MECDHH/GBSD Cancellation Protocol

➢ **1. Look/Listen for a school or island closure announcement***

   *Supervisors will **not** announce **school** closures directly to staff

   *Supervisors **will** announce **island** closures directly to staff

➢ **2. Follow your staff grouping protocol for school closures OR**

➢ **3. Follow your staff grouping protocol for island-only closures**

1. **SCHOOL CLOSURES** are listed/announced on the following websites:
   ➢ **PORTLAND**
      ● MECDHH - school closures will be posted at the top of the homepage
      ● WGME, WCSH, WMTW
   ➢ **BANGOR/BREWER**
      ● sign up for E-alerts at WABI TV

2. **PROTOCOL FOR SCHOOL CLOSURES BY STAFF GROUPINGS**
   ● **Admins & Business Office staff** follow Portland Schools. Staff may work from home or use vacation time.
   ● **Staff with home offices** follow the district where your home office is located.
   ● **Brewer site-based staff** follow Brewer Community School.
   ● **Bangor office staff** follow Brewer Community School.
   ● **EIFS and Outreach staff (South)** follow Portland Schools. *Staff will **not** work if Portland Schools are closed.*
   ● **EIFS and Outreach staff (North)** follow Brewer Community School. *Staff will **not** work if Brewer Schools are closed.*
   ● **Maintenance staff** connect with your supervisor.
   ● **Portland site-based staff** follow Portland Schools.
   ● **Preschool staff** follow Portland Schools.
   ● **Related services staff** - follow either Portland or Brewer schools, depending on your location.

3. **PROTOCOL FOR ISLAND CLOSURES BY STAFF GROUPINGS** - island closures will be posted at the top of the MECDHH homepage AND announced by supervisors.
   ● **Admins & Business Office Staff** Staff may work from home or use vacation time.
   ● **EIFS and Outreach Staff** work your normal schedule; seek alternate location for office time.
   ● **Maintenance staff** connect with your supervisor.
   ● **Preschool staff** will not work.
   ● **Related Services Staff** connect with your supervisor.