

Entertainment

- [Drive-in theaters \(PDF\)](#) *(updated 5/27/20)*

Health care

- [Health care guidance from DHHS \(PDF\)](#) *(updated 5/12/20)*

Outdoor recreation

- [Golf Courses and Disc Golf Courses \(PDF\)](#) *(updated 5/27/20)*
- [Guidance from IF&W for Hunting, Fishing, Boating and Outdoor Activities \(PDF\)](#)
- [Marinas \(PDF\)](#) *(updated 5/27/20)*

Personal services

- [Barber Shops and Hair Salons \(PDF\)](#) *(updated 5/27/20)*
- [Dog Grooming \(PDF\)](#) *(updated 5/27/20)*
- **Opening May 11**
 - Outdoor fitness classes of fewer than 10 people
 - 1-on-1 fitness instruction

Real Estate

- [Guidelines for Real Estate as an Essential Business \(PDF\)](#) *(released 5/27/20)*

Religious

- [Religious Gatherings \(PDF\)](#) *(released 5/22/20)*

Retail/Commercial

- [Auto Dealerships \(PDF\)](#) *(updated 5/27/20)*
- [Car Washes \(PDF\)](#) *(updated 5/27/20)*

Transportation

- [Transportation](#)

Stage 2 Openings (June 1, All Counties)

Public Gatherings

- [Large gatherings \(PDF\)](#) *(released 5/20/20)*
- [Public and Community Buildings \(PDF\)](#) *(released 5/20/20)*
- [Museums](#) *(released 5/27/20)*

Hospitality

- [Restaurants](#) *(updated 5/27/20)*
- [Lodging \(PDF\)](#) *(Open to Maine residents and out-of-state residents who have completed quarantine guidelines.) (released 5/20/20)*

Outdoor recreation

- [Campgrounds/RV parks \(PDF\)](#) *(Open to Maine residents only on May 22. Open to out-of-state residents who have completed quarantine guidelines on June 1.) (updated 5/20/20)*
- [Day Camps and Summer Recreation](#) *(released 5/20/20)*
- State Park Campgrounds
- Coastal State Parks, with some services
- [Community Sports \(PDF\)](#) *(released 5/20/20)*

Personal services

- Fitness and Exercise Gyms *(Opening date to be determined in June)*
- [Nail Technicians \(PDF\)](#) *(released 5/14/20) (Opening date to be determined in June)*
- [Tanning salons](#) *(release 5/20/20)*

Retail

- All retail businesses

Education and Training

- [Motorcycle Safety Programs \(BMV\)](#)
- [Summer Education Programming \(DOE\)](#)

Rural Reopening Plan

For Aroostook, Piscataquis, Washington, Hancock, Somerset, Franklin, Oxford, Kennebec, Waldo, Knox, Lincoln, Penobscot, and Sagadahoc counties

Certain businesses in these 13 Maine counties, which have not experienced community transmission of COVID-19, are now permitted to open on the following schedule.

May 11

- [Retail businesses](#) *(updated 6/4/20)*

May 18

- [Restaurants](#) (for dine-in service and outdoor dining) *(updated 6/19/20)* Guidance in: [Arabic \(PDF\)](#), [French \(PDF\)](#), [Somali \(PDF\)](#), and [Spanish \(PDF\)](#)
- [Wilderness campsite guidance from DACF \(PDF\)](#)
- Sporting camps should follow the guidance for [restaurants](#) and [lodging](#)

June 12

- Bars and Tasting Rooms (outdoor service only). Follow the guidance for [Restaurants](#).
- [Tattoo, Body Piercing, Electrolysis, and Micropigmentation Establishments](#) *(updated 6/10/2020)*
- [Gyms and Fitness Centers](#) *(released 6/4/2020)*
- [Barbering and Cosmetology – Nails](#) *(updated 6/10/20)*



Maine Department of Transportation

Stage 3 Openings (July 1, All Counties)

Hospitality

- Bars and Tasting Rooms (indoor service) (*opening date has been postponed*)

Outdoor recreation

- [Overnight Summer Camps](#) (*updated 6/24/20*)

Entertainment

- [Indoor Amusement](#) (*released 6/24/2020*)
- [Movie Theaters](#) (*released 6/24/2020*)
- [Outdoor Amusement](#) (*released 6/24/2020*)
- [Performing Arts Venues](#) (*released 6/24/2020*)
- Casinos (*Pending checklist approval*)

Elections

- [Guidance from SOS on In-Person Voting on Election Day](#)

Personal services

- [Spas and Close-Contact Personal Services](#) (*updated 6/24/2020*)

COVID-19 Prevention Form

In order to open, businesses must commit to complying with requirements of these checklists by [filling out this short online form](#). Please note that religious organizations and licensed health care providers are not required to use this form.

If you have questions, please contact us at business.answers@maine.gov or [1-800-872-3838](tel:1-800-872-3838).



Maine Department of Transportation

Update June 22, 2020 Postpones Reopening of Indoor Bar Service

To Protect Public Health, Mills Administration Postpones Reopening of Indoor Bar Service Across Maine

While outdoor seated bar service is still permitted, indoor bar service presents a higher risk of COVID-19 transmission and is linked to outbreaks in several other states

The Mills Administration announced today that it is postponing the reopening of indoor service at bars to protect public health given the higher risk of COVID-19 transmission in such settings.

Under the Administration's Restarting Maine's Economy plan, bars across Maine have been able to reopen for outdoor service and were tentatively scheduled to resume indoor service on July 1 (Stage 3). However, given the elevated health risk presented by bars, along with major outbreaks in other states linked to the reopening of bars, the Administration is postponing indoor service until further notice. Bars can still provide outdoor seated service to patrons, and the Bureau of Alcoholic Beverages and Lottery Operations will work closely and promptly with businesses to establish or expand their outside capacity. The Administration said last week that it was evaluating the reopening of indoor bar service.

"This was a difficult but necessary decision given the increased public health risk and the outbreaks we have seen across the country associated with indoor service," said Governor Mills. "While we believe this is the most prudent step to protect the health and safety of Maine people, we recognize that it will frustrate some businesses and patrons. The Administration will work with these businesses to help them open for outdoor service to the extent they may be able to do so. Meanwhile, we will continue to monitor the prevalence of this deadly virus and take whatever steps necessary to protect people as we continue the gradual reopening process."

"Recent outbreaks related to indoor bar service in multiple states raise concerns," said Dr. Nirav D. Shah, director of the Maine Center for Disease Control and Prevention. "As we learn more about how the virus spreads, duration and density – specifically being in close quarters inside, as is the case with most bars – clearly elevate the risk of virus transmission."

Indoor service at bars presents a significantly elevated risk of COVID-19 transmission. Indoor service bars typically feature crowds often in close contact with one another



Maine Department of Transportation

often without tables or other ways of keeping people apart. Smaller spaces at many bars make physical distancing very difficult. Further, individuals may be less likely to wear face coverings at bars and, in some instances, may be speaking at a higher volume – both of which increase the risk of COVID-19 transmission. The action also follows recent reports of COVID-19 outbreaks linked to the reopening of bars in states like Florida, Texas, Louisiana, and Idaho.

There are no other updates to Stage 3 at this time. As of now, Maine has reopened the majority of its economy under the Restarting Maine's Economy plan. The Administration continues to monitor epidemiological data, including case trends, hospitalization rates, and reports of COVID-like symptoms, as well as health care readiness and capacity, to inform decisions about the reopening.

The Administration continues to strongly urge Maine people and businesses to follow State health requirements and U.S. and Maine CDC recommendations to protect their health and mitigate the spread of COVID-19, including wearing face coverings, staying six feet apart whenever possible, and washing hands with soap and warm water often.

[Update June 24, 2020 Prevention Checklists](#)

Mills Administration Releases COVID-19 Prevention Checklists for Stage 3 Business Reopening's

The Mills Administration today posted additional COVID-19 [Prevention Checklists](#) for businesses and activities to voluntarily resume on July 1 as part of Stage 3 of the Administration's [Restarting Maine's Economy Plan](#). The checklists, written in close collaboration with industry leaders and public health experts, outline health and safety protocols for businesses and activities to comply with in order to resume safely. The checklists posted today include:

- Spas and skin care establishments, including laser hair removal and similar services
- Outdoor amusements, such as amusement parks and water parks



Maine Department of Transportation

- Indoor amusements, such as bowling and arcades
- Movie theaters
- Performing arts venues

Additionally, in response to feedback from businesses and public health experts, the Department of Economic and Community Development has updated guidance for some businesses already open under the [Restarting Maine's Economy Plan](#).

"These reopenings represent a positive step forward for Maine and our economy, but Maine people and businesses must remain vigilant," said Governor Mills. "The increasing, and in some instances record high, number of COVID-19 cases in other states are cautionary tales for Maine as we continue our reopening, monitor the prevalence of the virus here, and look towards our economic recovery. Nothing would be more devastating to our economy than a significant surge in the virus that sickens and kills more people and jeopardizes our health care capacity. By taking good care of ourselves and others, we can continue to reopen safely."

"With the release of these Stage 3 COVID-19 Prevention Checklists, we continue to make progress in safely re-opening Maine's economy," says Heather Johnson, Commissioner of the Department of Economic and Community Development. "The Administration will continue to work hard to reopen businesses while remaining vigilant in the fight against this virus and planning our long-term economic recovery."

"The expansion of business reopening is paralleled by the expansion of public health practices to protect Maine residents and visitors," said Jeanne Lambrew, Commissioner of the Department of Health and Human Services. "This includes the quadrupling of Maine's testing capacity in July and increasing access to tests for people throughout the state."

The vast majority of Maine's economy has been reopened under the Mills Administration's Restarting Maine's Economy plan. With the initiation of Stage 3, that will only continue to grow, and Maine remains either on a par or ahead of other northeastern states in terms of its reopening.

Adjusted for population size, as of June 22, Maine ranked eighth lowest in the nation in terms of positive cases; 11th lowest in the nation in terms of deaths; 6th lowest in terms of patients ever-hospitalized out of the 36 states reporting; and 5th highest in the percentage of people who have recovered out of the 43 states reporting.



Maine Department of Transportation

Update 11/1/2020 Restarting Maine's Economy, Stage 4

Stage 4 of the Restarting Maine's Economy plan began Tuesday, October 13, 2020. (Click [here](#) to see the prior stages of the plan).

In response to increasing numbers of COVID-19 cases in Maine and the nation, Stage 4 was updated on Nov. 1, 2020 to the following:

- **Effective Nov. 4, 2020**, the limit on indoor gatherings will return to a maximum 50 people, while maintaining critical public health measures outlined in COVID-19 Prevention Checklists.
- For non-seated indoor activities, such as physical activity in gyms, the limit remains at 50.
- The outdoor gathering limit remains at 100 people.
- Retailers remain subject to the occupancy limit of 5 people per 1,000 square feet of shopping space.
- The reopening date for indoor seated service for bars and tasting rooms **is postponed**. Once permitted to reopen to indoor seated service, establishments must commit to abiding by the new COVID-19 Prevention Checklist for seated food and drink service, which is an update to the restaurant checklist.
- Per executive order, the state's face covering mandate now requires a broader set of entities, such as private schools and local government buildings, to join restaurants, lodging, and retail establishments, to ensure that employees and people in their buildings adhere to this critical health measure.
- The executive order also expands the scope of the enforcement statewide, rather than in just Maine's coastal counties and more populous cities.

Mills Administration Continues Early Business Closing Time Amid Increase in COVID-19 Positivity Rate and Hospitalizations (12/30/20)

Amid an increase in Maine's COVID-19 positivity rate and a continued high rate of hospitalizations, the Mills Administration today announced that it will extend the requirement for certain businesses statewide to close by 9:00 p.m. in order to limit activities that could contribute to the transmission of COVID-19.

The early closure limits extended indoor gatherings among members of the public, which are activities that present a higher risk of COVID-19 transmission, and does so during later hours when people are more likely to lower their guard, jeopardizing adherence to critical public health and safety measures. However, the early closure requirement also limits business disruption by allowing these businesses to maintain daytime operations and to continue curbside pick-up and delivery service after 9:00 p.m.



Maine Department of Transportation

The requirement, which was scheduled to expire on Sunday, January 3, 2021, will continue until further notice.

*"With more people getting sick, going to the hospital, and dying from COVID-19 in Maine, it is clear we cannot afford to relax this rule now, especially as we wait to see the full impact of the holiday season on the rate of the virus transmission in our state," **said Governor Mills.** "Maintaining an early closing time for businesses will keep them open for the majority of their operating hours while curbing late night gatherings where we are more likely to lower our guard. I encourage all Maine people who want to sustain their favorite small business through these winter months to continue to order take out or delivery which is still allowed after closing time."*

*"The more we can do to limit transmission now, the more effective our ongoing vaccination effort will be," **said Dr. Nirav D. Shah, Director of the Maine Center for Disease Control and Prevention.** "By limiting non-essential interactions, wearing masks in public, staying at least 6 feet apart, and washing hands frequently, we help keep the virus away from vulnerable people until they can be vaccinated."*

Checklists for [Indoor Amusement](#); [Outdoor Amusement](#); [Movie Theaters](#); [Performing Art Venues](#); [Casinos](#) and [Seated Food and Drink Service](#) have been updated to reflect the extension. All COVID-19 Prevention [checklists](#) can be viewed on the Department of Economic and Community Development's website.

Maine's COVID-19 positivity rate is 5.43 percent for PCR tests over the last 7 days, representing a significant increase over the prior 7-day period. There are 177 people currently hospitalized with the virus in Maine, including 48 in intensive care.

To help businesses impacted by the pandemic, the Mills Administration created the Maine Economic Recovery Grant Program and the Tourism, Hospitality, and Retail Recovery Program, awarding \$235 million to 5,294 businesses and nonprofits across the state. These programs provide much-needed relief and an opportunity to keep businesses viable.



Maine Department of Transportation

COVID-19 Prevention Form

In order to open, businesses must commit to complying with requirements of these checklists by [filling out this short online form](#). Please note that religious organizations and licensed health care providers are not required to use this form.

