



Angela D. Alsobrooks
County Executive


PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the County Executive

MEMORANDUM

DATE: May 28, 2021

TO: All County Employees

FROM: Tara H. Jackson
Chief Administrative Officer 

RE: Guidelines for Face Coverings, Modification of Entry Protocols for County Buildings, and Policy on Official Travel

After consultation with the County Health Officer and Health Department, this memorandum serves to update policies related to face coverings, entry protocols for County buildings, and official employee travel.

Guidelines for Face Coverings

On May 26, 2021, the County Executive issued Executive Order 14-2021, which aligns the County with the State of Maryland regarding the wearing of face coverings in response to the COVID-19 pandemic. As a result, effective May 28, 2021 at 5:00 p.m., persons in the County over the age of five (5) years old are only required to wear a face covering when they are (1) in or on any mode of public transportation or school bus, (2) obtaining healthcare services, or (3) indoors in any portion of a school where interaction with others is likely.

Effective **May 28, 2021 at 5:00 p.m.**, County employees are no longer required to wear face coverings in County buildings or facilities **with the exception of** employees who are on duty or on official business at the Department of Corrections, the Prince George's County Courthouse in Upper Marlboro, or the District Court of Maryland in Hyattsville. County employees entering those buildings must wear face coverings in accordance with the specific directives that apply to each location. These directives will apply to all other persons entering those buildings as well.

Voluntary Wearing of Face Coverings Allowed

Despite the above, I want to acknowledge the reality that each of us has experienced the COVID-19 pandemic in a number of ways, some of which have involved illness, trauma, and loss. Given these extraordinary circumstances, it is understandable that there may be employees who wish to continue to wear face coverings while in County workspaces and/or while interacting with members of the public outside of the workspace. Employees may continue to wear face coverings

at their discretion and will not be forced to remove them while on official duty. Moreover, as with all aspects of workplace interactions, each employee is expected to acknowledge that co-workers may have differing opinions and beliefs and to be respectful of each other's preferences and practices regarding the wearing of face coverings.

Unvaccinated Persons

Available public health data indicates that there are a significant number of individuals in our community who have yet to receive a COVID-19 vaccination. While not required, public health authorities recommend that unvaccinated persons continue to wear face coverings in certain circumstances. With that in mind, unvaccinated employees are strongly encouraged to continue to wear face coverings while in County workspaces. I would also like to take this opportunity to emphasize that all employees who are medically able to safely obtain a vaccine are encouraged to do so. Public health guidance has indicated that all three federally-authorized vaccines are safe and effective at preventing serious illness due to COVID-19. Although vaccine availability was initially very limited, vaccines are now widely available throughout the region and, in most cases, no appointment is required. For a comprehensive source of information on the vaccine and an online vaccine site locator, please visit <http://mypgc.us/covidvaccine>

Modification of Entry Protocols for County Buildings

During the early stages of the pandemic, the County instituted a number of screening measures at the entry points of County buildings. These measures include temperature screening and, for County employees and contractors, an electronic questionnaire. **Effective June 7, 2021**, these screening protocols will no longer be required for County employees entering County buildings other than the Department of Corrections in Upper Marlboro. Additionally, County employees entering the Prince George's County Courthouse in Upper Marlboro and the District Court of Maryland in Hyattsville will be subject to any screening requirements that may apply to those buildings.

Although formal screening measures will no longer be required at the majority of County buildings, any employee who feels ill or experiences any of the following symptoms should refrain from reporting to the workplace, and should instead contact a health professional for further guidance:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

With the exception of the Animal Management Division of the Department of the Environment and limited portions of the Office of Finance, County offices will remain closed to the general public for the time being. When appropriate, the County will employ a phased-in approach to re-opening County offices and agencies to the general public.

Official Travel Policy

At the start of the pandemic, official travel was prohibited for all employees. In more recent months, official travel has been limited to critical needs only. The following guidelines are effective **Tuesday, June 1, 2021:**

- Within Maryland, Washington, D.C., and Virginia
 - All employees may resume approved official travel.
- Outside of Maryland, Washington, D.C., and Virginia
 - Fully vaccinated employees may resume approved official travel.
 - “Fully vaccinated” means that two weeks have passed since the employee received a single-dose vaccine or the second dose of a two-dose vaccine.
 - An employee must be fully vaccinated prior to seeking approval for official travel.
 - Prior to submitting a travel request to the Office of Management and Budget, department and agency heads will be responsible for obtaining proof of vaccination status. More detailed instructions will be provided under separate cover.
 - Requests for medical or religious accommodations will be considered individually.
 - Unvaccinated employees who have already been approved for official travel outside of Maryland, Washington, D.C. and Virginia will be addressed on an individual basis.