



# Employee Update – July 8, 2021

The Office of Human Resources Management (OHRM) will issue periodic updates to Prince George’s County Government employees. 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:

<a href="#">Employee Info from Human Resources</a>	<a href="#">County Updates on COVID-19</a>	<a href="#">Tweets from the County Executive</a>	<a href="#">Tips and Info for Working Remotely</a>
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# Government Operations: Preparing for Stage 2 & Stage 3

In March 2020, the County’s executive branch agencies modified government operations for health and safety reasons in response to the COVID-19 pandemic (Stage 0). In June 2020, agencies began a limited transition to Stage 1, and has continued in that status while continuously monitoring public health guidance and metrics.

After consultation with public health authorities, including the Health Department, the County’s executive branch agencies are now prepared to move into **Stage 2, which is scheduled to begin on August 2, 2021.**

During Stage 2, County executive branch agencies will prepare to move into **Stage 3 on August 30, 2021.** Stage 3 will include the re-opening of County facilities to the public.

Please note that these dates are subject to change. You may review the [COVID-19 Workforce Reintroduction Framework](#) for more details about the anticipated transition stages of government operations.

**COVID-19 Workforce Reintroduction Phases**

	Stage 0 March 16, 2020	Stage 1 June 15, 2020 July 28, 2021	Stage 2 August 2, 2021	Stage 3 August 30, 2021
<b>Timeframe</b>	• Nationally dependent, based on national and global factors • Advanced notice will be given before transitioning stages			
<b>Progression Trigger Points</b>	<ul style="list-style-type: none"> <li>Surge in COVID-19 cases</li> <li>Regulatory orders</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 cases decrease, falling below incidence levels</li> <li>Businesses re-open</li> <li>Decline in new hospitalizations and deaths</li> <li>Testing available</li> </ul>	<ul style="list-style-type: none"> <li>Adaptation to business, education, and social activities</li> <li>Outing of employees</li> <li>Regulatory orders</li> </ul>	<ul style="list-style-type: none"> <li>Continued recovery</li> <li>Effective business</li> <li>Maximal system stability</li> </ul>
<b>Regression Trigger Points</b>	• N/A	<ul style="list-style-type: none"> <li>Reopening of County Government to local community activities</li> <li>Regulatory orders</li> <li>Contingency plans require well and/or unclear</li> </ul>	<ul style="list-style-type: none"> <li>Reopening of County Government to local community activities</li> <li>Regulatory orders</li> <li>Contingency plans require well and/or unclear</li> </ul>	<ul style="list-style-type: none"> <li>Reopening of County Government to local community activities</li> <li>Regulatory orders</li> <li>Contingency plans require well and/or unclear</li> </ul>
<b>County Government On-site Requirements</b>				
Group A Employees	On-site	On-site	On-site	On-site
Group B Employees	Telework	Phased re-activation	On-site	On-site
Group C Employees	Telework	On-site as needed	Phased re-activation	On-site as needed
Group D Employees	Telework	On-site	On-site	On-site
Buildings	COVID-19 testing and/or social distancing	Social distancing and/or social distancing	COVID-19 testing and/or social distancing	COVID-19 testing and/or social distancing
Face Masks	Yes	Yes	As required	As required
Facility Self-Screening	Yes, forcing re-site	As required	As required	As required
Social/Physical Distancing	Yes	Yes	As required	As required
Travel	All official travel suspended	Restricted by operational requirements	Permitted if operational requirements	Permitted if operational requirements
Training	Virtual only	Virtual only	Virtual and on-site	Virtual and on-site
On-site Meetings & Events	<ul style="list-style-type: none"> <li>No in-person meetings or events</li> <li>Virtual or remote participation only</li> </ul>	<ul style="list-style-type: none"> <li>Limited in-person meetings allowed with physical social distancing</li> <li>Virtual or remote participation only</li> </ul>	<ul style="list-style-type: none"> <li>Limited in-person meetings allowed with physical social distancing</li> <li>Virtual or remote participation only</li> </ul>	As required
Visitor Screening	Yes	As required	As required	As required
Self-Questionnaire Required	When displaying COVID-19 symptoms or returning from international travel	As required	As required	As required

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.

## Stage 2: Return of Additional Employees to On-Site Work (August 2<sup>nd</sup>)

In Stage 2, agency leadership will be permitted to return additional employees to on-site work as necessary and appropriate based on operational needs. Employees returning to the workplace will be given instructions and information on how to safely return to their facility.

In preparation for Stage 2, OHRM has distributed guidance to agencies that encourages agency leadership to support telework and other flexible work arrangements to the maximum extent possible without diminishing the agency's mission and employee performance. As we move toward Stage 2, agency leadership will work with employees to continue and/or institute these options as appropriate in each individual situation.

### **Stage 3: Public Access to Buildings and In-Person Services (August 30<sup>th</sup>)**

Stage 3 will include the reopening of County buildings to the public. 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 3 operations, agencies must restore an in-person option for all customer-facing services. Agencies will consider measures such as appointment windows, monitored lines, limited service hours and limited capacity, as appropriate.

### **Employee Tele-Townhall: Listen, Ask, and Share**

Dr. George L. Askew, Deputy Chief Administrative Officer for Health, Human Services, and Education, and Dr. Ernest Carter, Health Officer will **host a County Employee Tele-Townhall on July 26, 2021, from 12 to 1 p.m.** During the employee tele-townhall, Dr. Askew and Dr. Carter will answer your questions and address concerns about the return to onsite work starting on August 2. In order to understand and address your questions and concerns, we are asking employees to take an anonymous survey, which will help to facilitate the conversation. Please complete the survey and submit your questions by Wednesday, July 21, 2021.

**Use the following link to complete the survey by Wed., July 21:**

<https://www.surveymonkey.com/r/EETownhall0726>

### **Questions**

- If you have questions about **your work status and plans for Stages 2 and 3**, please contact your immediate supervisor or manager.
- If you have questions about the Return to On-site Work Framework, contact [OHRM@co.pg.md.us](mailto:OHRM@co.pg.md.us).

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