



UPDATE: Coronavirus Disease 2019 (COVID-19)

Activating Situational Telework Agreements

In light of the Coronavirus Disease 2019 (COVID-19) pandemic, Prince George's County Government will activate situational telework for all telework-eligible employees effective Monday, March 16, 2020. This situational telework activation will promote [social distancing](#) to help slow the spread of COVID-19.

Situational Telework

*Note: Employees **must** have signed [Telework Agreements](#) **before** teleworking.*

The following resources have been developed to support employees participating in situational telework:

- [Telework Standards](#) – additional guidance for telework employees and managers
- [Telework Basics](#) – information to help you begin teleworking
- [Working Remotely](#) – telework resources provided by the Office of Information Technology
- **OIT Help Desk** – employees may call 301-883-5322 or submit a ticket via Easy Vista (princegeorgesmd.easyvista.com) for support with equipment provided by the County. OIT will not provide support for equipment that is not supplied by the County.
- **Teleworking from home with children** – In light of the statewide public school closures, the general restriction on teleworking when there are young children or other persons requiring care and supervision will be adjusted to allow, as a special exception, telework in those circumstances in the case of an emergency, such as the COVID-19 pandemic. Under such an exception policy, a teleworking employee would be expected to account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for small children).
- **Self-Quarantine** – employees who have been exposed to COVID-19, but are not showing symptoms and are otherwise healthy, may choose to self-quarantine at home, following these guidelines:
 - **Employees with Telework Agreements** may request to telework with the permission of the supervisor.
 - **Employees without Telework Agreements** may discuss telework options (e.g., reading reports, analyzing documents and studies, etc.) and sign situational telework agreements, if appropriate.
 - **Employees using Leave** may request to take annual leave, advanced annual leave, other paid time off (e.g., earned compensatory time off, personal leave), or leave without pay. An agency may not authorize Health and Safety Leave to an employee under this scenario. The use of sick leave would be limited to circumstances where an employee has become ill due to a quarantinable communicable disease, such as COVID-19. For more information, please see the [HR FAQ for COVID-19](#).

Employees and managers participating in situational telework are required to:

- Use the resources in the *Telework Basics* document (see above) to: (1) set up an email signature; (2) activate and use Skype; (3) properly track your time in Kronos; and (4) access and save files to OneDrive
 - Schedule check-ins via phone or Skype
 - Identify regular working hours and lunch periods
 - Immediately notify each other of changes in telework schedule
 - Follow the [FAQ](#) for determining leave status
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If you have questions regarding situational telework, please contact OHRM at 301-883-6330.

Additional COVID-19 Information

Healthcare Vendors – Cigna and Kaiser Permanente

As a reminder, the County's healthcare vendors will cover the cost of medically-necessary COVID-19 testing. The cost sharing (deductibles, copayments and coinsurance) will be reduced to zero dollars (\$0.00) for medically necessary screening and testing for COVID-19. If a member is diagnosed with COVID-19, all treatment including but not limited to hospital, transportation and pharmacy services will be covered in accordance with the terms and conditions set forth in the coverage document for the member's health plan.

Office of Human Resources Management

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