

Return to Campus Plan

Keeping our CMCC Community in the Know

Contents

Communication, Safety & Health Plan

Letter from the President	3
How and What we will Communicate	. 4
What we have done, are doing, and will continue to do	5
Face Coverings	. 6
Personal Hygiene	8
Health Self-Assessments & Visitors, Guests, Delivery, Contractors	9
Physical Distancing	10
Transportation and Travel	12
Foot Traffic in Buildings and Campus Entry	13
Group Gatherings	14
What Happens if Someone Gets Sick on Campus	15
Stopping the Spread of COVID-19	16
Your Mental Health & Wellbeing: Managing Stress and Anxiety	17
Yours and Our Commitment to Safe Practices / Remote Work	18
Frequently Asked Questions, Information & Resources	19

Students, Faculty, and Staff,

It is our hope that you and your families are all doing well. While we prepare our facilities for your return to campus, we want to extend our deepest thoughts and prayers to those who have been impacted by the pandemic in our schools, workplaces and in our communities. The purpose of this message is to share with you the steps that have been taken and the steps that we will take together to stop the spread of COVID-19.

As we continue to evolve to a new normal, you should know that the changes we are implementing are the result of hours of collaboration and discussions with our System office, Human Resources, Faculty, Facilities, Security, Purchasing, the Unions, and many other groups. We want to thank the organizations who have worked collaboratively to create a "Playbook" which provides an awareness of new health and wellbeing protocols, readiness for our workforce and steps to ensure that our facilities are ready to our return to campus.

Your health and safety are important as we prepare for a return to campus. We believe we can return to campus and be as safe as possible. The Return to Campus Playbook is based upon the guidance provided by the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services, and the Occupational Safety and Health Act (OSHA).

THIS RETURN TO CAMPUS PLAYBOOK COVERS SUCH TOPICS AS:

- Cleaning and disinfecting of workstations
- Cleaning and disinfecting of common areas outside of workstations
- Guidelines supporting methods for and increased frequency of hand washing
- Placement strategy for hand sanitizer stations
- Guidelines for physical distancing
- Guidelines for appropriate use of Personal Protective Equipment
- Plan for daily and continued cleaning
- Use of Contact Tracing tools: students, employees, guests, vendors, delivery personnel
- Social and Emotional well-being
- Group Gatherings
- Travel and Transportation

Our hearts go out to everyone who has been impacted by COVID-19. During this challenging time, we encourage the members of our CMCC Family and their families to continue their efforts at school, work and home to control the spread of COVID-19 through mask wearing, frequent hand washing and physical distancing. We are inspired daily by your innovations and ask that you continue working together as we discover new ways to accomplish our mission. It is critical we ensure the health and safety of all CM students, faculty and staff. To that end we will continue to monitor all that we do to ensure safety.

Please take care of yourselves and your families and together we will move through this.

Stay Safe and Be Well,

Scott Knapp, Ed.D. President Betsy Libby, Ed.D. Vice President

2/10/2021 11:18 AM

Keeping our CMCC Community in the Know – How and What we will Communicate

The following section contains information to support a comprehensive, aligned and approved communication plan for our CMCC students and employees. It is very important that all users of CMCC facilities understand the safety requirements, protocols and expectations to ensure everyone and their communities stay as safe as possible and prevent the spread of COVID-19.

Communication for pre-return and post-return to work will utilize multiple forms of media to communicate with the entire CMCC community. These may include e-mail, text, CMCC Connect, the college website, social media, CMCC Emergency Alert system, video messages and/or others as appropriate.



Keeping our CMCC Community in the Know – What we have done, are doing, and will continue to do

Prior to Your Return to Campus

Cleaning

- Facilities and maintenance staff have been trained on cleaning protocol and products
- All facilities will be/have been cleaned and disinfected
- Disinfectant and cleaning supplies have been purchased and will be replenished to ensure a 30day supply is available
- Material distribution process has been established to ensure clean and safe handling
- Daily disinfecting process created
- Fresh air return rate in buildings has been evaluated and adjusted to meet CDC and OSHA guidelines, where possible
- Hand sanitizer stations will be placed in areas where individuals do not have immediate access to restrooms or areas with sinks, soap and water

Communicating with You

- Communication tools have been established: e-mail, text, CMCC Connect, website, social media, video messages
- Messages have been developed: Return to Campus Plan, safety messages, welcome back message, instructions for students and employees on protocols for returning to campus, mask requirements and proper use, health self-certification processes. These messages and guidelines are detailed in the following sections
- Safety posters have been developed to stress personal responsibility for health and well-being, hand cleaning, mask use, physical distancing, room capacity, etc.

