



PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

March 20, 2020

MEMORANDUM

TO: Prince George's County Government Employees

FROM: Angela D. Alsobrooks
County Executive

RE: Government Operations Reduced to Essential Functions

Note: if you work for any of the following agencies, please contact your Agency Director for information regarding essential functions, as the directives included in this memorandum do not necessarily apply: Economic Development Corporation, Financial Services Corporation, Revenue Authority, Experience Prince Georges, Employ Prince George's, Arts & Humanities Council, Office of the Sheriff, Office of the State's Attorney, and the District & Circuit Courts.

In light of the Coronavirus Disease 2019 (COVID-19) pandemic, the Prince George's County Government has taken steps to minimize and reduce the risk of exposure to the virus, including declaring a County Declaration of Emergency, increasing the flexibility of telework, and closing government facilities and buildings to the public. However, the rapidly evolving situation has caused us to reevaluate prior directives to ensure the safety of all County residents and employees.

Effective Friday, March 20, 2020, at 5 p.m., the Prince George's County Government will reduce its operations to only essential functions. Appointing Authorities have identified the essential functions within their agencies that will continue to operate. Those staff who will continue to perform the essential functions will be notified by their Agency Directors or Deputy Directors by Friday, March 20, 2020, at 5p.m. All functions that are not identified as essential will be suspended as of Friday, March 20, 2020, at 5 p.m.

Employees who are required to work during this period and are represented by a collective bargaining agreement will receive pay and other incentives, if any, in accordance with their respective collective bargaining agreement. Employees who work in positions up to G33, who are required to work during this period, and are not represented by a collective bargaining agreement will receive, in addition to their applicable wages, Administrative Leave in an amount as determined by the Chief Administrative Officer.

In addition, the County will take every practical step to minimize and reduce the risk of exposure for those employees who are required to work during this time.

Below are a list of questions and answers to provide further information about this change in government operations.

What is happening?

While County Government is not closing, it is reducing its operations to only essential functions to further reduce the risk of transmission of COVID-19 to employees and residents. This means that if

your agency has identified you as an employee who is required to work during this period, you will continue to report to work, or telework, as directed by your Agency. All employees not required to work will be placed on Administrative Leave. As the situation is assessed you may be required to resume working, whether on-site or remotely.

Will my paycheck and benefits be impacted?

During this period of reduction in operations, there will be no disruption or change in employee benefits. All employees will continue to be paid in accordance with their current work status.

How long will this reduction in operations last?

This reduction in operations is effective through Friday, March 27, 2020. The County will continue to closely monitor the situation and employees will receive an update prior to this date.

What can I do during this period to support the County if I am not required to work?

All employees are strongly encouraged to actively participate in *social distancing* and other recommendations from the Centers for Disease Control and Prevention (CDC) to reduce the risk of transmission of COVID-19:

- *Avoid close contact* – the best way to prevent illness is to avoid being exposed to this virus.
- *Practice good hygiene* – wash your hands with soap for at least 20 seconds; use an alcohol-based hand sanitizer that is at least 60% alcohol if soap is not readily available; avoid touching your eyes, nose, and mouth with unwashed hands.
- *Protect others* – stay home if you are sick; cover coughs and sneezes; clean and disinfect frequently-touched surfaces.
- *Reasonable suspicion you have been exposed* – as previously directed during this time, if an employee has had reasonable suspicion that they have been exposed to COVID-19, they should notify their appointing authority and/or Deputy Director, and should contact the Health Department at 301-583-3750 for risk assessment and consult their medical provider for guidance.

The CDC offers additional detailed information on how you can protect yourself, your families, and your community at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

How can I stay informed?

As this is a rapidly evolving situation, the County will continue to provide information to agencies and employees regarding the potential impacts and available responses to COVID-19. As a reminder, the most current information related to the County's operational status is provided by **Alert Prince George's**. We encourage everyone to sign up to receive these alerts at www.princegeorgescountymd.gov/794/alert.

For up-to-date information on COVID-19, and guidance from the Health Department, visit health.mypgc.us/coronavirus.

cc: Appointing Authorities