If you have questions, please contact us at business.answers@maine.gov or [1-800-872-3838](tel:1-800-872-3838).

Download badges

DECD has created badges—for businesses that have used the checklist and filled out the compliance form—to voluntarily post on their doors, website or social media channels to help instill consumer confidence in their operations.

- [Door sign \(PDF\)](#)
- Print: [Black \(EPS\)](#), [White \(EPS\)](#), [Black \(JPEG\)](#)
- Website: [Black \(SVG\)](#), [White \(SVG\)](#), [Black \(PNG\)](#), [White \(PNG\)](#)

Please note: This document may be updated as additional information and resources become available. **Employers, please review the CDC guidance *Prepare your Small Business and Employees for the Effects of COVID-19***

- Know where to find local information on COVID-19 and local trends of COVID-19 cases

Prevention and Preparation

Physical Distancing and Good Hygiene to Prevent the Spread of Disease

- Maintain 6 feet physical distancing for staff, customers, and vendors.
- Require employees to wear cloth face coverings.
 - Cloth face coverings are intended to prevent transmission.
 - The degree to which cloth face coverings, masks and face shields are recommended is based on proximity and duration of contact. Please see industry specific guidance.
- Require employees to practice good hand hygiene. Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing. Remind employees to practice good hand hygiene with frequent handwashing and hand sanitizing especially between contact with customers and customer items.

Screening

- Ask employees and customers the following questions to screen for illness:
 - Have you had a cough or sore throat?
 - Have you had a fever or do you feel feverish?
 - Do you have shortness of breath?
 - Do you have a loss of taste or smell?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
 - Have you been out of state in the last 14 days?

- Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Higher risk employees may include:
 - Individuals over 65 years of age.
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People with hypertension
 - People who are immunocompromised:
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Operations

- Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
- Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
- Provide access to hand washing areas for staff, vendors, and customers.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
- Face-to-face staff meetings should be limited and respect physical distancing.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.

- Increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/meal times to limit contact between employees.
- Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Ventilate workspace with open windows and doors to the extent possible.
- Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- Discourage shared use of desks, offices, or phones.
- Avoid out of state travel.
- Non-essential business travel should be limited as much as possible. Consult Maine CDC website for current travel advisories.
- Limit staff travel between multiple locations.
- Make sure you have a safe process to receive supplies and other deliveries.
- For contact tracing purposes, establishments should maintain a record including contact information for clients, and those personnel who had direct prolonged interaction with them. Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

Cleaning, Disinfecting, and Sanitizing

Employers, please review the CDC guidance *Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers*

Clean

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of EPA-registered household disinfectant.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.

Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

In Case of Illness

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Require employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Consider conducting thermal temperature checks (optional)
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill: ○ Instruct employees to not come to work with symptoms of COVID-like illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Becomes ill on the job
 - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Call 911 for guidance/assistance.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Return to work
 - Know the current CDC guidance for employee infected by COVID



Maine Department of Transportation

- Members of the public who become ill while at your business:
 - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).

For the latest guidance, please visit the U.S. CDC website.

Transportation Check List

General Guidance

- 1) Require all staff, vendors, visitors, and riders to maintain 6 feet of physical distance from individuals who are not part of their party whenever possible.
- 2) Require all staff, vendors, visitors, and riders to wear a face covering, per CDC recommendations and pertinent Executive Orders from the Office of the Governor.
 - a) Additional information about proper use of face coverings is available from the CDC (see: [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)).
- 3) The number of individuals that can gather in a shared space (e.g., conference room, bus) must not exceed the limit established by the Governor's Executive Order.
 - a) Maintaining physical distancing of 6 feet and wearing face coverings are the primary tools to avoid transmission of respiratory droplets between individuals. If an indoor space cannot accommodate the gathering limit without complying with the six-foot distancing requirement, attendance must be limited to allow for such compliance.
- 4) Infection risk while in transit depends on proximity of riders, duration of trip, number of riders, and ability to ventilate appropriately. Given the variety transportation methods, efforts should be made to minimize risk in each of these areas.

Riders

1. Riders should not utilize transportation services if they are sick (e.g. have a fever or cough).
2. Riders are encouraged to practice good hand hygiene during travel, sanitizing hands before boarding, after touching high-touch surfaces, and after disembarking.

Employees

- 1) Staff should consider whether they can work safely if they have any of these conditions and managers should discuss potential risks for individuals with the following:
 - a) People 65 or older
 - b) People who live in a nursing home or long-term care facility
 - c) People of all ages with underlying medical conditions, particularly if not well controlled including:
 - i) People with chronic lung disease or moderate to severe asthma
 - ii) People who have serious heart conditions
 - iii) People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - iv) People with severe obesity (body mass index [BMI] of 40 or higher)
 - v) People with diabetes
 - vi) People with chronic kidney disease undergoing dialysis
 - vii) People with liver disease
- 2) Require employees to stay home if they are sick.
- 3) Require employees to practice good hand hygiene with frequent handwashing, especially after contact with patrons/riders and high-touch surfaces.
- 4) Provide employees access to soap, clean running water, and drying materials or alcohol-based hand sanitizers containing at least 60% alcohol at their worksite.
- 5) Where possible, stagger employee shifts and meal breaks to avoid crowding.
- 6) Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- 7) Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- 8) Provide services and conduct business by phone or internet to the greatest extent practicable.
- 9) Limit in-person gatherings or meetings of employees to the greatest extent practicable.
- 10) Limit interactions between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
- 11) Adjust training/onboarding practices to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.
- 12) Discourage employees from using colleagues' phones, desks, workstations, radios, handhelds/wearables, or other office tools and equipment.
- 13) Provide employees training on:
 - a) hand hygiene
 - b) physical distancing guidelines and expectations

- c) monitoring personal health
 - d) proper wear, removal, and disposal of Personal Protective Equipment (PPE)
 - e) laundering of face coverings and uniforms: [Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)(CDC)
 - f) cleaning protocols, including how to safely and effectively use cleaning supplies: [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)
- 14) Consider employee training in safe de-escalation techniques.

General Cleaning and Disinfection

- 1) Regularly clean and disinfect facilities, stations, and vehicles.
- 2) Refer to the following documents for guidance on general cleaning and disinfection:
 - a) [COVID-19 Prevention Checklist General Guidance](#) (State of Maine)
 - b) [Cleaning and Disinfecting Your Facility](#) (CDC)
 - c) [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)
- 3) For guidance on cleaning and disinfecting of non-emergency transport vehicles refer to applicable CDC guidelines (see: [Cleaning and Disinfection for Non-emergency Transport Vehicles](#)).

Stations, terminals, and office space

- 1) Inform customers of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, social media assets, newspaper, etc.
- 2) Place signage at entrances and throughout building (particularly high traffic areas such as service counters and information desks) alerting staff and visitors to physical distancing and face covering policies.
- 3) Consider installing non-porous physical barriers such as partitions or Plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
- 4) Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.
- 5) Eliminate waiting rooms and lines to the greatest extent practicable. Where lines are unavoidable, ensure 6 feet of distance between individuals. This can be accomplished by demarcating 6-foot distances on floors or walls.

- 6) Modify building traffic flow to minimize contact between staff, contractors, customers, and visitors; consider one-way entrances and exits, if possible. Use floor decals and/or signage to establish travel patterns.
- 7) Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one directional stairwells, if possible.
- 8) Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans to exhaust air from indoor spaces, and other methods. Do not open windows and doors if doing so poses a safety risk to employees or visitors.
- 9) Use digital rather than paper formats to the greatest extent practicable.
- 10) Minimize shared touch surfaces such as pens, tablets, receipts, etc.
- 11) Remove items such as brochures, magazines, newspapers, and any other unnecessary paper products from common areas.
- 12) Due to concerns about shared touch items, suspend “self-service” food stations.

Transactions

- 1) Promote “contactless” payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.) and fare collection methods .
- 2) Where possible, card readers should be placed in front of physical barriers so customers can swipe their own cards and enter their codes. Card readers and keypads should be cleaned and disinfected frequently. Hand sanitizer should be made available for customers before and after transactions.
- 3) Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling credit, debit, or identification cards, cash, or visitor paperwork.

Restrooms

- 1) Limit restroom occupancy for group restrooms to incorporate physical distancing and avoid formation of waiting lines outside of restrooms.
- 2) Clean and disinfect restrooms on a regular and scheduled basis (see General Cleaning and Disinfecting section).
- 3) Remove any items that do not have to be in the restrooms (e.g., magazines, decor).
- 4) Consider establishing separate restrooms for staff and visitors/customers.
- 5) Post handwashing signs in all restrooms.
- 6) Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms in during initial stages of re-opening.

All vehicles and vessels

- 1) Clean and disinfect steering wheel, seatbelt, console, and other frequent touchpoints before the operator/engineer boards or as part of pre-trip routine.
- 2) Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling passengers' personal items.
- 3) Clean and disinfect frequently touched surfaces in the passenger compartment at layovers.
- 4) To allow for 6 feet of physical distance between travel parties, identify and plan to enforce maximum seated and standing capacity per vehicle or vessel size and type.
- 5) Instruct operators to monitor passenger loads and advise of load capacity to allow passenger spacing.
- 6) Place signage in vehicles or vessels alerting riders to physical distancing requirements, occupancy limits, and face covering policies.
- 7) Consider using covers, signs, or decals to prevent use of some seats in order to create space for physical distancing.
- 8) Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows. Do not open windows if doing so poses a safety risk to operators or riders.

Bus and paratransit vehicles

- 1) To ensure physical distancing from operators, consider blocking off or removing front seats in proximity to operator and/or installing a temporary, easily removable standee line (chain or other barrier) that can be removed when access to/from wheelchair ramp is needed.
- 2) Use non-porous physical barriers such as Plexiglass to protect operator where possible.
- 3) For vehicles with multiple doors, consider instituting rear door boarding/exiting, persons requiring a wheelchair ramp exempted.
- 4) Minimize shared rides on paratransit/dial-a-ride vehicles, Personal Care Attendant (PCA) excluded.
- 5) Use good hand hygiene before and after strapping wheelchair passengers.
- 6) Additional guidance for bus transit operators is available from the CDC (see: [What Bus Transit Operators Need to Know about COVID-19](#)).

Taxis, rideshare, limo, and other driver-for-hire services

- 1) Due to the increased risk of public transport, operators and riders should wear face coverings at all times when passengers are inside the vehicle.
- 2) Avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- 3) Avoid close contact with passengers, when possible.

- 4) Advise passengers to sit in the back seat; discourage passengers from sitting in the front seat.
- 5) Keep a distance of at least 6 feet from passengers when you are outside the vehicle.
- 6) Ask that passengers sit 6 feet from the driver when transporting passengers in larger vehicles such as vans, buses, or limos.
- 7) Consider asking passengers to handle their own personal bags and belongings during pick-up and drop-off. If handling of passenger belongings is unavoidable, use hand sanitizer after handling passengers' personal belongings.
- 8) Passengers should be encouraged to wash their hands before and after rides.
- 9) Partitions between the vehicle driver and passengers reduce risk of transmission through respiratory droplets. Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- 10) Avoid offering items such as water bottles or magazines often provided for free to passengers.
- 11) Avoid contact with surfaces frequently touched by passengers or other drivers, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.

Rail vehicles

- 1) Consider running additional railcars to spread out crowds; if feasible, close off the lead and rear cars to passengers to protect the train operator/engineer from passenger interaction.
- 2) Have the operator/engineer walk outside, rather than through the car to their operating cab.
- 3) If on-board dining services are provided, consult the checklist for [restaurants](#).

Ferries

Those who drive on the ferry may want to stay in their vehicles for the crossing. Passengers should maintain 6 feet of physical distance from individuals who are not in their party.

COVID-19 Prevention Form

In order to open, businesses must commit to complying with requirements of these checklists by [filling out this short online form](#). Please note that religious organizations and licensed health care providers are not required to use this form.

If you have questions, please contact us at business.answers@maine.gov or [1-800-872-3838](tel:1-800-872-3838).

Appendix S

Construction Project Safety Guidelines Related to the Effects of the COVID-19 Virus

Revised: 5-01-20

As the MaineDOT responds to the COVID-19 outbreak, the following information represents the minimum requirements for active construction projects.

Personal Responsibilities:

- It is critical that employees NOT report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
 - Employees should seek medical attention if they have or develop symptoms.
 - Employees that develop **emergency warning signs** for COVID-19 should get **medical attention immediately**. Emergency warning signs include, but are not limited to: Trouble breathing, persistent pain or pressure in the chest, new confusion, drowsiness, or bluish lips or face. This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Social Distancing:

- Social Distancing: **Staying Away** from **Close Contact** in public places.
- Do not host large group meetings. CDC recommends avoiding gatherings. Perform meetings online, via conference call, or outdoors (while maintaining 6-foot distance between people), whenever possible.
- Avoid using other workers' phones, desks, offices, field books, or other work tools and equipment when possible. If shared use is unavoidable, wear gloves and disinfect the equipment before and after use. Wash your hands following the removal of gloves.
- Limit the number of people on a jobsite.
- Avoid physical contact such as hand-shaking and other contact greetings.
- Inspection staff only go into the project field office for essential functions. Do as much work from your vehicle as possible.
- Ensure electronic devices are charged every night and have a car charger available for each device.
- Limit grouping of individuals at breaks and during lunch. Breaks and lunches may need to be staggered to maintain appropriate social distancing.

Jobsite / Office Practices:

- Residents/Superintendents shall remind/update all employees on the job site during all safety meetings/talks on current COVID-19 guidelines and ask if anyone is feeling ill. If "yes", follow the directions listed under Managing Sick Employees.
- Communicate key CDC recommendations (and post signage where appropriate) to your staff as potential safety talks:
 - [How to protect yourself](#)
 - [If you are sick](#)
 - [COVID-19 Frequently Asked Questions](#)
- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.