Resources and Processes for all who use CMCC Facilities

- Guidelines have been established for use of Personal Protective Equipment (PPE): face coverings, gloves, clothing/cover ups
- Protocols have been developed for physical distancing: barrier installation, solutions for workstations, computer labs, lounge and common areas capacity (<6ft apart)
- Traffic and People Flow have been mapped and will be reviewed and updated on a regular basis
- Tables and chairs have been removed from common areas to ensure safe physical distancing
- Hand /air dryers in bathrooms have been disabled

Upon Your Return to Campus

Cleaning

- All facilities will be cleaned and disinfected at least once daily
- It is up to all of us to maintain a campus that is as safe as possible. You will have sanitizing wipes and other cleaning supplies at your disposal. You should clean door knobs, desk tops, telephones, key boards, photocopiers, etc. in your area
- For cleaning needs greater than you are able to manage, please call facilities to assist—755-5258
- Call facilities if sanitizing stations, soap dispensers, or other cleaning products need refilling
- Drinking fountains will not be available for use
- Please put your trash container outside your office before you leave the office: this will help minimize the number of "touches" on door knobs

Keeping our CMCC Community in the Know – Face Coverings

The Maine Community College System has implemented a variety of precautionary measures aimed at reducing the risk of transmission on campus of the virus that causes COVID-19. One significant precautionary measure advocated by public health officials and adopted by MCCS is the requirement to wear a disposable or cloth face covering. The following protocols govern the wearing of face coverings on Maine Community College System property.

I. Where a Face Covering is Required

A face covering is required to be worn over the nose, mouth and chin indoors in all public and shared spaces, and outdoors on MCCS grounds, including parking lots, sidewalks, walkways, roads, playgrounds, athletic fields and lawns. Until further notice, exceptions to the face covering requirement are:

- 1. When alone in an office with a door or a bedroom in campus housing;
- 2. When eating or drinking in a space where eating and drinking is permitted and only for the duration necessary to consume the food and/or beverage. Physical distancing (a minimum of 6 feet) is required during this activity; and
- 3. Children under 5 in a daycare setting and all other children under 2 years of age.

Physical distancing is not a substitute for wearing a face covering in locations where a face covering is required.

Any person not wearing a face covering, or an acceptable face covering, where required will be asked to put one on or leave the location where a face covering is required.

II. Type of Face Covering Required

A face covering must be a disposable or cloth mask made of multiple layers of tightly woven fabric that fits snugly around the face, covers the nose, mouth and chin and secures with ear loops or ties behind the head. Homemade and commercially manufactured masks that meet this definition are acceptable forms of face coverings.

Examples of face coverings that are not acceptable include:

- 1. Bandanas;
- 2. Neck gaiters; and
- 3. Masks with a valve or vent

III. Requests for Accommodations

Persons with a documented disability who have been determined by a medical professional to be unable to wear a disposable or cloth face covering should contact [the college's Office of Student Disability /Accessibility Services or ADA officer] prior to coming to campus to determine whether a reasonable accommodation is available.

IV. Off Campus

All members of the campus community are expected to wear a disposable or cloth face covering in public settings off campus as required by Maine law, and to follow other recommendations of public health officials. Because we truly are in this together, taking these steps will help to minimize the risk of transmission on campus and benefit all students, employees and their families.



How to Safely Wear and Take Off a Cloth Face Covering

Accessible: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

WEAR YOUR FACE COVERING CORRECTLY

- · Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2





USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available





TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

cdc.gov/coronavirus

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Keeping our CMCC Community in the Know – Personal Hygiene

Handwashing and Sanitizers

The Centers for Disease Control states that cleaning hands at key times with soap and water or using hand sanitizer are the most important steps people can take to avoid getting sick and spreading germs to those around them. Regular handwashing is the preferred process. Washing thoroughly with soap and water for 20+ seconds is the preferred method to ensure safety.

