



# Employee Update – July 2, 2020

The Office of Human Resources Management (OHRM) will issue periodic updates to Prince George’s County Government employees during the reduction in government operations and the Coronavirus Disease 2019 (COVID-19) pandemic. In each *Employee Update*, you’ll find information and tips from OHRM, the latest COVID-19 information, and additional tips to support you.

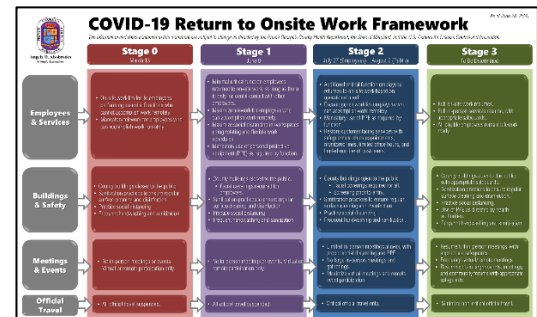
## Keep Informed:

Employee Info from Human Resources	County Updates on COVID-19	Tweets from the County Executive	Tips and Info for Working Remotely
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# Government Operations: Preparing for Stage 2

In March, in response to the COVID-19 pandemic, County executive branch agencies reduced government operations to *essential functions* only (Stage 0). On June 8, agencies began the transition to Stage 1, which involved the partial restoration of *critical functions*.

The County’s executive branch agencies are in the process of preparing for Stage 2, which will involve the full restoration of all critical functions through the return of additional employees and the public to County facilities. As of today, Stage 2 is scheduled to begin on July 27 for employees, and August 3 for public access to buildings. These dates are subject to change, however, please see the [COVID-19 Return to Onsite Work Framework](#) for more details about the anticipated transition stages of government operations.



The information and dates contained in the framework are subject to change as directed by the Prince George’s County Health Department, the State of Maryland, and the U.S. Centers for Disease Control and Prevention.

## Additional Employees Return to County Buildings July 27

Under Stage 2 operations, agencies may return some employees to the workplace based on operational need to restore *critical functions*. Employees returning to worksites will be given masks and instructions on how to return to their facility.

Agencies may also begin to return any employees who were placed on (and remain on) administrative leave related to the March reduction of operations.

Employees who can accomplish their work remotely without impacting an agency's *critical functions* should continue to telework in Stage 2.

## Public Access to Buildings and In-Person Services Return Aug. 3

Stage 2 will also include the reopening of County buildings to the public. Everyone entering a County building—employees and the public—will be required to undergo a pre-entry screening and wear a facial covering. While our buildings have been closed to the public, many agencies have found innovative ways to continue to deliver customer-facing services virtually.

While agencies may continue to offer virtual services as an option, under Stage 2 operations, agencies should restore an in-person option for all customer facing services observing social distancing guidelines to limit the number of persons in the immediate area. Agencies will consider measures such as appointment windows, monitored lines, limited service hours, and limited capacity, as appropriate.

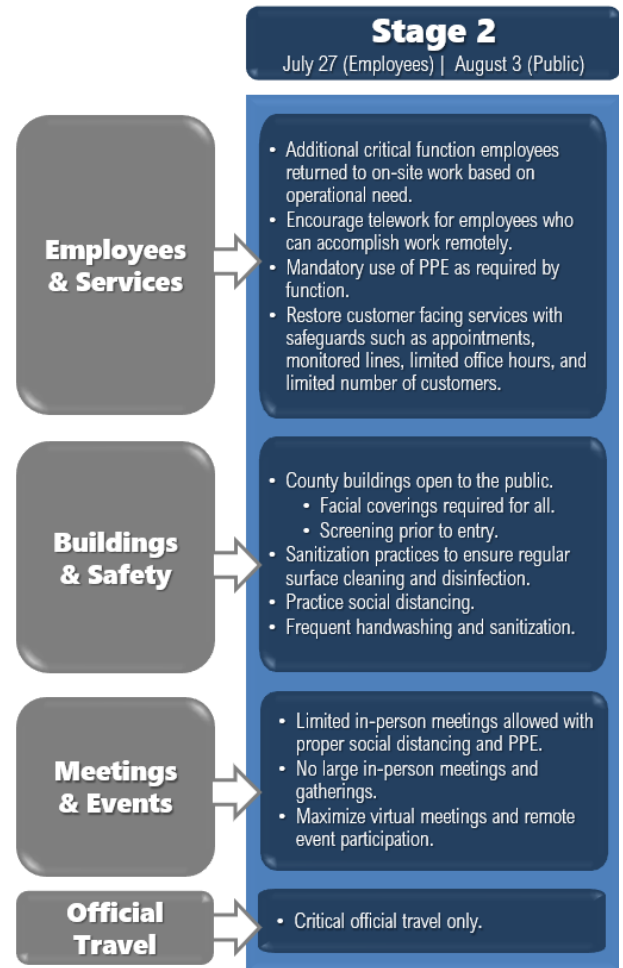
## Update on Leave Options Related to COVID-19

In response to the COVID-19 pandemic, the federal government enacted the Families First Coronavirus Response Act (FFCRA) on March 18, 2020, which provides employees with COVID-19 related benefits effective April 1, 2020 through December 31, 2020. In addition, the County offered supplementary *Administrative Leave - Health and Safety Leave* provisions to aid employees with sick leave through this pandemic. As the County continues to assess and monitor the changing employee working conditions and we move into Stage 2 of government operations, the decision has been made to discontinue the supplementary *Administrative Leave - Health and Safety Leave* provisions effective June 30, 2020.

Eligible employees will be able to continue to utilize all COVID-19 related protections and benefits offered through FFCRA. Visit the Office of Human Resources Management webpage for more information on the [Families First Coronavirus Response Act](#) (click on the FFCRA tab on the page).

## Questions

- If you have questions about **your return to work status**, please contact your immediate supervisor or manager.
- If you have questions about the Return to Onsite Work Framework, contact [OHRM@co.pg.md.us](mailto:OHRM@co.pg.md.us).



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