

## MaineHealth Institute for Research COVID-19 Guidance Information for Employees

### What do I do before entering the building?

1. Coordinate with your manager – make a plan about in person work to ensure physical distancing is possible within your space.
2. [CLICK HERE TO TAKE THE SCREENER](#)
3. Send your results to your direct supervisor BEFORE entering the building
4. **Masks are required** at all MaineHealth locations. Masks are currently at the main entrance in Scarborough and at the entrances to the suites at 509 Forest Ave. Please take only one at a time for use in the building. [Please click here for proper mask wearing instructions.](#)

\*Please note that for buildings other than 81 Research Drive, Scarborough and 509 Forest Ave, Portland, additional steps may need to be followed. Please follow the steps for the building you are entering. For example, on the Bramhall campus, you are required to show your Health Screener as you enter the building.

- If you have symptoms, have had a known exposure to COVID-19, or have recently traveled please call the 24 hour Employee Health info line - **207-661-3750**.
- If you see something that you feel is making our workplace unsafe please report it using RL Solutions, (click on the RL Solutions icon on your MaineHealth computer). This will ensure that actions are taken to correct the situation or behavior in a timely way.
- If you have an IS need please call 396-8193 or email [MMCRI\\_IS@mmc.org](mailto:MMCRI_IS@mmc.org) - Please no walk-ins at this time.

### Additional Resources:

[COVID-19 Resource Page](#)

[MMCRI COVID Guidelines for Physical Space](#)

[The MMC Webpage](#)

[The MH Webpage](#)