When water and soap are not available, hand sanitizers with at least 60% alcohol will suffice for removing germs. To effectively use hand sanitizer,

- Apply enough product on hands to cover all surfaces
- Rub hands together, until hands feel dry—approximately 20 seconds
- Do not rinse or wipe off the hand sanitizer before it is dry; it may not work as well against germs

Hand sanitizers may not remove harmful chemicals, such as pesticides and heavy metals like lead. Hand sanitizers may not be as effective when hands are visibly dirty or greasy. Handwashing with soap and water is recommended in such circumstances as handwashing reduces the amounts of all types of germs, pesticides and metals on hands.

Hand sanitizing stations will be placed throughout the facilities where sinks, soap and water are not readily available.





Keeping Our CMCC Community in the Know – Health Self-Assessments & Visitors, Guests, Delivery, Contractors

Given the COVID-19 continued spread and to protect the health of everyone at CMCC, only business critical visitors will be permitted at any CMCC facility.

Guests will complete similar screening as employees and students. We are rolling out a self-check health assessment app. Each time you need to come to campus, simply log and take the assessment—it is a very quick process. Show the safety check point staff your passed assessment and mask, and you'll be admitted to campus. For those who do not take the assessment in advance, or do not have smart phone, you will be screened at the security check point.

All visitors, regardless of length of time in a building must wear face coverings upon entering any CMCC building and to register/sign in at the security check point on the entrance roadway.

Short-visit delivery personnel (Postal workers, UPS, etc.) will not need to complete the health assessment. Vendors and contractors (repair workers, installation workers, etc.) who will be inside CM facilities to do more than drop off materials will be asked to complete the assessment at the Safety Check Point.



Please log the date and time in which you left the buildings and where you went in the buildings in order that the College can clean all areas of the College appropriately and timely.

Thank you.

Mary LaFontaine Dean of Human Resources

Name	Date	Time leaving the building(s)	Areas I was in

Keeping our CMCC Community in the Know – Physical Distancing

The Centers for Disease Control has provided guidance on best practices people can follow to prevent the spread of COVID-19. Three of the best practices recommended by the CDC include wearing a face covering, frequent handwashing and practicing physical distancing by keeping space between yourself and other people outside of your home. To practice physical distancing:

- Stay at least six feet from other people
- Avoid contact with others: avoid handshakes or embracing friends, co-workers, visitors
- Avoid touching surfaces that have been touched by others, to the extent feasible
- Do not gather in groups; stay away from crowded places and avoid mass gatherings

Each dean, with their team, will continue to evaluate work and classroom areas to identify areas where less than six feet of separation exists.

- Efforts will be made to modify areas where less than six feet of separation exists
- Work schedules and processes will be adjusted will be where possible to create six feet of separation
- Barriers or shields will be installed where possible
- Cleaning supplies will be available in each work area and classroom
 - telephones, keyboards, door handles, desk tops, photocopiers office equipment will be cleaned by staff and/or students throughout the day, ideally after each use before another person needs to tough a surface
- Alternate solutions will be considered if a safe space cannot be created