- Employees shall wear appropriate PPE on the job site as required and shall not share personal PPE with another employee.
- Employees will wear a cloth facemask/covering, whether pre-manufactured or not, to cover the mouth and nose when working within six feet of other people (in field offices, while interacting with contractors, the public, etc.). Facemasks/coverings are not required when the six-foot distance is maintained.
- While working in a potential COVID-19 environment, it is important to reduce the risk of potential exposures by keeping all work vehicles, equipment, and tools clean and frequently disinfected, especially between users, operators, or occupants.
- Contractor shall provide bottled water instead of water coolers. Sharing of common water coolers is highly discouraged. Employees may bring individual reusable water bottles from home.
- Handwashing facilities are preferred. If handwashing facilities with soap and water are not feasible, then hand sanitizer, containing at least 60% alcohol, is an acceptable substitute.

Managing Sick Employees:

- Isolate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be sent home immediately.
- If employee is diagnosed with COVID-19 or shows symptoms of COVID-19, the employee should consult the employee's primary care provider and the employer before returning to work.
- The supervisor will communicate Human Resources practices for managing sick time related to COVID-19 to their employees.
- For any employees who are higher risk for serious illness from COVID-19 because of age or because of a serious long-term health problem, it is important for them to take actions to reduce the risk of getting sick with the disease as per CDC guidance:
- <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
- After notification from an employee that tests positive for COVID-19 the supervisor will take the following steps and follow current CDC guidelines:
 - Communication of positive test to all employees who were present at the job site and all project stakeholders while maintaining patient confidentiality (HIPAA).
 - Supervisor shall investigate additional potential exposure while maintaining patient confidentiality (HIPAA).
 - Deep clean of project as described in the stakeholder's safety plan.

Material Deliveries & Anyone Entering the Jobsite:

- Limit entry into the jobsite to only necessary persons.
- Anyone entering the project site including all outside vendors and truck drivers are to practice social distancing.
- Subcontractors are to submit their own COVID-19 Safety Plan or follow the prime contractors COVID-19 Safety Plan.

Resources:

- Hand washing: <https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>
- CDC Handout: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-preadof-germs.pdf>



Maine Department of Transportation

- If sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-factsheet.pdf>
- Full List of EPA disinfectants: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
- CDC: Cleaning and Disinfecting Surfaces: https://www.cdc.gov/coronavirus/2019-cov/prepare/cleaningdisinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html
- Coronavirus Q&A from the World Health Organization (WHO): <https://www.who.int/newsroom/q-a-detail/q-a-coronaviruses>
- Department of Labor OSHA Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA Issues New COVID-19 Preparedness Guidance for Employers: <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=3990>
- OSHA reminds employers COVID-19 is a recordable illness: <https://www.businessinsurance.com/article/20200311/NEWS06/912333495/OSHAreminds-employers-COVID-19-is-a-recordable-illness-coronavirus>
- OSHA Issues Guidance to Employers on Preventing Worker Exposure to Coronavirus: <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=3989>

Risk-Based Inspection Guidelines Related to the Effects of the COVID-19 Virus

Overview:

Moving to a risk-based inspection scenario serves two main objectives:

- It reduces human interfacing and assists with achieving social distancing on construction sites. Residents and Inspectors are to maximize social distance inspection opportunities (i.e. inspect from afar/in the general area of the operation while crews are present to keep an eye on the progression of the work and relocate to the actual work during hold point inspections).
- It ensures construction quality when available inspection personnel may be limited during risk-based inspection.

Guidelines:

The following are the main concepts behind this initiative:

- These risk-based inspection guidelines are not intended to replace the normal inspection requirements. They are intended to guide and allocate the use of potentially limited resources to critical activities and promote social distancing of inspection staff on low risk operations where “hold point” inspections are deemed adequate considering the need to maximize social distancing because of the COVID-19 threat.
- Prior to the start of physical work, virtual meetings are to be held with the Resident, Inspectors and Contractor project field staff. As part of this meeting, the COVID-19, risk based inspection principles/policy is to be discussed along with a review of operations where this is to be implemented on the project. The objective will be to ensure both parties understand the modified inspection procedures and to ensure productive and quality work by the Contractor.
- Additional operations eligible for risk-based inspection may be identified on a project-by-project basis. These operations shall be identified by the Resident.
- For the risk-based inspection operations, i.e., for inspection of items that must be inspected differently, or less frequently, due to COVID-19 concerns, Inspectors shall document that the inspection procedures for this work was altered. For example, Inspectors shall document that the operation was inspected at hold points and/or upon completion, in accordance with these guidelines.
- Items identified can either be inspected after the work is complete, or at appropriate interim hold points.
- Risk-based Inspection will require hold points, which will inherently require project inspection staff and Contractor staff to increase communications regarding scheduling, when work will begin, and when hold point inspections are required.
- Certain topics are recommended to be discussed at Pre-Construction Meetings which, at a minimum, shall include:
 - All inspection will be done by maintaining the 6 foot social distance rule. Situations where this is impossible will be discussed with your supervisor for alternate inspection methods.
 - Items to be hidden from view (e.g., pipes, rebar, subgrade, etc.) will take priority in inspection over items that can be verified at a later date (e.g., curb, guardrail, etc.).
 - Inspection of HMA and structural concrete will be a high priority.
 - Common equipment, such as grade rods, levels, material testing equipment, field books, etc., should not be used by multiple individuals, to the greatest extent possible.

Maine Department of Transportation

- Designate specific individuals to use specific tools throughout any given day. Tools that must be used by multiple individuals should be cleaned and appropriately disinfected between each user and at the end of each day. Wear disposable gloves when utilizing these shared items. Wash hands with soap and water for 20 seconds or with hand sanitizer containing at least 60% alcohol following the removal of gloves.
- Discuss operation work limits, specifications and material sampling, testing and usage.
- Identify agreed upon hold points for operations, such as when subgrade is reached, when top of ASCG is reached, when drainage piping is ready to be backfilled, when rebar installation is complete, etc.
- Establish protocols for contractor request for hold point inspections.
- Establish response times for Department personnel.
- Advance communications regarding scheduling and execution of work are encouraged to occur between all parties prior to commencement of physical work.
- Establish social distancing best practices for operation, including required attendees for hold point inspections.
- Required attendees could include: Superintendent, foreman responsible for work, Resident, inspection staff and other QC and QA personnel.
- These pre-construction meetings shall be held virtually, unless impractical. If impractical, maintain a 6-foot distance between all people or wear facemask/covering.
- The Contractors are 100% committed to quality and safety in addition to accepting an increased awareness while inspector presence may be limited due to COVID-19 restrictions and procedures.
 - This guidance will remain in effect on the project until further notice.

Implementation of Fabrication, Materials, Testing and Labor Compliance Guidance

Guidance:

- Shop Fabrication for Construction Products
 - Products are currently being fabricated/produced but some are not being shipped to project sites due to construction work suspension in other states.
- Shop Fabrication:
 - Recommend the fabricator use electronic delivery to transmit required documentation to the QA Inspector. If electronic delivery cannot be done, the required documentation shall be placed in a sealed container and quarantined for a minimum of 24 hours before being provided to the QA Inspector. Gloves are recommended for handling the required documentation and/or container.
 - Hold pre-fabrication meetings virtually.
 - Practice 6-foot social distancing best practices when inspecting structural components.
 - QA Inspectors are to wear fabric masks when in the presence of others.
- Precast Concrete Products:
 - Practice social distancing best practices while performing mock-up and pre/post-pour dimensional inspections.
 - Recommend that only the QA Inspector handle the testing equipment and maintain social distancing during testing.
 - If producer strips the forms of a sample, the sample will remain quarantined for a minimum of 24 hours before being provided to the QA Inspector.
- Fabricated Structural Steel:
 - Practice social distancing best practices while performing in-shop inspection and witnessing non-destruction testing.

Material Deliveries to Project Site

- Delivery tickets for all materials, including, but not limited to, those for HMA and Ready-Mix concrete, shall be handled using one of the following options:
 - E-Ticketing (if available).
 - PDF sent from plant.
 - Photograph taken at plant and transmitted electronically.
 - Photograph taken by ticket taker.
 - Physical transfer of ticket using a grabber tool, minimum of 36 inches long (last resort). Tickets will remain quarantined for a minimum of 24 hours before being processed. Gloves are recommended to be worn by those who will process tickets.
 - The Resident and Contractor will determine the most appropriate/achievable method for collecting and distributing delivery tickets.

Mix Designs

- HMA Mix Designs: Many Contractors have requested to utilize mix designs approved in 2019 to start work in 2020. These designs will take minimal effort to approve as they utilize existing aggregates, JMF targets, and there is a reactivation process already in place. New 2020 mix designs are currently being submitted and new aggregates samples are being delivered by Contractors for aggregate qualities assessment. This is

being done even if 2019 mix designs are being re-activated. The Labs have developed protocols to address any material handling and personnel interaction.

- Concrete Mix Designs: Mix design approval will follow the current process, at this time.

HMA Acceptance Testing

- No changes in protocol for HMA testing and delivery of samples to lab, unless otherwise noted. Maintain applicable social distancing.

Structural Concrete Acceptance Testing

- No changes in protocol for structural concrete testing and delivery of samples to lab, unless otherwise noted. Maintain applicable social distancing.
 - QC and QA will take separate split samples in their own respective receptacle.
 - QA sampling and testing duties will be assigned to one Inspector, by the Resident, even if there are multiple certified Inspectors onsite.
 - Only QA samples will be allowed to be stored in the curing box designated for use by the Department. QC samples shall be stored separately.
 - All QC and QA results will be shared verbally while maintaining applicable social distancing, through text messages, or through email.

Acceptance of Drainage Piping

- The Inspector will need to carefully observe that the contractor is accurately performing the installation. Scale the trench depths from the cross sections against existing pavement. Do not use references such as ditches or gravel shoulders that could have changed since the survey. This is a good check on grade rod calculations. When the contractor leans the grade rod against the trench, check to make sure the grade is close to being correct. If the pipe grade is over 1.5 percent, careful grade control is less important, as the pipe will be pitched in the correct direction. On flatter grades, wider tolerances will need to be accepted. Set hold points with the contractor. Critical items such as RCP or pipes with low percent grade will require frequent checks. Others can be inspected from a distance.

Labor Compliance

- Wage Rate Interviews: Wage rate interviews are required by law and must be conducted on all federally funded construction projects, so must still be performed; however, there are work-arounds that Residents can use to do the interviews and remain in compliance with applicable social distancing requirements. The following methods are acceptable:
 - Conduct the interviews using cellphones while staying a safe distance away while talking. As for signing the form: As long as the Resident reads the information back to the employee and the employee agrees that it is correct, it is acceptable to submit the form with that notation.
 - Conduct the interviews by phone and then email the form to the employee and have them sign it and return it electronically.
 - Regardless of how the interview is conducted, they need to be uploaded onto Elations with comment.
 - Note that wage rate interviews are purely voluntary on the employee's part and Residents should be advising them of that. Residents do need to conduct the interviews, but the employees have the right to refuse. In that event, the Resident should note as such on the form and move on to another employee.
 - Residents still need to complete and submit the Commercially Useful Function form if there are any DBE's working on site.

Guidelines for Occupying Facilities

Overview:

- Bangor and Freeport Labs:
- Contractor and Department personnel shall perform sample and material drop-offs unassisted, without close-contact, by utilizing existing and planned drop-off times and locations. Please contact the appropriate Lab for more information.
- Staff members shall follow daily workspace cleaning/disinfecting protocols at the end of their shift in compliance with CDC guidelines as follows:
 - All work surfaces, doorknobs, light switches, testing equipment, and commonly accessed surfaces are to be disinfected following CDC guidelines.
 - All workspace equipment such as phones, computers, etc. are to be disinfected and secured.
- Any additional supporting MTEEx staff will work remotely, if possible.
 - Visitors will not be permitted in Labs.
- Construction Project Field Offices: The goal is to maintain social distancing per the requirements of the CDC and to reduce the spread of COVID-19 in construction project field offices. The following guidelines shall be followed to the greatest extent possible relative to construction field offices:
 - The number of inspection staff co-locating in field offices should be minimized and conform to social distancing requirements (6 foot minimum spacing). To accomplish this, the following should be considered:
 - A maximum of one individual located in each available partitioned office space.
 - Inspection staff should avoid working in field offices. See additional information below.
 - Contractor staff and visitors are not be permitted in field offices.
 - Inspection staff should minimize time in the field office by maximizing time outdoors or utilizing vehicles (within or near to active work zones) as personal workspaces when not observing construction activities:
 - Most work can be completed in this manner with current technology that is already in use.
 - Inspectors should follow existing Department protocols relative to maintaining safety and security when working within personal vehicles.
 - Daily field inspection assignments and construction operations should be communicated electronically or via telephone rather than reporting to the field office.
 - If Wi-Fi is needed the Inspector should be able to park/sit near the field office to get signal and/or upload files from remote offsite locations at the end of the workday.
 - The use of field offices for face-to-face project meetings should be avoided:
 - Progress and other project meetings and discussions should be held outdoors (while maintaining 6-foot social distancing) and/or via phone/video conferencing with meeting minutes documented and shared per existing requirements.
 - Printing of documents should be minimized:
 - Documents that need to be printed or copied can be sent electronically to a designated individual already working in the field office. That individual

Maine Department of Transportation

is to handle printed materials wearing gloves and place the folder in a designated safe place near the field office entrance to transfer the materials. Printed materials can be retrieved once per day. Gloves are recommended to be worn when retrieving and handling printed documents.

- Cleaning of Field Offices:
 - All work surfaces, doorknobs, light switches and commonly accessed surfaces should be disinfected daily.
 - Staff are to secure their work materials (including paper products or equipment) away from work surfaces and lock them up at the end of the shift so that cleaning can be done without contacting paper and materials. This includes field books and project documents.
- Additional Hygienic Materials:
 - Disinfectant hand wipes/sanitizer and/or gel, along with a lined no touch trash receptacle, should be located adjacent to field office entrance(s) and used by each individual upon each entry. Materials are to be replenished daily. Availability of hand wipes/sanitizer may restrict the ability to meet this guideline.
 - Staff should sanitize their equipment (computers, PPE and desks) when each shift is finished and prior to the start of a new shift.
 - Extra (new) disposable PPE equipment including earplugs, gloves and safety glasses is to be available for staff use.
- HMA, Ready-Mix Concrete and Fabrication Facilities:
 - Department staff performing inspections or sampling at these facilities will follow the facility owner's safety plan while present there:
 - Facility to institute a COVID-19 Safety Plan for review and acceptance.
 - Institute best practices for worker safety as outline by the CDC.



