



Angela D. Alsobrooks
County Executive

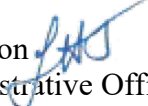
PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

MEMORANDUM

DATE: June 14, 2021

TO: Appointing Authorities

FROM: Tara H. Jackson 
Chief Administrative Officer

RE: Reintroduction to On-Site Work – **ACTION REQUIRED**

Since the onset of the COVID-19 pandemic, the Prince George's County Government has taken extraordinary steps to protect its workforce while continuing to execute operations. While we have exercised a conservative approach that safeguards our workforce and residents, our experience has demonstrated that the work of government can be successfully performed using methods and approaches that were not widely considered before the pandemic. It is to the credit of our employees that the County has continued to effectively serve its citizens and business community while adapting to ever-changing challenges presented by the pandemic.

That said, although we have adapted remarkably to the circumstances surrounding us, the unique nature of the County's mission and our ability to operate at the strongest capacity necessitate a greater on-site presence in our offices and workspaces. Last summer, a multi-agency leadership team developed a staged framework to guide government operations as we moved through various stages of the pandemic. That framework captured our operating posture at the time, but anticipated a future stage in which County government could move forward to reintroduce an additional on-site presence in a thoughtful and prudent manner. The County's current health metrics, along with the wide availability of vaccines, indicate that we may safely move to that next stage of operations.

Due to the dynamic nature of the COVID-19 pandemic, the County's leadership team will continue to monitor all relevant developments and metrics. In the face of new or adverse information, we will immediately take any necessary steps, including returning to a prior operational stage, to prioritize and protect the health and safety of our employees.

STAGED REINTRODUCTION PLAN

The County's staged reintroduction plan is outlined below and applies to all Executive Branch agencies. The County is currently in Stage 1 and plans to enter Stage 2 on August 2, 2021. During Stage 2, County buildings will remain closed to the public to allow returning employees to re-adjust to the workplace and to any new processes and procedures. As of now, we plan to move to Stage 3, and to reopen County buildings to the public, on August 30, 2021.

Stage	Stage 0: Sustain Operations (March 13, 2020)	Stage 1: Optimization (June 8, 2020)	Stage 2: Targeted Expansion (August 2, 2021)	Stage 3: Begin the New Normal (August 30, 2021)
Timeframe	<i>Situationally dependent, based on external and internal factors. Advanced notice will be given before transitioning stages.</i>			
County Government On-site Requirements				
Group A Employees	On-site	On-site	On-site	On-site
Group B Employees	Telework	Phased introduction	On-site	On-site
Group C Employees	Telework	On-site as needed	Phased introduction as required by agency.	On-site as required by agency policy.
Group D Employees	Telework	Telework	Telework	Reintroduction in accordance with agency policy.
Buildings	County buildings closed to the public	County buildings closed to the public	County buildings closed to the public	County buildings open to the public
Face Coverings	Yes	No	As required by authorities or County policy.	As required by authorities or County policy.
Building Self-Screening	Yes, if working on-site	As required*	As required by authorities or County policy.	As required by authorities or County policy.
Social and Physical Distancing	Yes	Yes	As required by authorities or County policy.	As required by authorities or County policy.
Travel	All official travel suspended	Permitted for vaccinated employees**	Permitted for vaccinated employees**	Permitted for vaccinated employees**
Training	Virtual only	Virtual only	Virtual and limited classroom	Virtual and expanded classroom
On-Site Meetings/ Events	<ul style="list-style-type: none"> No in-person meetings or events Virtual or remote participation only 	<ul style="list-style-type: none"> Limited in-person meetings allowed with proper social distancing Virtual or remote participation only 	<ul style="list-style-type: none"> Limited in-person meetings allowed with proper social distancing. Maximize virtual meetings and remote event participation 	As required
Visitor Screening	Yes	As required*	As required	As required

*Updated as of 5/28/2021.

** Updated as of 5/28/2021; applies to travel outside of Maryland, Washington, D.C., and Virginia.

CONTINUED FLEXIBLE USE OF TELEWORK AND OTHER WORKPLACE FLEXIBILITIES

As we prepare to move forward, agencies should, and are encouraged to, continue the use of telework as an option wherever suitable and appropriate, especially as compared to operations prior to the pandemic. In addition to telework, agencies should consider and allow other flexibilities, including alternative work schedules, to help employees balance work and personal responsibilities. Under many types of alternative work schedules, employees can complete their biweekly work requirement in less than 10 workdays. In other cases, an employee may choose to adjust arrival and departure times to accommodate ongoing personal issues, including caregiver responsibilities. These options allow for agencies to balance the operational and interpersonal needs of having employees in their workplace, while assisting employees in meeting personal needs that occur outside work.