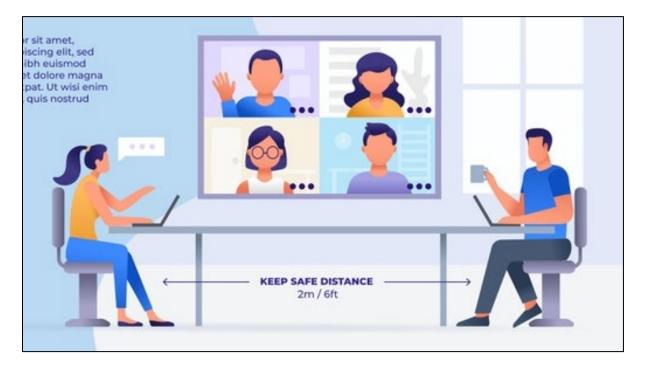
Recommended Practices

- Wear face coverings that meets the CDC guidelines and MCCS guidance
- Whenever possible, work, eating, and social areas should be arranged to allow separation of six feet between individuals
- Disinfect work/study areas multiple times during the day, giving special attention to common surfaces
- Avoid touching your face and wash your hands thoroughly with soap and water several times during the day
- Practice physical distancing when moving through facilities including stairways
- Elevators are limited to one person and we ask that you reserve elevators for those who need them
- Avoid gathering in groups and ensure six feet of space between each person while in lines
- Wash hands before and after meals
- Respectfully maintain distance from anyone who appears to be sick, or is coughing or sneezing
- Pay for purchases using a credit card or payment app as much as possible; avoid paper money
 - Central Services and Dining Commons are both cashless operations



Physical Distancing in a meeting

- In principle, do not conduct in-person group meetings
- Utilize conference calls or Zoom meetings to conduct meetings
- If you must connect in-person, follow physical distancing guidelines to allow for six feet of separation between you and other people and wear face coverings
- Follow current guidance from the CDC and Governor regarding the number of people allowed in a gathering or meeting



Other Physical Distancing Notes:

- Some restrooms will have maximum capacity signs on the doors. Please adhere to the guidance as noted
- Some hallways, waiting areas, etc. will be marked for distancing
- In the Dining Commons and other eating areas, tables will be marked for seating capacity. Face coverings obviously cannot be worn when eating or drinking; however, you will be expected to wear your mask when you are not eating. This will take vigilance from all to ensure 6' distances are maintained.

Face coverings and distancing are our new norms. For some of us the habit has come more easily. As a community we should help each other with reminders as needed. Accountability lies with all of us. If you are not sure how to ask someone to put on their face covering, try some of these:

- Oops, I see you forgot your mask?
- I feel uncomfortable mentioning this, but I'm concerned because you are not wearing your mask.
- I feel protected when you wear your mask.
- Hi there, for everyone's health, could you please put your mask on?
- Wearing a mask protects you and others.

Keeping our CMCC Community in the Know – Transportation and Travel

Individual commuting to and from campus is preferable; however, when using transportation that is public or provided by a third party, practice physical distancing.

Recommended Practices

- Use hand sanitizer before and after using public transportation
- Wear a face covering at all times while using a transportation service or shared transportation like car-pooling
- Allow appropriate space between other passengers, every other seat and every other row (six feet) of separation is recommended
- Do not use public transportation if you are sick or if you have symptoms such as fever, difficulty breathing, or have been in contact in the last 14 days with other people that have been confirmed as a positive case for COVID-19

Other transportation and travel notes:

- Non-essential travel for employees remains prohibited
- Until further guidance is set, and as directed by the Governor, self-quarantine or COVID testing will be required for out of state travel to non-exempt states. See the most recent list of exempt states here: https://www.maine.gov/covid19/
 - Employees who chose to travel to a non-exempt state, must self-quarantine for two weeks upon return or be COVID-19 tested with proof of negative results. Personal, sick and/or vacation time must be used for self-quarantine if you are not able to work remotely.
 - o Test results must be presented to the Dean of Human Resources

Current testing sites: <u>https://www.maine.gov/governor/mills/news/maine-dhhs-announces-four-additional-swab-and-send-covid-19-testing-sites-2020-07-21</u>



Keeping our CMCC Community in the Know – Foot Traffic in Buildings and Campus Entry

Inside Buildings

Face coverings must be worn at all times in all CMCC property and buildings, including upon entry.

Several measures have been made to control the flow of people to establish physical distancing.

- Deans will designate work areas; specific entry/exit points will be established based on phased return to campus plans and communicate plans to employees and students
- Employees may be asked to park in specific areas that are located close to their work area and appropriate entrance
- In some areas walking routes inside of the facility will be defined and identified with directional arrows and taped/roped off areas as needed, including stairways where possible

Doing our part to stop the spread of COVID-19, may require closing some common areas.

Campus Entry and Security Check Point

You'll be greeted on the campus roadway at a safety check point, staffed by security personnel. You will show the security personnel your proof of selfhealth assessment and your face covering.