Maine Department of Transportation

Appendix T

MaineDOT Business-Related Vehicle Usage

Effective September 2, 2020

The coronavirus (COVID-19) pandemic has changed how society interacts and daily work is accomplished. The Maine Department of Economic & Community Development has posted COVID 19 Prevention Checklist Industry Guidance for Transportation. The document can be found at <https://www.maine.gov/decd/node/233>.

The following policy provisions and conditions have been established for MaineDOT employees traveling together in vehicles for work related activities. Bureau and Office Directors and Supervisors are asked to implement these provisions for all employees who may travel together to improve operational efficiencies.

1. Employees exhibiting COVID-19 symptoms should not report to work. If an employee develops symptoms during the work day, the employee should travel separately and return home.
2. Traveling separately is the safest form of travel and is encouraged.
3. Two persons may travel in a vehicle when operationally practical.
4. Face coverings must be worn at all times when more than one employee is traveling in the same vehicle.
5. Separation should be maximized when traveling together. This includes traveling in separate rows of seats if available. Example: driver in front seat, rider in the back seat.
6. Avoid using the recirculated air option for vehicle ventilation; use the vehicle's vents to bring in fresh outside air and/or lower the vehicle windows when practical.
7. Vehicles must be cleaned/disinfected between occupancy of different drivers and riders.
8. If more than 2 persons must travel together, clear, non-porous physical barriers or partitions can be installed as a preventative measure.

Any employee with concerns or questions regarding this policy, should feel free to discuss it with their Bureau/Office Directors.



Maine Department of Transportation



Maine Department of Transportation

Appendix U

Indoor Air Quality Assessment

**Maine Department of Transportation
Headquarters
24 Child Street
Augusta, Maine**

Submitted to:

Maine Department of Transportation
98 State House Station
Augusta, ME 04333-0098

Submitted by:

Ransom Consulting, LLC
400 Commercial Street, Suite 404
Portland, Maine 04101
207-772-2891
June 3, 2020
Project R041.06023

1. Scope of Work

On May 20, 2020 Ransom Consulting, LLC (Ransom) conducted an indoor air quality assessment at the Maine Department of Transportation (MaineDOT) Headquarters located at 24 Child Street, Augusta Maine. The purpose of the monitoring assessment was to evaluate indoor air quality parameters prior to the reoccupation of the building anticipated to take place on June 1, 2020. The indoor air quality parameters monitored by Ransom included carbon dioxide (CO₂), carbon monoxide (CO), temperature, relative humidity, and volatile organic compounds (VOCs).

Ransom also performed a visual assessment to determine potential moisture issues with visible building components (e.g. dropped ceiling tiles, sheetrock, and flooring). Ransom also worked in conjunction with the building's maintenance personnel to conduct a limited assessment of the building's heating ventilation and air conditioning (HVAC) system; specifically related to indoor air circulation and the air filter changeout schedule.

2. Site Overview

The MaineDOT Headquarters, located at 24 Child Street in Augusta, Maine is a four-story building occupying a footprint of approximately 32,000 square feet. The building's basement/first floor (Level 1) is occupied by mechanical rooms, storage areas, file rooms, photo labs, the mail room, custodial rooms, a cafeteria, and a training room. The remaining three floors (Level 2, Level 3, and Level 4, respectively) are occupied primarily by offices and conference areas. On an average day, the building is home to 325 employees (approximately 10 on the First Floor, 120 on the Second Floor, 170 on the Third Floor, and 160 on the Fourth Floor).

A penthouse located on the roof of the building houses the majority of the air handling equipment associated with the building's HVAC system.

Ransom's assessment activities on May 20, 2020 were conducted within building spaces that are generally occupied during the course of a typical workday. Areas excluded from this assessment included stairwells, restrooms, and small storage closets. The assessment of the HVAC system was based upon visual observations and available information from the building's maintenance staff and documents from the building's mechanical contractors. It should be noted that Ransom's assessment of the HVAC system should not be construed as a full assessment or evaluation of the HVAC system; if further evaluation is necessary, it should be conducted by a qualified mechanical engineer.

3. Monitoring Methodologies

3.1 Methodologies

Indoor Air Quality Parameters

Ransom used a TSI Q-Trak 7575 indoor air meter to measure CO₂, CO, temperature, and relative humidity within occupied spaces of the building. Ransom also used a RAE Systems ppb photoionization detector (PID) to evaluate indoor air for the presence of VOCs.

The meters were held at approximately arm's length from the sampler and at a height which was representative of an average person's breathing zone. The meters remained in this position until the parameters stabilized, at which point the measurements were recorded. In total, Ransom took a total of 86 indoor air quality parameter measurements within the building.

Ransom also collected air quality readings from the exterior of the building to establish what could be considered anthropogenic background levels (i.e. car exhaust and other outdoor air particulates).

Building Material Moisture Content

Ransom measured the moisture content of building materials with the use of a General MMD4E moisture meter. Building materials included sheetrock, ceiling tiles, carpets, and pipe insulation. When a measurement was obtained, it was based on visual observations or olfactory evidence such as water staining on a ceiling tiles, water on the floor of a mechanical room, or the presence of a musty odor within a building space.

In general, materials with moisture contents up to 10% are generally considered to be "dry," materials with moisture contents between 10 and 20% are considered to be "damp," and materials which have a moisture content above 20% are considered "wet".

3.2 Applicable Standards and Recommended Values

Indoor Air Quality Parameters

Ransom compared the indoor air quality assessment results for temperature, relative humidity, CO₂, CO, and VOCs to values outlined in a United States Environmental Protection Agency (U.S. EPA) document titled "A Standard EPA Protocol For Characterizing Indoor Air Quality in Large Office Buildings" dated February 2003. According to the document, the recommendations for the indoor air quality parameters are as follows:

1. Temperature: 18 to 27°C (65 - 80°F);
2. Relative Humidity: 20% to 80%, and may vary by season and geographic region;
3. CO₂: 350 to 900 ppm, not to exceed 1,500 ppm;
4. CO: Not to exceed the National Ambient Air Quality Standards (NAAQS) 8-hour time weighted average of 9 ppm; and
5. VOCs: Not to exceed 50 parts per billion (ppb).

Interior Air Flow Rates

The air flow rates inside the building were compared to the International Mechanical Code (IMC), Table 403.3.1.1 “Minimum Ventilation Rates.” The ventilation rates presented in this table are a function of the area of the occupied room, as well as the number of occupants within the room. ICM states that the minimum air flow rate per person in a room should be 5 cubic feet per minute (CFM) (i.e. for a conference room with 50 people, the minimum air flow rate would be 250 CFM); or that the minimum air flow rate per square foot of occupied space is 0.06 CFM (i.e. for a 600 square foot conference room, the minimum air flow rate would be 36 CFM).

The recommended minimum air flow rate for the MaineDOT building was calculated using both the area of the building and the anticipated number of building occupants.

- **Square Footage:** Based on the minimum ventilation rates provided by the IMC, and assuming the total floor space within each floor of the building is 32,000 square feet, the minimum ventilation rate required for each floor in the building would be 1,920 CFM.
- **Building Occupants:** Based on the minimum ventilation rates provided by the IMC, and assuming approximately 10 employees are present on the First Floor, 120 employees are present on the Second Floor, 170 employees are present on the Third Floor, and 160 employees are present on the Fourth Floor), the minimum ventilation rates required for each floor of the building would be: 50 CFM, 600 CFM, 850 CFM, and 800 CFM, respectively.

As a conservative approach, the MaineDOT should maintain a minimum air ventilation rate of 1,920 CFM. This is protective of human health and is sustainable for the number of people inside the building at any given time.

4. Results

4.1 Indoor Air Quality Assessment Results

Ransom used a TSI Q-Trak 7575 indoor air meter to measure O₂, CO₂, CO, temperature, and relative humidity within occupied spaces of the building. Ransom also used a RAE Systems ppp PID to evaluate indoor air for the presence of VOCs. The results of the indoor air quality monitoring are presented below:

Level 1

1. Temperature was measured between 69.3°F and 73°F;
2. Relative humidity was measured between 32.1% and 42%;
3. CO₂ was measured between 465 and 509 ppm;
4. CO was not detected above 0.0 ppm; and
5. VOCs were measured between 0.0 and 30 ppb. These low levels of VOC may be attributed to cleaning products (e.g. isopropyl alcohol), toiletries/fragrances worn by building occupants, or newly-renovated building components (rugs, furniture, paint, adhesives, and other building materials can off-gas for a relatively long time).

Water was observed on the floor of a mechanical room; the maintenance staff was aware that a small leak was present within a water pump. Additionally, Ransom observed that one ceiling tile within a training room showed water staining, discoloration and warping indicating that water was dripping from above (either from a leaking pipe or condensation). The moisture meter showed a moisture content of 9% in this ceiling tile, which indicates that this ceiling tile was “dry”, and that the staining and discoloration was likely related to a historic moisture issue that is not ongoing. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue on Level 1.

Level 2

1. Temperature was measured between 70.8°F and 72.6°F;
2. Relative humidity was measured between 30.1% and 31.8%;
3. CO₂ was measured between 462 and 506 ppm;
4. CO was not detected above 0.0 ppm; and
5. VOCs were measured between 0.0 and 45 ppb. As noted above, low levels of VOC may be attributed to cleaning products, toiletries/fragrances, or newly-renovated building components.

Moisture issues (e.g. stained ceiling tiles or a musty odor) were not observed on Level 2. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue in this area.

Level 3

1. Temperature was measured between 71°F and 72.6°F;
2. Relative humidity was measured between 30.3% and 31.3%;
3. CO₂ was measured between 492 and 517 ppm;
4. CO was not detected above 0.0 ppm; and
5. VOCs were measured between 5 and 24 ppb.

Moisture issues (e.g. stained ceiling tiles or a musty odor) were not observed on Level 3. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue in this area.

Level 4

1. Temperature was measured between 72°F and 73.8°F;
2. Relative humidity was measured between 30.1% and 31.6%;
3. CO₂ was measured between 492 and 556 ppm;
4. CO was not detected above 0.0 ppm; and
5. VOCs were measured between 5 and 20 ppb.

Moisture issues (e.g. stained ceiling tiles or a musty odor) were not observed on Level 4. Ransom did not observe other visual or olfactory evidence to suggest that indoor air quality was an issue in this area.

Building Exterior

1. Temperature was measured between 72.6°F and 77°F;
2. Relative humidity was measured between 24.6% and 29%;
3. CO₂ was measured between 460 and 470 ppm;
4. CO was measure between 0 and 0.6 ppm; and
5. VOCs were not detected while monitoring the exterior of the building.

4.2 Ventilation System Assessment

During assessment activities on May 20, 2020, Ransom made general observations regarding the building's ventilation system. The ventilation system assessment included visual observations of accessible areas and information provided by either the building's maintenance staff or the building's mechanical contractor. It should be noted that Ransom's assessment of the HVAC system should not be construed as a full assessment or evaluation of the HVAC system; if this level of assessment detail is necessary, it should be performed by a qualified mechanical engineer.

The vent diffusers within the building appeared to be clean with the exception of the diffuser located near the legal cubicles on Level 2. The diffusers in this area appeared to have a minor amount of particulate buildup.

In general, the building's ventilation system appeared to be well maintained with air filter changeouts occurring on a bi-annual basis. The air filters observed by Ransom included both 2-inch wide particulate filters and larger High Efficiency Particulate Air (HEPA) filters housed within galvanized steel boxes. Ransom viewed the maintenance logs left by the building's HVAC contractor, Thayer Corporation of Auburn Maine. According to the maintenance logs, HEPA filters were changed on April 1, 2020.

Ransom was not able to obtain documentation pertaining to the specified air exchange rate provided by the building's HVAC system prior to the publishing of this report. The building's maintenance staff and/or mechanical contractors should confirm that the air exchange rate meets or exceeds the standards set by the IMC as discussed in Section 3.2.

5. Conclusions and Discussion

The indoor air quality parameters measured on May 20, 2020 were observed to be within the recommended range of values presented in U.S. EPA's "Standard EPA Protocol for Characterizing Indoor Air Quality in Large Office Buildings" dated February 2003. A copy of this document is provided as Appendix B.

Some indoor air parameter measurements may vary or change once the building is occupied. In general, CO₂ readings increase with an increase in building occupants; however, given that all the measurements were well within the applicable guidelines and that the building's HVAC system is being adequately maintained, Ransom does not anticipate these indoor air quality parameters will be a cause of concern. Other parameters, such as VOCs, have the potential to rise

due to the presence of cleaning products with volatile constituents (e.g. isopropyl alcohol) or fragrant products worn by those working within the building (e.g. colognes or perfumes).

Parameters such as temperature and relative humidity were observed to be consistent throughout occupied building spaces. These parameters can also be adjusted as needed via the building's HVAC system.

With the exception of the one water damaged ceiling tile in the training room on Level 1 and the water leak within the mechanical room on Level 1, Ransom did not observed visual or olfactory evidence that would otherwise indicate potential moisture problems contributing to indoor air quality issues.

With the exception of the particulate buildup on the vent diffusers on Level 2, the HVAC systems appears to be adequately maintained per the preventative maintenance performed by the building's HVAC system.

6. Recommendations

The May 20, 2020 assessment did not identify indoor air quality issues in occupied spaces of the building, based on the parameters that were monitored. Ransom recommends the following best management practices be conducted:

- The ceiling tile in the Level 1 training room should be replaced, and any leaks or water intrusion should be repaired.
- The water leak within the Level 1 mechanical room should be repaired.
- Air vents should be cleaned on a regular basis, and any particulate matter buildup (similar to what was observed on the vent diffuser near the legal cubicles on Level 2) should be cleaned.
- The building's mechanical contractor should continue to implement the preventative maintenance measures that are currently in place, including replacement of HVAC air filters in accordance with manufacturers recommendations, and confirming that the air exchange rate in the building continues to meet or exceed the standards set by the IMC.



