



## COUNTY OF SAGADAHOC ADMINISTRATIVE OFFICE

William S. Post, County Administrator

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### MEMO

TO: Department Heads & Key Staff  
FROM: William S. Post  
RE: COVID-19 Protocols  
DATE: June 18, 2021

The following operational procedures are effective immediately (June 18, 2021) based on **recommendations** from the CDC:

- a. Face Covering Requirement. Employees who are fully vaccinated shall be able to perform job duties without a face covering. The County recommends those who are not fully vaccinated wear face covering in public work areas, when social distancing is not practical.
- b. Capacity Limits. Capacity limits are not required for indoor public settings. Any prior capacity limits in County facilities are removed.
- c. Social Distancing. Social distancing in facilities is encouraged for non-vaccinated staff, customers and vendors but is not required for vaccinated individuals.
- d. Customers/Vendors. Any individual completing business transactions or visiting a facility shall still be required to follow current State and CDC guidance. Option of wearing a Face Covering when interacting with employees/staff will be at the individual's discretion.
- e. Vaccination. County employees are highly encouraged to receive the COVID-19 vaccination, which is not currently mandatory. Employee options for safety protocols will vary dependent on vaccination status. Employees shall not be required to provide proof of vaccination if they wish to not wear a face covering in locations where such coverings were previously required. No medical information will be retained or annotated by the supervisor or County Administrator. Customers will not be required to identify or provide proof of vaccination.
- f. Safety precautionary measures and cleanliness. All current measures will remain, i.e. routine sanitization of work and common areas. Employees may continue to use plexiglass barriers if desired, but this is not mandatory.
- g. Quarantine rule. The County will follow the most current CDC guidance on quarantine procedures and notification process for affected employees.
- h. On-site staffing levels should return to normal with exceptions granted by the Administrator on a case-by-case basis.

Any questions or concerns may be forwarded to the Department Head or County Administrator.