For a limited time, if you do not have a mask one will be given to you. Face coverings can be purchased in the Bookstore.



Keeping our CMCC Community in the Know – Group Gatherings

At the time of this writing, from Executive Order #6 FY20/21, effective August 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 restricts outdoor gatherings to 100 persons and no more than 5 people per 1,000 sq. ft. Indoor gatherings are limited to 50 people. <u>https://www.maine.gov/governor/mills/sites/maine.gov.governor.mills/files/inline-files/EO%206%20-%20fy20-21.pdf</u>

Under this direction, CMCC students and employees will not host or sponsor any gathering of more than 100 people on campus and we strongly recommend that members of the CMCC community do not participate in events where 100 or more people are gathered.

While in any group, on campus, all other guidelines for physical distancing, face coverings, personal hygiene, etc. must be observed and are highly recommended for any off-campus gathering.



Keeping our CMCC Community in the Know – What Happens if Someone Gets Sick on Campus

If an individual shows COVID-19 symptom while on campus, it is important to not only get the affected person the attention they need but it is equally important to ensure the safety and health of others.

For a full list of current symptoms of COVID-19, provided by the CDC, please visit https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

If an employee or student starts to show signs on campus, maintain social/physical distancing (if possible) from the individual and ask them to move away from others.

- Escort individual to identified conference room or other secluded area; notify human resources at 755-5396 or 705-7524
- If individual is in acute respiratory distress, call 911
- MCCS guidance is forthcoming for all other possible situations

If a student is determined to be a confirmed COVID-19 case, notify CMCC's Covid Response Team at covidresponse1@cmcc.edu or call Student Services at 207-755-5293. If anyone other than a student is determined to be a confirmed COVID-19 case, notify the Executive Assistant to the President, Alyson Daniels at adaniels@cmcc.edu or call 207-755-5233. Information will be gathered from the individual to learn if they were on campus, and if so, when, where and for how long to determine if a close contact occurred. A close contact is defined as being within approximately six feet of a COVID-19 case for a prolonged period of time (15 minutes or more) or having direct contact with infectious secretions of a COVID-19 case (i.e., being coughed on). The information gathered from the individual, along with guidance from MCCS and the Maine CDC, will be used to determine next steps.

A COVID-19 case tracker, available at the COVID-19 landing page at www.cmcc.edu, will be used to track positive cases of individuals who were on campus with close contact during the time when they could have been infected. The COVID-19 case tracker is not for possible cases or a confirmed case of an individual who has not been on campus. In addition to utilizing the case tracker, a letter will be emailed to the campus community with basic information about the case, such as when, where and how long the person was on campus, however, not to a level that would identify the person. The College cannot provide detailed information about positive cases, but anyone known to be exposed to the virus by a person with a confirmed case of COVID-19 will be contacted directly by the College or the Maine CDC.

If someone tests positive for the virus, he/she will self-isolate subject to CDC guidance. After the selfisolation period, the person will receive documentation from the CDC indicating that he/she may resume on-campus work/classes. The CDC letter, indicating the end of self-isolation, must be provided to the College at least 24 hours prior to the person's return to campus. The college will review the CDC letter and once the college is satisfied the person has been released from self-isolation, he/she may return to campus.

We will not require a negative test in order to allow the person to return to campus <u>provided</u> the person has received documentation from the CDC indicating he/she has been released from self-isolation.

The CMCC President, with guidance from MCCS and the CDC, will provide the final determination on case resolution.

Keeping our CMCC Community in the Know – Stopping the Spread of COVID-19

The Centers for Disease Control has developed a website dedicated to providing information and guidance related to COVID-19. The website provides information on what individuals can do to protect themselves and also what individuals can do if they are sick. Several visual aids are available for download to distribute and post throughout the facility as a reminder on how to work safely and stay healthy.

If you have symptoms do not come to campus.

The Centers for Disease Control has provided guidance on some of the symptoms associated with COVID-19. Reported symptoms can range from mild to severe and in some cases result in death. Symptoms may appear two to 14 days after exposure to the COVID-19 virus.