Maine Department of Transportation

7. Limitations and Closure

This report was prepared for the exclusive use of MaineDOT, for the specific application of summarizing the results of our work. No other warranty, expressed or implied, is made. Assumptions, measurements, and data used for the assessment are stated herein.

The information and conclusions presented in this report are based upon work undertaken by trained professional and technical staff in accordance with generally accepted occupational hygiene practices current at the time the work was performed. Conclusions presented in this report should not be construed as legal advice.

The conclusions presented in this report represent the professional judgment of Ransom based on the data obtained from the work and the site conditions encountered at the time the work was performed.

We appreciate the opportunity to assist the MaineDOT with its worker health and safety efforts. We would be pleased to further assist with evaluating options for mitigating exposures through engineering controls and/or additional monitoring to assess the efficacy of any controls already implemented or exposures not previously evaluated.



Maine Department of Transportation

Appendix V

MaineDOT COVID-19 Office Building Use Protocols and Best Practices Updated November 2020

Protect yourself:

- Wash your hands frequently and thoroughly – minimum of 20 seconds. Use hand sanitizer between washings after contact with items that are likely touched by others.
- Maintain 6-foot physical distancing whenever possible.
- Wipe down frequently touched surfaces prior to contact (printers, copiers vending machines, microwave, refrigerator handle, etc.)
- Frequently clean your devices and workstation areas.
- If you are high risk, continue to telework if you can.

Protect your colleagues:

- Respect others by following CDC Covid-19 guidelines and the latest MaineDOT Covid-19 office building use protocols and best practices.
- If you feel sick or ill, do not go to the office. Leave the office if you begin to feel sick or ill. Notify your supervisor.
- Perform self-health check prior to leaving for the office. Stay home and notify your supervisor and if you have any of following symptoms:

- | | |
|---|------------------------------|
| ○ Fever or chills | ○ Headache |
| ○ Cough | ○ New loss of taste or smell |
| ○ Shortness of breath or difficulty breathing | ○ Sore throat |
| ○ Repeated shaking from chills | ○ Congestion or runny nose |
| ○ Muscle or body aches | ○ Nausea or vomiting |
| | ○ Diarrhea |

- Maintain 6-foot physical distancing when talking to coworkers.
- When passing in aisles or stairwells, keep as much distance as possible.
- Give coworkers a friendly reminder if they are not exercising physical distancing.
- Do not linger at or near coworker’s workstations. They may be uncomfortable with your presence and uncomfortable saying so.
- **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, pantry/break



Maine Department of Transportation

areas, food service areas, and on the building grounds that are typically accessible to the public (sidewalks, walkways, parking lots, etc.)

- If you have been in close personal contact with someone who has tested positive, or if you are diagnosed as COVID-19 positive, please report it to Human Resources so we can take appropriate action.

Temporary Covid-19 Office Building Use Protocols:

1. Office visitors/customers are by appointment only. However, we strongly encourage this to be the last resort to other forms of communication and meetings.
2. As needed, building contractors are pre-screened before entry and must limit contact with employees.
3. Elevators use is limited to one person at a time.
4. Employees are responsible for cleaning their own workstation area – please remember to wipe down surfaces.
5. When using restrooms, maximize distance when not protected by physical barriers. No personal items should be left in restrooms.
6. Follow all new occupancy postings for conference rooms, meeting rooms and gathering areas.
7. Do not drink directly from water fountains. Water fountains use is limited to container refilling only.
8. Pantry/kitchen areas must be kept free of personal items, except that food can be stored in refrigerator securely covered. All personal items in the refrigerator must be removed daily. Disinfect items touched after use.
- 9.

Updated November 7, 2020



Maine Department of Transportation

DAFS - State of Maine Workforce Transition - Employee Guide June 2020

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
- fever or chills
- shortness of breath
- difficulty breathing
- fatigue
- headache
- muscle or body aches
- new loss of taste or smell
- sore throat
- diarrhea
- nausea or vomiting
- 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 cloth 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, vehicles, 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](#)*



Maine Department of Transportation

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

Appendix W

MaineDOT COVID-19 RESPONSE SURVEY — COMBINED RESULTS

EXECUTIVE SUMMARY - MAY 20, 2020

513 Respondents		
Senior Leadership	4.09%	21
Manager	18.13%	93
Supervision	22.22%	114
Staff	55.56%	285

	People	Percent
Work in an office, no change in work location	52	10.14%
Work in an office, transitioned to working at home	362	70.57%
Work in an office, transitioned to working at alternate location	8	1.56%
Work in the field, with no change to my work location assignment	69	13.45%
Work in the field, with a change to work location assignment	22	4.29%

Q2. I feel MaineDOT initially responded to COVID-19 within an appropriate time frame? 88.13% of employees were satisfied and in agreement with the MaineDOT response to the pandemic.

Summary: MaineDOT did an excellent job transitioning employees to work from home with little to no notice. Of the 67 comments the majority believed the Department acted swiftly in transitioning employee's to teleworking with positive comments over all.

Q3. MaineDOT responded to COVID-19 in a way that is reflective of its care and concerns for the employee's safety and wellbeing.

86% out of 513 respondents Agree MaineDOT responded with care and concern



Maine Department of Transportation

Summary: There is a clear message from the 17.74% in the field responses that they felt there was a strong disconnect in communication from management to the crew. There was conflicting direction from managers and a slow response of over 5 weeks for the proper PPE that was needed. They also felt like more of the communication was driven toward the office staff vs crew. It is important to highlight that one response commented that there was a big variance within Project Development Managers and the care they projected. Other notable comments included statements on work from home should have occurred quicker and all at once or at least when all had the proper equipment to work from home. Overall, the vast majority felt MaineDOT cares, showed concern for safety and wellbeing of the employee and love the Commissioner updates which make them feel informed.

Q4. I trust what leadership tells me regarding the impact of COVID-19 on our Organization

Over 85% of the respondents indicated their trust of leadership during this situation.

Summary: While the trust in leadership results were high there was a response of 24 participants that lack trust in leadership and 48 who indicated they were neutral in their feelings.

Comments includes a wide range of positivity and concern, comments repeatedly indicated trust in the Commissioner with positivity and approval of increased communication through EEZ meetings. Indicating the increase of communication and visibility from the Executive office as promoting trust and transparency, overall.

Areas of concern are within comments such as “supervisor instructed to lie more than once”, “have not been provided the opportunity to voice concerns, just do as your told”, and “I trust Commissioner Van Note and I believe he cares about the employees working within the Department; however I believe his directives are not followed. It would be in the best interest of his team to get out to the regions and talk with employees at all levels.”

Q5. My manager and leadership have provided a high level of support through my transition to teleworking?

77.19% of employees agreed to have a high level of support through the teleworking transition. Only 2.53% disagreed they had the support of their leader. Some employees felt hindered by having a work station and felt it slowed the transition down but felt supported once the decision to allow them to bring their PC’s home.

Summary: Recommendation is to have discussions and webinars with the management team to properly manage and trust employees. More specifically in telework environment and how to properly manage a team that work at home.

Some employees felt hindered by having a work station and felt it slowed the transition down but felt supported once the decision to allow them to bring their PC’s home. There were a few comments made that management was reluctant to transition people or even trust people to do their jobs working from home, especially if their children were home. Overall, MaineDOT employees felt supported through the transition to telework. Although

3.11% of employees felt as if their managers did not trust them or were reluctant. interest of his team to get out to the regions and talk with employees at all levels.”

Q6. I am concerned about my job’s stability through the COVID-19 pandemic Situation

55.95% out of 513 feel concerned (little and moderately). 33.72% do not feel at all concerned and less than 7% are a lot concerned.

Summary: The biggest concern comes from a concern that due to the loss in the budget and gas tax, next year may bring furlough days, pay freezes, loss of jobs, an effect on retirement/pension. They feel it is inevitable that when the State budget is in trouble, it impacts state employees.

However, there was an adequate amount that felt their job was secure, and the Commissioner has done a great job reassuring the organization that jobs are safe, at this time.

Q7. I have the necessary tools to perform productive work while teleworking

Over all over 77% respondents feel they have the tools necessary to be productive in their home/ work environments.

Summary: Out of the 513 participants, less than 4% of respondents did not believe they have the necessary tools to be productive teleworking.

While a low number of respondents commented indicating additional needed:

- 12 respondents indicated they needed print capabilities
- 7 respondents identified issues with Pulse Secure, slow network speeds, or waiting on OIT.
- 6 respondents needed hardware (laptop, headset, webcam, or resource materials)
- 4 respondents indicated they had no or poor internet connections.
- 4 respondents indicated they didn’t have adequate desk space or the need for an office

Q8. I have been able to complete my job and tasks with minimal distractions while working from home

Near 78% of responses felt they have been able to accomplish work with minimal distractions.

Summary: Low percentage of employees feel impact to productivity at home due to distractions.

Employee feedback included common theme of increased distraction for employees with family and children at home during this time. However, there was positive commentary regarding an increase of productivity for many respondents who transitioned to teleworking.

Q9. I feel supported my management team during this time

Over 85% (437) of respondents felt supported by their management team while less than 4% (20) did not.

Summary: With responding positive feedback it is important to capture some of the disagreement commentary, such as:

- I have seen no one in the field from management for the last month. Guidelines not followed.
- My immediate supervisor = Strongly Disagree, his supervisor = Agree
- Communication from Region Management could be improved.
- They do not want to include the proper levels of mgt. in their decision-making processes.

Q10. I feel connected with my co-workers and organization while teleworking

62.57% out of 513 agree that they feel connected with their co-workers and organization whole teleworking. Notable, almost 32% were neutral and less than 5% disagree.

Summary: There were different feeling expressed from those who stayed at work versus those who worked from home. Some felt that their immediate supervisor and team could be doing more to stay connected. There was a lack of communication on problem solving which they felt caused delays in production.

Finally, many employees indicated they miss the people.

Q11. I am provided the flexibility necessary to manage both life and work responsibilities during this time

84.99% of employee responded they had the flexibility to manage both professional and personal life.

Summary: Many employees felt they accomplished all their tasks and found themselves working more than they did in the office.

Several comments were made that despite having children at home, they did have the flexibility to balance their personal and professional commitments. Employees expressed they got to spend more time with their families each day, got their work done and felt a work life balance by having the flexibility working from home.

Continue to allow employees to have flexibility to manage their job task and their families when they work from home.

Q12. I would like to maintain the ability to telework in the future?

86.36% of employees who filled out the survey said they would like to have flexibility to work from home.

Summary: Working from home 2 – 3 days a week seemed to be a consistent message in the comments.

Many comments said employees feel more productive when teleworking than from working in the office and felt they were putting in longer hours because they did not have to travel to work. Employees reported feeling less stressed because they are working from home and not exposed to the virus.

Employees working in various field positions said telework and MS Teams has provided them with the opportunity to feel more connected to their teams than being in the office. A few comments expressed anxiety returning to the office with the virus still a threat and would like to continue to telework. The pandemic has shown that telework is productive for the agencies, rewarding for employees, and has external benefits like a reduction in commuter traffic and potentially lower overhead cost. Telework saves driving, saves gas, has greatly improved quality of life while increasing productivity and working with less distractions. Employees have reported they now have a work-life balance from teleworking. Allowing employees to telework when they are not feeling well will help stop viruses from being spread throughout the offices.

Q13. I am confident in the Department's ability to re-integrate the workforce and protect my safety

70.56% of responses indicate a high level of confidence in the Department's ability for re-integration; whereas, 7.8% do not.

Summary: Comment breakdown by response was as follows:

- Strongly Agree/Agree=18
- Neutral=26
- Disagree/Strongly Disagree=18

25 of the comments suggested respondents are fearful of returning due to no vaccine, underlying conditions, or lack of space to afford proper distancing.

10 comments suggested successful reopening is directly related to employees following the rules (i.e., wearing masks, maintaining 6' distancing, disinfecting, etc).

10 comments indicated the desire to continue to telework now and after the pandemic. References were made that indicate managers and employees are not following the rules now. Individual comments suggest more attention to the Ferry Service, concern of a hiring freeze when already understaffed, the desire to receive hazard pay, and concern related to the air quality of the building not being addressed.

Q14. I would like to see the Commissioner continue his Department meetings (EEZ) in the future

485 Employee comments out of the 513 total respondents with a 91.34% YES response rate.

Summary: Majority of comments with over 300 responses of bi-weekly to include comments such as "as needed with information". Suggestions include bi-weekly through the pandemic and monthly or as needed thereafter.

Nearly 100 respondents indicated a preferred frequency of monthly or a combined response with "bi-weekly" and "as needed."

85 responses request weekly and a resounding positive rate indicated the desire for increased communication from leadership.

Q15. I would like to see the Department continue coffee breaks and engagement Activities

More than half of the 466 who responded to this question said ‘yes’ to continuing the coffee breaks (62.88%).

Summary: The top three responses for the frequency the coffee break should be offered included weekly (38), bi-weekly (30), and monthly (18). The other choices included 5 or less responses.

The majority feels that they would like them to continue and weekly is their preference.

Q16. What are your concerns/ fear in returning to your primary physical workspace?

429 Employee Comments

Summary: Overall resounding fear and concern over working in close proximity of others, increase of exposure and virus numbers with re-integration into the office.

Concerns about bathrooms, common areas, stairwells, and bringing exposures home to loved ones with compromised immune systems was also common within the feedback.

The continuation of working from home and flexibility to maintain reduced exposure was another common response to minimize fears.

Q17. What suggestions do you have for making the return to your workplace a smooth transition?

364 Employee Comments

Summary: Employees who filled out the survey are suggesting having employees transition slowly allowing 1 to 2 days in the office by staggering days of the week, making sure all employees are not back on the same days.