To facilitate the management of telework and other workplace flexibilities, Administrative Procedure 226 has been updated and issued alongside this memorandum. The newly updated procedure will take effect on August 2, 2021 to allow ample time for discussions with your employees and for the development of long-term plans regarding remote work. Plans should be submitted to department leadership and the Office of Human Resources Management (OHRM) no later than July 30, 2021 and will be implemented no later than 30 days after they are approved and notice is provided to employees.

AGENCY REINTRODUCTION PLANS – ACTION REQUIRED

In March 2020, agencies were asked to categorize work and employees to help maximize telework throughout the County. The goal of that exercise was to limit the number of employees in facilities to help reduce the spread of COVID-19. As we look to the future, there is a new need to calculate the effect and impact of expanded remote work as a permanent feature of County operations. While you will once again be asked to categorize your employees, this request differs from the previous effort in that it will help assess and understand which roles might support future full- and/or part-time telework. The data gathered will shape data-driven decisions concerning reintroducing additional employees to on-site work, as well as decisions regarding future use of physical facilities.

Separately, you will receive an email from OHRM that includes a list of employees in your Agency. Please classify each employee according to: (1) job role, (2) any necessity to perform on-site work, and (3) suitability for increased telework opportunities. Classification options include:

Group Categorization of Employees

Group A	Roles that must be on-site full time to be effective
Group B	Roles that are significantly less effective by not being on-site full-time
Group C	Roles that are significantly less effective by not being on-site at least one day per week
Group D	Roles that can continue to successfully work remotely for an extended period

As you are completing this task, please keep the following in mind:

- At the onset of the pandemic, the need for social and physical distancing required that agencies modify customer-facing services so that they could be delivered remotely. However, as our buildings reopen to the public, there is an expectation that each of these services will restore some form of in-person offering. In-person offerings do not have to mirror operations before the pandemic, but they must effectively address the needs of our citizens and businesses in a predictable and accessible manner.
- Categorization of employees should be completed with an overall perspective of your agency’s maximum effectiveness, including the extent to which various roles and functions must be on-site to facilitate both internal agency operations and external-facing services (including the customer-facing services described above).
- For the purposes of this task, employees should be categorized based on the suitability of their role and/or position as relates to on- or off-site work – not the characteristics of the individual employee in that role or their individual performance. Please remember that this exercise is designed to allow for an overall analysis of each Agency’s “capacity” for remote work. Decisions as to suitability for a specific employee will be a separate matter and determination.

NEXT STEPS

Agency categorizations should be completed and returned to OHRM **no later than June 25, 2021**.

OHRM will schedule meetings with Agency Directors between July 12-16, 2021 to answer any questions and provide an overview of the new telework policy, and other workplace flexibilities.

Please contact OHRM at OHRM@co.pg.md.us if you have any questions about the content of this memorandum.

ADDITIONAL RESOURCES

Additional resources for Agency Directors, managers, and employees can be found online at <http://ohrm.mypgc.us/3587/Return-to-Onsite-Work>. Select resources are listed below.

Policy or Protocol	Description
Return to Workplace Guidebook	This guidebook is designed to help guide agency planning to resume use of administrative and technical workspaces
Telework	Policy for the use of telework for employees Telework Agreement and Telework Standards

Policy or Protocol	Description
Alternative Work Schedule	Policy and resources for the use of alternative work schedules.

cc: Joy A. Russell, Chief of Staff
George L. Askew, Deputy Chief Administrative Officer for Health, Human Services and Education
Floyd E. Holt, Deputy Chief Administrative Officer for Government Infrastructure, Technology and Environment
Jared M. McCarthy, Deputy Chief Administrative Officer for Government Operations
Angie Rodgers, Deputy Chief Administrative Officer for Economic Development
Barry L. Stanton, Interim Deputy Chief Administrative Officer for Public Safety and Homeland Security
John Erzen, Deputy Chief of Staff
Robert L. Williams, Jr., Council Administrator, Prince George's County Council
The Honorable Lisa A. Hall Johnson, District Administrative Judge, District Court of Maryland for Prince George's County
The Honorable Sheila R. Tillerson Adams, Circuit Administrative Judge and County Administrative Judge, Circuit Court for Prince George's County
Asuntha Chiang-Smith, Executive Director, Maryland-National Capital Park and Planning Commission