Symptoms of COVID-19 include, but are not limited to:

- Cold or flu-like symptoms: fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea and persistent loss of smell or taste
- Visit <u>https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</u> for a list of current symptoms



Keeping our CMCC Community in the Know – Your Mental Health & Wellbeing: Managing Stress and Anxiety

If you are worried about your mental health and wellbeing, you are not alone. These are challenging times, and we are all struggling with different emotions. When many things feel uncertain or out of our control, one of the most effective ways we can manage stress and anxiety is to focus on the actions that are within our control.

We should all make time to take care of our mental health. Below are some proven ways you can care for your mental health and wellbeing during challenging times.

Control what you can

- Arm yourself with medical information from reputable sources
- Understand what CMCC is doing to create an environment that is as safe as possible and follow the guidelines
- Take proper precautions: wash your hands often, wear a mask and maintain physical distancing
- Limit your news consumption, including social media

• Manage your technology – turn off distracting notifications, use "do not disturb" mode

Prioritize self-care

- Get plenty of sleep
- Take deep breaths, stretch or meditate
- Eat healthy, well-balanced meals
- Take regular work/study breaks
- Move, stretch and exercise whenever possible
- Practice mindfulness focus your attention on the present moment by taking deep breaths or meditating

Do things you enjoy - relax and distract yourself

- Read a book or listen to an audiobook
- Unwind with music or a podcast
- Walk/run
- Try a new recipe
- Create art, do crafts, or build something
- Learn a new skill; take an online course

Connect with others

- Talk and video conference regularly with family, friends and co-workers—gather in person where safe and allowed
- Talk about your fears and concerns with someone you trust
- Express gratitude; offer someone help, if you can
- Don't forget to laugh!
- Share tips with your co-workers about what's working for you ask them to do the same

You have access to mental health services. If you feel you need or want more than the above, employees should visit the Living Well website or Anthem for resources and referrals. <u>https://www.guidanceresources.com/groWeb/login/login.xhtml</u> or

https://www.anthem.com/provider/behavioral-health or 1-866-694-6676 or the number on your health card. Students have resources through the Student Services office.

2/10/2021 11:18 AM

Keeping our CMCC Community in the Know – Yours and Our Commitment to Safe Practices, Remote Work

The ongoing health and safety of the CMCC community requires everyone's ongoing commitment to safe practices. We are in this together and we need you to:

- Remind others to use face coverings and maintain physical distancing when they are not
- Practice physical distancing at all times
- Wash your hands with soap and water and sanitize frequently
- Wear recommended personal protective equipment
- Self-certify your health daily
- Maintain a clean work/study/living area
- Cough and sneeze into tissues or your elbow and sanitize or wash hands afterwards
- Ask questions and focus on your health and the health of your co-workers
- Stay home if you experience any symptoms
- Report confirmed cases to the dean of human resources

The health and well-being of all CMCC community members is of the upmost importance. Students and employees who are not following the guidance set forth in this plan will be asked to leave campus.

Remote work and in-office work will be determined on an individual basis with guidance from supervisors. Remote work, when and where possible, should continue to limit the number of people on campus.

Keeping our CMCC Community in the Know – Frequently Asked Questions, Information & Resources

OSHA with COVID guidelines and information: <u>https://www.osha.gov/SLTC/covid-19/</u>

Maine DHHS-COVID information and resources: <u>https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml</u>

Maine Center for Disease Control: <u>https://www.maine.gov/dhhs/mecdc/</u>

Maine Governor Janet Mills: <u>https://www.maine.gov/covid19/</u>

Executive Orders: <u>https://www.maine.gov/governor/mills/official_documents</u>

Restarting Maine's Economy Plan and Guidance: <u>https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-</u> <u>files/Restarting Maines Economy GENERAL GUIDANCE CHECKLIST 4.29.20 2.pdf</u>

CDC Cleaning and Sterilizing Guidance: <u>https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</u>

Maine Community College System Updates and Information: <u>https://www.mccs.me.edu/covid-19/</u>

Employee Assistance Program (EAP) for CMCC employees: https://www.guidanceresources.com/groWeb/login/login.xhtml