Employees continue to request to telework 2 to 3 days per week. Some employees are concerned about sanitation and suggest providing disinfectant wipes, face masks, and hand sanitizer to all employees. Others are concerned with social distancing and not having enough distance from others.

A few suggested installing plexiglass as dividers for each cubicle and between urinals. There are a few concerns cubicles are too close to each other that permit the 6-foot rule. For meetings, suggestions were made to continue video conference calls to avoid being in a room together.

Q18. What can MaineDOT do to increase your satisfaction and/or productivity while teleworking?

329 Employee Comments

Summary: Majority of positive comments indicate “nothing” or keep up the flexibility, support and teleworking abilities. The ability to continue to work from home was common theme with flexibility. Comments included teleworking abilities in winter months, everything is going well, employees are adjusting and finding their productivity balance, keep up open

lines of communication.

Some areas of concern are additional equipment needs, printing abilities/ webcams/ laptops, network connectivity challenges, management engagement and involvement, and flexibility to accomplish tasks.

Appendix X

Maine State Visitor Information Centers COVID19 Prevention Checklist

The Maine Tourism Association proposes the following checklist to reopen the Maine State Visitor Information Centers (VICs) and to also serve as guidance for other information centers. This checklist takes recommendations already put forth by the DECD General Guidance Prevention Checklist, some components of the Industry Guidance Checklist for Retail Businesses, and best practices from state information centers from around the U.S.

Employees

- Require employees to wear cloth face coverings and to practice good hand hygiene with frequent handwashing and especially between contact with visitors and visitor contact with brochures and equipment.
- Where possible, stagger employee shifts and meal breaks to avoid crowding.
- Ensure employees stay 6 feet apart whenever practical.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Prohibit gatherings or meetings of employees of 10 or more during working hours.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Do not allow employee food or drink in areas where visitors and the public have access.
- Adjust training/onboarding practices to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.
- Provide employees training:
 - physical distancing guidelines and expectations
 - monitoring personal health
 - proper wear, removal, disposal of Personal Protective Equipment (PPE)
 - laundering of face coverings and uniforms as listed below
 - cleaning protocols as per CDC

Maine Department of Transportation

- how to monitor personal health and body temperature at home.
- guidance on how to launder cloth face coverings and uniforms per CDC, cleaning and disinfecting your facility, how to disinfect: laundry
- cleaning protocol, including how to safely and effectively use cleaning supplies.
- Consider employee training in safe de-escalation techniques.

Visitors

- Visitors should wear cloth face coverings.
- Place signage at entrances and throughout the VIC alerting staff and customers to the six feet of physical distance and policy on cloth face covering.
- Support physical distance between customer and personnel by taping off 6 feet distance from counters, service desks, and sales stations.
- Encourage visitors to take brochures and guidebooks they touch and to not put back on brochure racks.
- Promote and educate on guidelines, up-to-date orders, and tips on how visitors can explore Maine safely.

Operations

- All centers shall set up prior to opening, a cleaning schedule for commonly used surfaces inside the VIC such as countertops, door handles, etc. Commonly used surfaces inside the VIC should be cleaned and disinfected by VIC staff every half hour while the VIC is open to the public. Touch screen surfaces will be disinfected after each use or every half hour. This cleaning is in addition to the increased cleaning currently being done by custodian staff throughout the building. This schedule shall be maintained by VIC staff until further notice.
- Additional hand sanitizer stations shall be placed in the area of brochure racks and touch screen kiosks. Bottles of sanitizer will be at the counters for VIC staff to use throughout the day. Frequent handwashing breaks should be taken throughout the day by VIC staff.
- Prominent signage shall be placed near the brochures/publications informing visitors not to touch brochure unless they take it with them: "Touch it, take it."
- The primary work station for the VIC Travel Counselors will now be behind the counter. All counters will be fitted with temporary sneeze guards/plexiglass. Physical distancing will be maintained when Travel Counselors needs to come out from behind the counter.
- The guest book will be maintained behind the counter. VIC staff will complete it on behalf of visitors.
- Highly encourage visitors to use mainetourism.com and visitmaine.com on their phones to plan and use as a travel reference.
- Consider one-way aisles where practical and increase space between brochure racks where possible.

- Mark lines in 6 feet intervals for visitors waiting to speak to a Travel Councilor.

In Case of Illness

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Require employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill:
 - Instruct employees to not come to work with symptoms of COVID-like illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Becomes ill on the job
 - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Call 911 for guidance/assistance.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Return to work
 - Know the current CDC guidance for employee infected by COVID
- Members of the public who become ill while at a VIC:
 - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).



Maine Department of Transportation

Appendix Y

MaineDOT Driver Education Protocols

Effective July 1, 2020

The corona virus (COVID-19) pandemic has changed how society interacts and daily work is accomplished. To facilitate driver education instruction and minimize exposure for driver trainers, mentors, and students, the following processing protocols are established effective July 1, 2020;

Behind-the-Wheel Instruction

- Maintain physical distancing of 6 feet among students arriving/waiting for behind-the-wheel sessions to start and among those completing sessions.
- Before behind-the-wheel instruction begins, screen driver trainer and student for COVID-19 symptoms. (If illness is reported or out of state travel, reschedule instruction.)
 - * This shall include screening questions from the CDC recommended screening questions.
 - * See the CDC's COVID-19 symptoms information at [CDC.gov](https://www.cdc.gov).
- To accommodate implementation of safety measures, the behind the wheel instruction shall be limited to one hour and one student per session in the vehicle.
- Driver Trainers/Mentors and students shall thoroughly wash hands before and after each session.
- Driver Trainers/Mentors and students, shall use:
 - * Cloth face covering that covers the nose and mouth.
 - * Hand sanitizer.



Maine Department of Transportation

- Windows down to the extent practicable. Avoid using the recirculated air option for the vehicles ventilation while providing behind-the-wheel instruction. Use the vehicles vents to bring in fresh outside air and/or lower the vehicle windows.
- Schedule at least 15 minutes between behind-the-wheel sessions to allow time to thoroughly disinfect the training vehicle.
- Before and after each student, clean and disinfect using the CDC/EPA cleaning guidance you will find at this link. <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>:
 - * All door handles.
 - * All driver and dashboard controls (e.g., switches, dials, buttons).
 - * Keys.
 - * Steering wheel- rim and adjustment levers.
 - * Gear shift lever.
 - * Parking brake lever/button.
 - * Front and rear safety belts, including latching mechanisms.
 - * Center console.
 - * Seats and seat controls.
 - * Head restraints.
 - * Mirror controls.
 - * Any other surfaces likely to be touched by instructors or students.
- To the greatest extent possible, driver education behind the wheel debriefing and certificate issuance, will occur outside the vehicle while maintaining physical distancing in a safe area.

MaineDOT Driver Education Screening Checklist

July 1, 2020

Student (Yes/No)	Questions	Trainer/Mentor (Yes/No)
	Are you feeling Feverish	
	Are you having chills	
	Difficulty breathing	
	Persistent cough	
	Have you travelled outside the state in the last 14 days	



Maine Department of Transportation

If no to all, in truck driver education can commence for 1 hour

If yes is checked in any box, training to be rescheduled.

	Name	
	Signatures	
	Date	

Appendix Z

MaineDOT Strategic Plan 2020 Overview

Draft 11/19/20

Where We Are

MaineDOT's mission is to support economic opportunity and quality of life by responsibly providing the safest and most reliable transportation system possible, *given available resources*. Those last three words are critical. Simply put, transportation needs in Maine continue to far outpace available resources due to several factors including Maine's large land area, an expansive transportation system, a low and spread-out population, limited contractor competition in some areas, and beautiful but challenging geology and weather for infrastructure.

Like many states, the scope of Maine's transportation funding challenge is daunting. Recently, a bi-partisan Blue Ribbon Commission of legislators, transportation professionals and stakeholders created by the Legislature and the Governor to study and recommend transportation funding solutions found that the State's unmet transportation need was over \$230 million *per year*. And that figure was calculated *after* assuming that state bonding of \$100 million or more would continue every year. (See Resolve 2019, Chapters 97 and 112.) The Commission's final report called for raising an additional \$160 million per year in *State* resources from a combination of existing



Maine Department of Transportation

General Fund resources and new revenue. The remainder was to come from federal sources. The Commission's report was released on March 9, 2020.

Less than a week later, the coronavirus pandemic hit Maine. Traffic volumes plummeted. The economy nose-dived. Unemployment spiked like never before. Federal coronavirus relief funding is running out, and many people are struggling with basic needs like jobs, food and shelter.

This made an already tough fiscal situation worse. Highway Fund revenues decreased by about \$40 million in the current two-year state budget and an estimated additional \$30 million in the next biennial budget. Thankfully, by accelerating the use of bonding approved by the voters in July 2020, MaineDOT could continue to deliver a solid capital program in 2020. Obviously, the dollar shortfalls in the State's General Fund budget are much larger - \$400 million or more per year - as the General Fund is almost 12 times bigger than the Highway Fund.

This obviously changed what policymakers will need to focus over the next year or two: restoring our economy, defeating the virus, and addressing budget shortfalls. MaineDOT planning needs to shift accordingly. As noted in an 4/13/2020 email to all MaineDOT staff regarding Lesson Learned #2, "*you need to have a plan, but you need to be willing to adjust it if things change*". Therefore, although the need for long-term, bi-partisan transportation funding solutions remains acute, hoping for such a solution in the next year or two is unrealistic. And hope is not a plan.

Where We Are Going

Despite these challenges, there is much we can and must do for transportation until a transformational funding discussion materializes. We can revise our asset management strategies to make sure that we are getting the most system and customer benefit from each existing dollar. We can help keep Maine working now and build our long-term economic foundation with continued solid capital programs supported by federal discretionary funding and robust and prudent bonding levels made possible by historically-low interest rates. We can leverage additional funding through expanded partnership programs, support existing and emerging businesses, enhance planning and communication, and confront climate change. And we can continue our quest toward our vision of becoming *the most trusted organization in Maine* through daily dedication to our core values of *integrity, competence and service*, and become one of Maine's best places to work in the process.



Maine Department of Transportation

Draft revised versions of our Mission, Vision, and Goals are set forth below, followed by a summary of the focus areas of this 2020 Strategic Plan update. We expect this will guide our strategic direction for the next two years. However, if things change quicker than that, we will evaluate and respond accordingly.

Looking forward, we remain proud of MaineDOT and what we do for the people of Maine. Even a pandemic cannot stop us from doing great things. Thank you to Governor Mills, the Legislature, our Congressional delegation, and Maine citizens for their on-going support. And thank you to the dedicated 1,800 people at MaineDOT who make this all happen.



Maine Department of Transportation

STRATEGIC PLAN 2020 UPDATE

MISSION

To support economic opportunity and quality of life
by responsibly providing our customers
the safest and most reliable transportation system possible,
given available resources.

VISION

To be the most trusted organization in Maine.
~~by being open, accountable and responsive.~~

CORE VALUES

Integrity • Competence • Service

GOALS

1. **Manage the Existing System.** Effectively manage Maine's existing transportation system to provide levels of service that are safe and acceptable to our customers within reliable funding levels.
2. **Support Economic Opportunity and Quality of Life.** Develop partnerships to leverage support and funding to wisely invest in transportation solutions that enhance economic opportunity and quality of life.
3. **Build Trust.** Build trust of MaineDOT and work toward making MaineDOT a best place to work by communicating well and by demonstrating our core



Maine Department of Transportation

values of integrity, competence, and service, both organizationally and individually.

Summary of Focus Areas

1. **Continue to “MacGyver”**. To stretch existing resources and better align our work with customer expectations, continue to prudently “MacGyver”, which is a verb defined as *to make or repair something in an improvised or inventive way, making use of whatever is on hand*. These efforts include the following.
 - a. Reevaluate Highway Corridor Priorities (HCP) including aligning HCP 1 with the National Highway System (NHS) and increasing HCP 4 miles.
 - b. Review and simplify paving treatments, project scopes, specifications, testing, and inspection methodologies to match value received, increase paving competition, and reduce cost. Align paving treatments and specifications with the priority of the road.
 - c. Expand use of Light Capital Paving to all newly classified HCP 4 roads (700+ miles per year) and as a fallback treatment on higher priority roads, except Interstate highways.
 - d. Expand use of lower-cost treatments on higher priority highways after analyzing safety and life cycle cost impacts.
 - e. Standardize cross sections and corridor improvement strategies using safety data, customer expectations, and realistic funding assumptions.
2. **Expand Partnership Programs**.
 - a. Create a Village Partnership Initiative that leverages local support to invest in transportation solutions that support the revitalization of villages and downtowns across Maine to support local economies, improve quality of life, and attract former and new residents to Maine.
 - i. Complete Streets. Publish and continue to implement a Complete Streets Policy that considers the needs of all users in planning and development.
 - ii. Deliver viable projects to improve pedestrian and bicycle safety as identified in the Heads Up review process.
 - b. Continue to grow the Municipal Partnership Initiative program to create and match demand, especially in less populated municipalities.
 - c. Grow the Business Partnership Initiative (BPI) to further assist commercial development.

- d. Revise the Local Match Policy to reflect a municipalities ability to contribute to MaineDOT projects.

3. Support Existing and Emerging Business Sectors

- a. Survey key business sectors to help determine transportation-related needs and customer satisfaction to inform highway corridor priorities, resource allocation, and project selection.
- b. Collaborate with freight rail operators, including those new to Maine, to provide more cost and time competitive rail shipping options for Maine products and inbound raw materials used in manufacturing in Maine.
- c. Identify opportunities and prioritize investments in infrastructure in Maine ports and supply chain routes that attract investment and good jobs including emerging opportunities such as offshore wind power generation.

4. Enhance Planning and Communication.

- a. Lead a collaborative effort with stakeholders and customers to develop a long-range, comprehensive, balanced plan to meet the present and future needs for transportation and to promote the coordinated and efficient use of all modes of transportation. See 23 MRS §4206(1)(A) and (C).
- b. Lead a collaborative effort with stakeholders and customers to develop shorter-term multimodal investment strategies reflecting policy and fiscal realities.
- c. Modify multimodal planning, financial management, and programming to use a cash flow model to improve the reliability of multimodal project delivery and funding needs.
- d. Develop and implement public information strategies to effectively communicate with customers, policymakers, stakeholder groups, regional organizations, and business partners, to develop consensus toward viable transportation solutions.

