



# Maine Developmental Disabilities Council

## Office Policies and Procedures During COVID-19 Health Crisis

In order to safeguard the health of our staff, colleagues, and vendors during the COVID-19 health crisis, the Maine Developmental Disabilities Council has made significant adjustments to our office policies and work processes. Following the guidance and guidelines from the State of Maine and the Maine CDC, we will continue to use appropriate safety measures for the duration of the pandemic.

Specifically, at this time MDDC staff are:

- Working from home as much as possible, staggering work that must be done in the office to limit the number of staff onsite at any time, maintaining social distance while in the office, and wearing masks while in public or shared office spaces.
- Holding all meetings via teleconference, including regular staff meetings as well as Council meetings.
- Securing our office spaces by keeping outside doors locked, and allowing only essential vendors into the office space.
- When outside vendors must access the office, requiring masks and social distance, and sanitizing common areas after such contact.
- Hand sanitizer is available when entering the building. Signs reminding about the importance of hand washing are in all bathrooms.
- Adding additional sanitizing to our regular cleaning schedule where high use touch points are sanitized, at minimum, 3 times per day.
- Should any office staff feel ill they are required to work from home if possible, or if more appropriate, use sick leave.
- Evaluating our office ventilation systems in accordance with *ASHRAE Standard 180-2018*.

The safety of our members, staff, and the greater disability community is of the upmost importance at this and all times, and MDDC is committed to following the most current guidelines while using innovative ideas and technology to continue to do our important work at this time.

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