

MEETING AGENDA

Androscoggin County Commissioners
2nd Floor Conference Room
March 3, 2021 - 5:15 p.m.



The public may join this meeting through zoom.
Directions are provided at: androscoggincountymaine.gov

- I. Call Meeting to Order** Time: _____
- II. Pledge of Allegiance**
- III. Roll Call** Commissioners Absent: _____
- IV. Accept and Approve with a Waiver of Reading the Minutes**

A* Meeting Date: February 17, 2021 regular meeting.	
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- V. Review and Approval of all Warrants**

A* Warrants: Manual warrants, payroll, 2105, 2106.	
B* Corrections: 2124J, 2125J.	
- VI. Reports** Notes:

A Maine County Commissioners Association M.C.C.A.	
B Central/Western Maine Workforce Board	
C Administrator's Report	
- VII. Comments from the Public** (Non-agenda items)

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- VIII. Old Business** Notes:

A* Covid Protocols	
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- IX. New Business** Notes:

A* Ammunition Bid Approval	
B* Reserves Pay Increase	
- X. Discussion Items** (Commissioners Only)

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- XI. Future Agenda Items** (Commissioners Only)

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- XII. Adjourn** Time: _____

* Action Required

Next Commissioners' Meeting: March 17, 2021 at 5:15 p.m. in 2nd Floor Conference Room

ANDROSCOGGIN COUNTY
EMPLOYEE HEALTH AND SAFETY GUIDELINES
Protocols Related to Covid-19
Prevention, Reaction and Preparedness Plan for COVID -19

- **Objective:** To ensure business continuity and delivery of Services to Androscoggin County while demonstrating care for staff health and welfare.
To fulfill the legal obligation of employers described in the OSHA act of 1970, Section 5. (1) “shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.”
County employees have an added responsibility to reduce the risk and exposure to the public who are utilizing the services of the county.
- **Scope:** This Coronavirus policy applies to all employees in all locations. Notwithstanding any Policy and Procedures that individual departments have developed to address their particular departments or circumstances, the following policy will be observed.
- **In Case of Illness:** If you are exhibiting any flu-like or viral symptoms or have been exposed to someone with COVID-19 or if you have tested positive, we request that you remain at home and notify Sandy Berube (753-2526) or Larry Post (753-2587) immediately so we can notify those that have come in close contact with you. Please do not under any circumstances enter the building for the safety and wellness of others.

In addition, general notifications of positive tests (devoid of employee names and details) will also be communicated to employees through department heads.

Common virus symptoms may include the following:

- | | |
|-----------------------|------------------------------|
| • Fever | • Fatigue |
| • Chills | • Sore Throat |
| • Cough | • Body Aches |
| • Shortness of Breath | • Diarrhea and/or Vomiting |
| • Headache | • New Loss of Taste or Smell |

- **Public Access:** Per the Governor’s mandate No. 19-A FY 20/21 Date December 15, 2020 and till future notice, *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.*
- **Additional Accommodations:** General County Services, Register of Deeds, Register of Probate and Treasure’s Offices, are available to the public in the regular course of business as reasonably possible via phone, mail, email and electronic filing.
- **Common Areas:** Masks must be worn by employees while in common areas (ie: hallways, breakrooms, stairs, etc.)
- **Individual Offices:** All employees shall respect the work space of each individual and maintain social distancing by not entering another employees office unless permitted to do so. If permitted to enter another employee’s office, both employees are required to wear a mask unless there is a six foot distance between

them. Each employee is required to keep individual offices uncluttered for proper cleaning. Each employee will be responsible for keeping their own desks and devices cleaned and sanitized at the end of each day. Disinfectant spray, paper towels, rubber gloves and hand sanitizer will be provided.

- **Travel:** (Follow Protocols of the Maine Center for Disease Control)
“The State will allow adults who have a negative COVID-19 antigen or molecular (PCR, NAAT, or isothermal) test collected no more than 72 hours before arriving in Maine to forgo the 10-day quarantine upon arrival in Maine”
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/travel.shtml>
Guidance and recommendation from the CDC is evolving as new information is revealed. It is everyone’s responsibility to keep up to date on these guidelines.
- **Hygiene:** Practice proper coughing and sneezing etiquette. Practice routine hand washing (minimum 20 seconds with soap and water) – Frequently utilize hand sanitizer. Avoid touching face, eyes, and nose. Disinfect public work areas before and after utilizing them.
- **Cleaning:** In the event that a positive covid case occurs, the area(s) in which the exposed employee worked or spent time shall be cleaned by the custodian with the proper cleaning supplies necessary.
- **Social Distancing:** Maintain a six foot distance from one another. When possible, conduct interdepartmental business via phone/email/zoom) to limit in-person contact as much as possible.

Per Dr. Nirav D. Shah, M.D., J.D. and the Maine CDC all persons testing positive for COVID-19 are encouraged though not required, to notify all persons they have been in contact with to allow for appropriate safety measures to be taken.

However, at no time is it appropriate to disclose an employee’s name or identifying details in regards to personal medical information.



ANDROSCOGGIN COUNTY
SHERIFF'S OFFICE

2 TURNER ST. UNIT 9
AUBURN, ME 04210
207-753-2500

ERIC G. SAMSON
SHERIFF

WILLIAM GAGNE
CHIEF DEPUTY

February 24, 2021

Larry Post, County Administrator
County Commissioner's Office
2 Turner Street
Auburn, Maine 04210

RE: Ammunition bid

Mr. Post,

After going out to bid for ammunition for the sheriff's office only one bid was received. The sole vendor is Eagle Point Gun of Thorofare, New Jersey for \$8,028.00. I recommend that the bid be awarded to Eagle Point Gun.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Samson".

Eric G. Samson,
Sheriff



ANDROSCOGGIN COUNTY
SHERIFF'S OFFICE

2 TURNER ST. UNIT 9
AUBURN, ME 04210
207-753-2500

ERIC G. SAMSON
SHERIFF

WILLIAM GAGNE
CHIEF DEPUTY

February 25, 2021

Larry Post
County Administrator

Re: Reserve Hourly Rate Increase

County Administrator:

We request that the reserve rate of pay increase from \$13.00 per hour to \$15.00 per hour. Upon completion of required training we request the pay increase from \$15.00 per hour to \$17.00 per hour. This will be effective May 09, 2021.

If you should have any questions, please feel free to contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Eric G. Samson".

Eric G. Samson
Sheriff