5. Confront Climate Change. Work with partner agencies to reduce transportation-related impacts of climate change.

- a. Identify transportation assets that are vulnerable to climate change and take a prioritized and practical approach to improve resiliency.
- b. Support vetted strategies that reduce transportation greenhouse gas emissions including expanded use of electric and other high fuel efficiency vehicles and reducing vehicle miles traveled through strategies like the expansion of broadband and telework.
- c. Lead a collaborative effort with providers, municipalities and regional planning



Maine Department of Transportation

agencies to develop viable public transportation and ride sharing solutions that match the population densities of urban, suburban, and rural areas and that address the needs of all users including essential workers and older adults.

- d. Work to identify and implement funding strategies to compensate for the loss of fuel tax revenues.

6. Make MaineDOT a best place to work, now and into the future.

- e. Take actions needed to become one of the “Best Places to Work” in Maine including continued employee engagement, communication, and feedback.
- f. Using lessons from this time of Business Unusual, prepare for the workplace and workforce of a post-pandemic world by considering where and how work will occur and how to mitigate for the loss of frequent informal contact that is important for policy development, morale building, and the development of future leaders.

Appendix AA

Maine Weekly Travel Report

November 28, 2020

Notable Observations

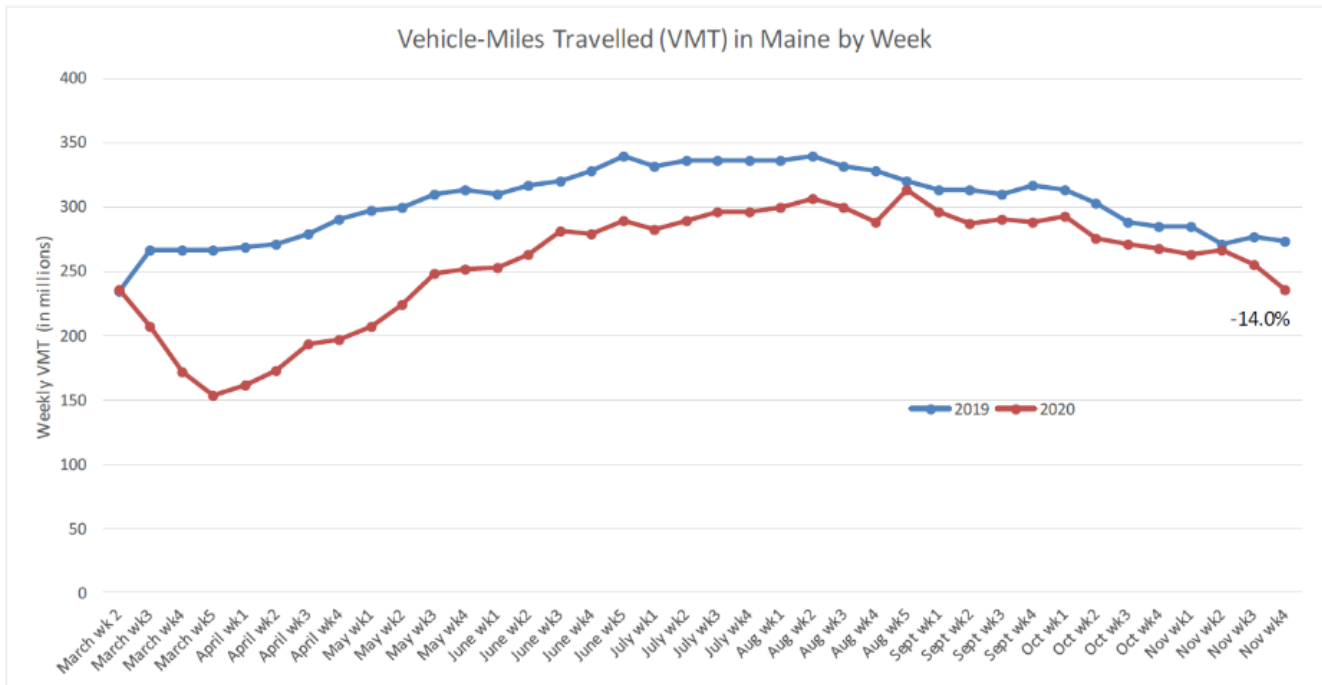
This week, highway travel was down 14.0% from the same week last year, compared to being down 7.7% in the previous week. As this week was Thanksgiving week, holiday travel normally contributes heavily to statewide vehicle-miles travelled (VMT). However, 2020 concerns about spreading covid-19 during a November wave of infections has reduced holiday travel. As a result, the VMT gap between 2019 and 2020 grew to 14.0%, the largest percentage gap since July.

A. Highway Travel – Changes from same week in 2019

1. Statewide Travel Trends

Statewide Change in Vehicle-Miles Travelled (VMT): -14.0%

Graph of Statewide VMT by Week Since March (week 2) 2020:





Maine Department of Transportation

A. Highway Travel (cont.) – Changes from same week in 2019

2. County Travel Trends - % Change in VMT by County

County	% Change	Previous Week
Androscoggin	-11.1%	-7.3%
Aroostook	-12.0%	1.7%
Cumberland	-16.4%	-10.7%
Franklin	-11.2%	-2.8%
Hancock	-9.4%	-5.8%
Kennebec	-14.9%	-8.8%
Knox	-14.0%	-11.9%
Lincoln	-14.5%	-12.2%
Oxford	-10.7%	-2.0%
Penobscot	-12.7%	-5.4%
Piscataquis	-11.3%	-5.7%
Sagadahoc	-16.5%	-11.4%
Somerset	-12.5%	-4.5%
Waldo	-10.6%	-5.1%
Washington	-9.9%	-3.6%
York	-16.5%	-10.2%

3. Points of Interest – % Change of Raw Traffic Counts (different from VMT)

Interstate: Previous Week

Maine Turnpike (I-95) at NH Line, Kittery: (not avail.) -20.4%

I-295, Portland: -28.1% -22.4%

I-395 at Bangor-Brewer Line: -17.1% -10.1%

Tourist Areas:

Route 1, York: -16.5% -6.0%

I-195, East of Route 1, Saco (near OOB): -27.7% -10.6%

Route 302, Naples: -11.4% -5.1%

Route 27, Boothbay: -13.5% -12.0%

Route 3, Mount Desert Island: -6.4% -3.7%

Areas with Fewer Tourists:

Route 196, Lewiston: -12.9% -11.4%

Route 201, Skowhegan: -13.5% -7.2%

Route 6, Springfield (east of Lincoln): +1.7% +12.5%

Route 11, Ashland: -8.3% +10.5%

B. Multimodal Passenger Travel (% Change from Same Week in 2019) Previous Week

Air Travel (Inbound): 9,083 -62% -63%

Intercity Bus Travel (Inbound): 461 -92% -90%

Rail Travel (Inbound): 464 -88% -88%

Maine State Ferry Service (Total): 4,709 -29% -29%

September 5, 2020

Notable Observations

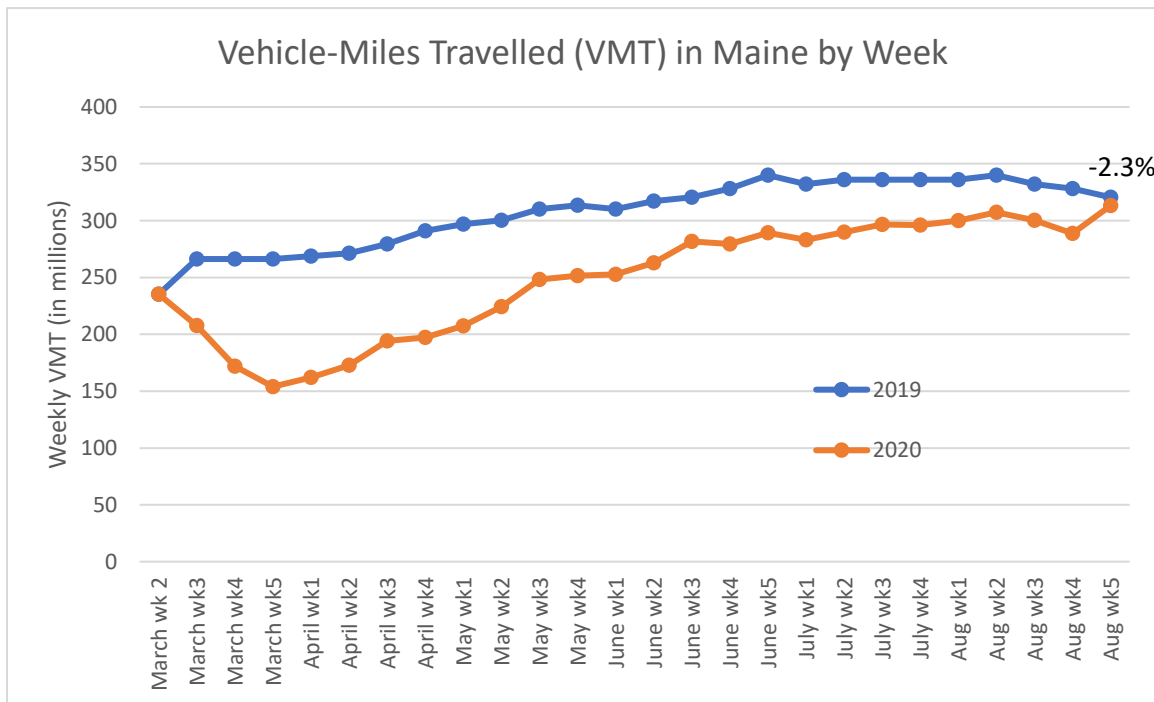
- This week, data indicates that statewide vehicle-miles travelled in 2020 rebounded to its highest level of the year and that the percentage gap between 2020 and 2019 is the smallest since March. The position of Labor Day on the calendar may be a factor in these numbers. In 2020, the week was a “summer” week, before the Labor Day weekend, which came late on the calendar. In 2019, this week was a “fall” week, after the Labor Day weekend, which came early on the calendar. Because travel drops after Labor Day in a traditional year and a 2020 “summer” week is being compared to a 2019 “fall” week, the -2.3% gap may be somewhat deceptive and not sustained in the next few weeks. Nevertheless, the narrowing of the gap is evidence that the long-term trend toward normal highway travel continues.
- The Maine State Ferry Service had passenger volumes 9% below 2019 levels, the smallest year-to-year gap of any week this summer.

A. Highway Travel – Changes from same week in 2019

1. Statewide Travel Trends

Statewide Change in Vehicle-Miles Travelled (VMT): -2.3%

Graph of Statewide VMT by Week Since March (week 2) 2020:





Maine Department of Transportation



Maine Department of Transportation

A. Highway Travel (cont.) – Changes from same week in 2019

2. County Travel Trends - % Change in VMT by County

County	% Change	Previous Week
Androscoggin	-0.2%	-9.1%
Aroostook	1.6%	-11.1%
Cumberland	-4.7%	-11.9%
Franklin	2.4%	-13.3%
Hancock	-0.3%	-9.1%
Kennebec	-3.5%	-12.2%
Knox	-2.5%	-10.9%
Lincoln	-2.3%	-10.7%
Oxford	2.2%	-13.5%
Penobscot	-2.0%	-14.0%
Piscataquis	-1.3%	-13.4%
Sagadahoc	-3.8%	-12.4%
Somerset	-0.7%	-15.3%
Waldo	-1.1%	-14.6%
Washington	-0.1%	-10.3%
York	-3.7%	-11.5%

3. Points of Interest – % Change of Raw Traffic Counts (different from VMT)

		Previous Week
Interstate:		
Maine Turnpike (I-95) at NH Line, Kittery:	-8.6%	-18.3%
I-295, Portland:	-12.7%	-19.4%
I-95, Carmel (south of Bangor):	-9.8%	-17.7%
Tourist Areas:		
Route 1, York:	-4.0%	-7.0%
I-195, East of Route 1, Saco (near OOB):	+5.2%	-17.4%
Route 302, Naples:	+6.0%	-7.5%
Route 27, Boothbay:	-1.8%	-13.4%
Route 3, Mount Desert Island:	-1.7%	-11.4%
Areas with Fewer Tourists:		
Route 196, Lewiston:	-2.5%	-9.7%
Route 201, Skowhegan:	+0.1%	-10.4%
Route 6, Springfield (east of Lincoln):	+5.8%	-17.6%
Route 11, Ashland:	+3.4%	-11.1%

B. Multimodal Passenger Travel (% Change from Same Week in 2019)

			Previous Week
Air Travel (Inbound):	12,606	-64%	-68%
Intercity Bus Travel (Inbound):	670	-87%	-91%
Rail Travel (Inbound):	754	-87%	-80%



Maine Department of Transportation

Maine State Ferry Service (Total): 10,537 -9% -20%

August 15, 2020

Notable Observations

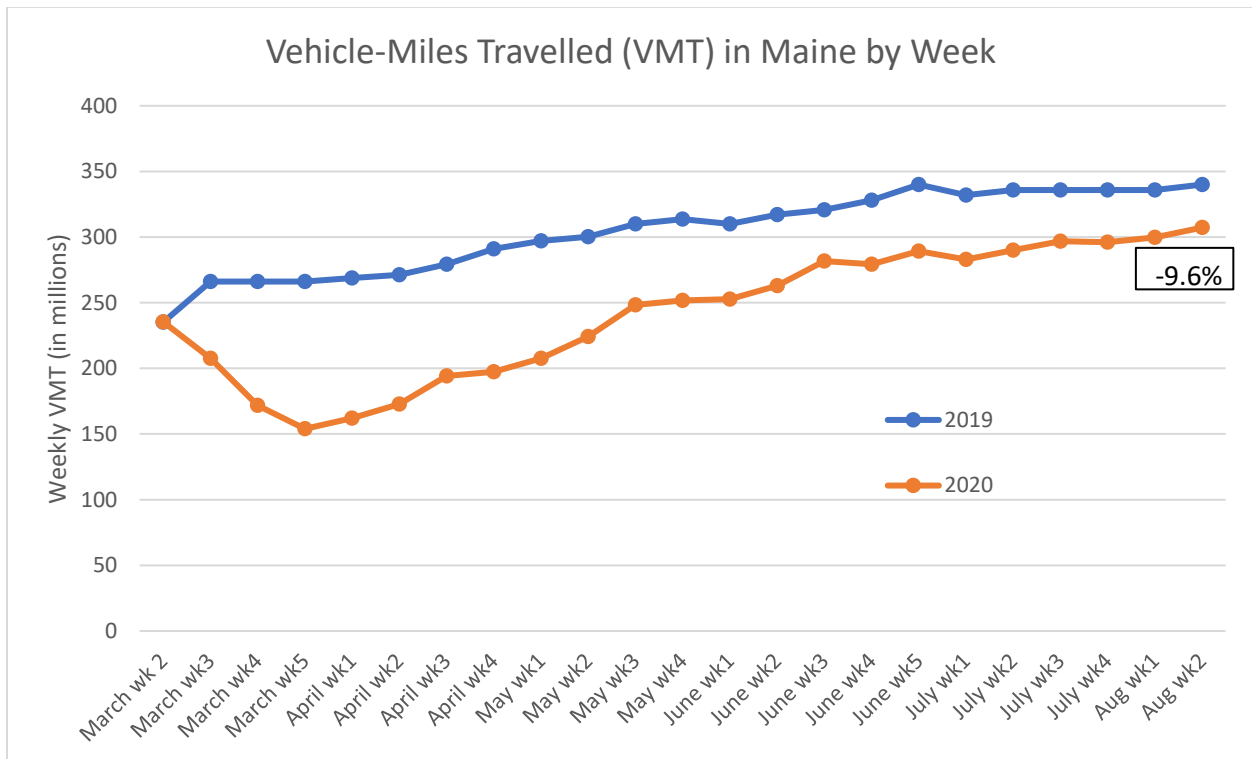
This week, statewide vehicle-miles travelled in 2020 rose to within 10% below 2019 levels.

A. Highway Travel – Changes from same week in 2019

1. Statewide Travel Trends

Statewide Change in Vehicle-Miles Travelled (VMT): -9.6%

Graph of Statewide VMT by Week Since March (week 2) 2020:





Maine Department of Transportation

A. Highway Travel (cont.) – Changes from same week in 2019

2. County Travel Trends - % Change in VMT by County

County	% Change	Previous Week
Androscoggin	-7.8%	-6.5%
Aroostook	-1.9%	-4.1%
Cumberland	-10.5%	-11.8%
Franklin	-8.8%	-11.4%
Hancock	-9.6%	-10.0%
Kennebec	-10.8%	-11.7%
Knox	-8.0%	-11.6%
Lincoln	-9.0%	-13.1%
Oxford	-8.8%	-12.5%
Penobscot	-8.7%	-10.0%
Piscataquis	0.3%	-3.3%
Sagadahoc	-11.0%	-14.7%
Somerset	-13.8%	-16.9%
Waldo	-5.6%	-5.5%
Washington	-8.5%	-6.6%
York	-12.1%	-11.5%

3. Points of Interest – % Change of Raw Traffic Counts (different from VMT)

		Previous Week
Interstate:		
Maine Turnpike (I-95) at NH Line, Kittery:	-26.5%	N/A (tech issue)
I-295, Portland:	-21.0%	-23.2%
I-95, Carmel (south of Bangor):	-21.3%	-24.5%
Tourist Areas:		
Route 1, York:	-5.2%	-10.5%
I-195, East of Route 1, Saco (near OOB):	-10.6%	-15.9%
Route 302, Naples:	-5.7%	-8.3%
Route 27, Boothbay:	-13.7%	-18.4%
Route 3, Mount Desert Island:	-14.4%	-17.0%
Areas with Fewer Tourists:		
Route 196, Lewiston:	-11.4%	-9.2%
Route 201, Skowhegan:	-22.1%	-19.6%
Route 6, Springfield (east of Lincoln):	-4.2%	-4.0%
Route 11, Ashland:	+2.6%	+0.9%

B. Multimodal Passenger Travel (% Change from Same Week in 2019)

			Previous Week
Air Travel (Inbound):	13,937	-68%	-68%
Intercity Bus Travel (Inbound):	271	-39%	-33%



Maine Department of Transportation

Rail Travel (Inbound):	N/A (tech issue)	-85%
Maine State Ferry Service (Total):	10,000	-39%

July 18, 2020

Notable Observations

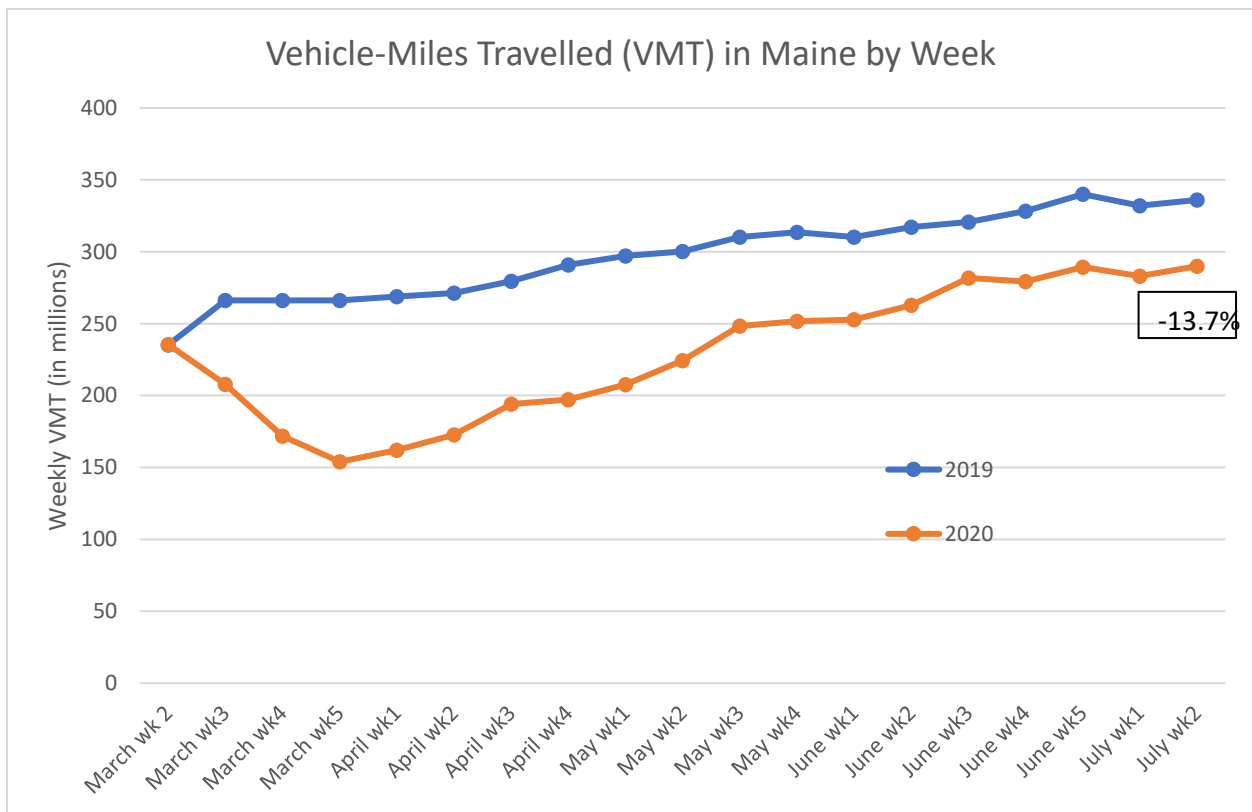
This week, statewide vehicle-miles travelled - compared to from the same week in 2019 – is down by the smallest percentage since the beginning of the pandemic in Maine (mid-March).

A. Highway Travel – Changes from same week in 2019

1. Statewide Travel Trends

Statewide Change in Vehicle-Miles Travelled (VMT): -13.7%

Graph of Statewide VMT by Week Since March (week 2) 2020:





Maine Department of Transportation

A. Highway Travel (cont.) – Changes from same week in 2019

2. County Travel Trends - % Change in VMT by County

County	% Change
Androscoggin	-9.4%
Aroostook	-7.3%
Cumberland	-15.9%
Franklin	-15.8%
Hancock	-12.1%
Kennebec	-15.9%
Knox	-11.8%
Lincoln	-12.7%
Oxford	-17.7%
Penobscot	-12.8%
Piscataquis	-7.2%
Sagadahoc	-15.2%
Somerset	-14.9%
Waldo	-9.5%
Washington	-12.5%
York	-14.0%

3. Points of Interest – % Change of Raw Traffic Counts (different from VMT)

Interstate:

Maine Turnpike (I-95) at NH Line, Kittery:	-25.6%
I-295, Portland:	-26.9%
I-95, Carmel (south of Bangor):	-26.8%

Tourist Areas:

Route 1, York:	-12.0%
I-195, East of Route 1, Saco (near OOB):	-19.5%
Route 302, Naples:	-14.0%
Route 27, Boothbay:	-19.0%
Route 3, Mount Desert Island:	-22.3%

Areas with Fewer Tourists:

Route 196, Lewiston:	-11.0%
Route 201, Skowhegan:	-2.1%
Route 6, Springfield:	+0.8%
Route 11, Ashland:	0.0%

B. Multimodal Travel (Change from Same Week in 2019)



Maine Department of Transportation

Air Travel (Inbound):	11,315	-78%
Intercity Bus Travel (Inbound):	364	-29%
Rail Travel (Inbound):	306	-95%
Maine State Ferry Service (Total):	13,592	-31%

Appendix AB

VACCINATION

When can I get vaccinated?

Because it will take months for enough vaccine to be produced for people in the United States, Maine is following vaccine priority recommendations from a U.S. Centers for Disease Control and Prevention [advisory group](#). The U.S. CDC has not yet finalized these recommendations, and future adjustments are expected. As vaccine availability increases, these recommendations are expected to expand to include more groups.

Phase 1

1a: Health care workers and residents of long-term care facilities

1b: People age 75 and older and frontline essential workers

1c: People ages 65-74 , people ages 16-64 with high-risk medical conditions, and other essential workers

Phase 2

All people ages 16 and older who are not in Phase 1, with vaccine starting to become available to the general public.

Maine Formally Submits Request To Federal Government for First COVID-19 Vaccines

December 4, 2020

With no vaccine yet approved, Maine CDC prepares for first shipment

AUGUSTA - The Maine Department of Health and Human Services (DHHS) announced today that the Maine Center for Disease Control and Prevention (Maine CDC) has placed orders for doses of COVID-19 vaccine for 12,675 people to the U.S. Centers for Disease Control and Operation Warp Speed. This order represents the first in a series of vaccine requests that Maine CDC will file in the coming weeks and months, as specified by Operation Warp Speed, as part of Maine's accessible, flexible, and equitable distribution plan for the vaccine.



Maine Department of Transportation

Maine CDC's order reflects the maximum number of doses that the federal government recently informed Maine would be available in the first allocation. When fulfilled, the order will be enough to vaccinate approximately 12,675 people with the first of two required doses.

"We look forward to FDA authorization of the vaccine as we await the initial doses," **said DHHS Commissioner Jeanne Lambrew**. "We thank Maine's congressional delegation for their collaboration and their support for additional federal funding that will be vital to the success of this monumental undertaking to protect the health of Maine people."

"This is a significant step, but placing the order is not the same as having the vaccine in hand," **said Dr. Nirav D. Shah, Director of the Maine CDC**. "We are confident that Maine CDC will receive these doses and are in position to administer them to the highest priority recipients, such as health care providers and residents of long-term care facilities. As we await potential FDA authorization, we are continuing our planning process and remain committed to efficient and equitable distribution of the vaccine."

Maine CDC expects the initial allocation to be composed of doses from Pfizer, which will require ultra-cold storage. After the initial allocation, which Operation Warp Speed leaders said could arrive as soon as mid-December, Maine CDC has been told to expect two more weekly allocations of 12,675 doses of the Pfizer vaccine, and approximately 24,200 doses for the first week and 10,700 doses for the second week of the vaccine created by Moderna, pending FDA authorization.

Per guidelines approved by the U.S. CDC's Advisory Committee on Immunization Practices, the initial allocation will be administered to frontline health care professionals, as well as residents of skilled nursing and long-term care facilities. The first shipments of Pfizer vaccine will be sent to six locations with ultra-cold freezer capacity throughout Maine. The following locations will receive 975 doses each:

- Maine Medical Center in Portland
- Northern Light Mercy Hospital in Portland
- Northern Light Eastern Maine Medical Center in Bangor
- Central Maine Medical Center in Lewiston
- Northern Light A. R. Gould Hospital in Presque Isle
- Maine CDC

The remaining 6,825 doses will be administered to residents of long-term care facilities in Maine, through a collaborative agreement with elder care facilities and pharmacies.



Maine Department of Transportation

With the assistance of Maine's congressional delegation, the Mills Administration has received additional information from the federal government about the significant reduction in Maine's initial allocation of COVID-19 vaccine. The federal government originally estimated that Maine would receive 36,000 doses in the initial allotment, nearly three times more than the amount now expected. The Mills Administration was informed that Pfizer reduced the number of vaccines it expects to ship worldwide, including to Maine, due to supply chain challenges. The company also extended the schedule for shipping vaccine doses over a longer period.

Maine's planning for COVID-19 vaccine distribution began in spring 2020, building on the existing network of vaccine providers throughout the state. In October, Maine CDC [submitted](#) the first version of its plan to distribute a COVID-19 vaccine. Maine will update the plan as more is learned about vaccine manufacturing, storage, efficacy in different groups, dosing schedules, as well as other factors that will affect the implementation of vaccination on a large scale. The vaccine distribution framework will also evolve with continued input from health care providers and various communities throughout Maine.