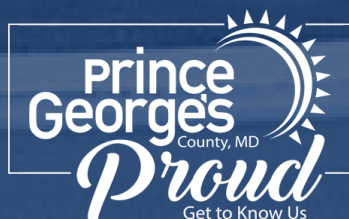


Prince George's County

POST COVID-19 RETURN TO WORKPLACE GUIDEBOOK

Office of Central Services



Welcome back.

“Planning is bringing the future into the present so that you can do something about it now.”

–Alan Lakein

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Response Team & Contacts

RESPONSE TEAM INFORMATION



Angela Alsobrooks

County Executive

ADDITIONAL QUESTIONS?

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Special Message

A MESSAGE FROM

Dear Prince George's County Employees,

When you read this letter, chances are your life has been severely impacted by this pandemic. Nowadays, every move we make is consumed with extra preparation to do the simplest things in life. As Prince George's County continues to be amid a surge of the virus, I want to remind you that you are resilient. You found inventive ways to get the job done despite this very difficult time and you've done it well.

In this guidebook, we will provide information on what you need to know to keep it all going and what we're doing to promote safety for staff and visitors during the crisis. Please know—your safety remains paramount. The goal of this guide is to communicate the protective measurements we are implementing in a manner that respects the magnitude of the virus, and protects the health and safety of our employees, and the citizens that we serve. You will also find general guidance on reconstituting operations, both on-site and virtually.

Finally, I want to say thank you—to all of you who contributed to this guidebook and to those who have contributed ideas. And to all of you, thanks for being patient with us as we modify protocols and adapt to new ways of operating. I know that we will emerge from this stronger, more resilient than ever before.

Overview: How to Use this Guidebook

This guidebook is designed help guide agencies planning to resume use of administrative and technical workspaces.

PERSONAL PREPAREDNESS

As you prepare to return to the workplace, this section provides guidance on considerations that each individual should take based on personal circumstances.

BASIC PROTOCOLS

The section addresses the health and safety essentials around workplace behavior and habit.

PPE GUIDELINES

The section addresses the proper use and disposal of mask and gloves.

BUILDING PREPAREDNESS

This section include recommendations around building systems management and infrastructure.

PUBLIC PROTOCOLS

This section provides guidance for the general public, visitors and customers planning to visit County government facilities. This section, with a view to reduce risk and mitigate the spread of Covid-19 details behaviors and protocols for transportation, arrival, security, circulation, and waiting areas.

EMPLOYEE PROTOCOLS

This section outlines protocols for County employees with a primary goal of reducing transmission. It includes measures that promote physical distancing, cleaning and hygiene, and ways to minimize contact with frequently used surfaces. Like public protocols the section considers arrival, entry, circulation, but also highlights measures for personal workspace and shared spaces such as conference rooms, break rooms, print/copy rooms and mail rooms.

REFERENCES

OSHA

<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

<http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

ASHRAE

<https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-building-readiness.pdf>

Reopening Timeline

This County will adopt a five (5) phase reopening process. The timeline below may be amended to accommodate changes in the containment of Coronavirus COVID-19 (SARS-CoV-2). Every agency has its own timeline for preparing for and reopening offices for daily use. Agencies must prepare, plan, and communicate their intent to resume operations and, likely, continued use of teleworking. We know this process will be gradual. Everyone will have to work together to succeed.

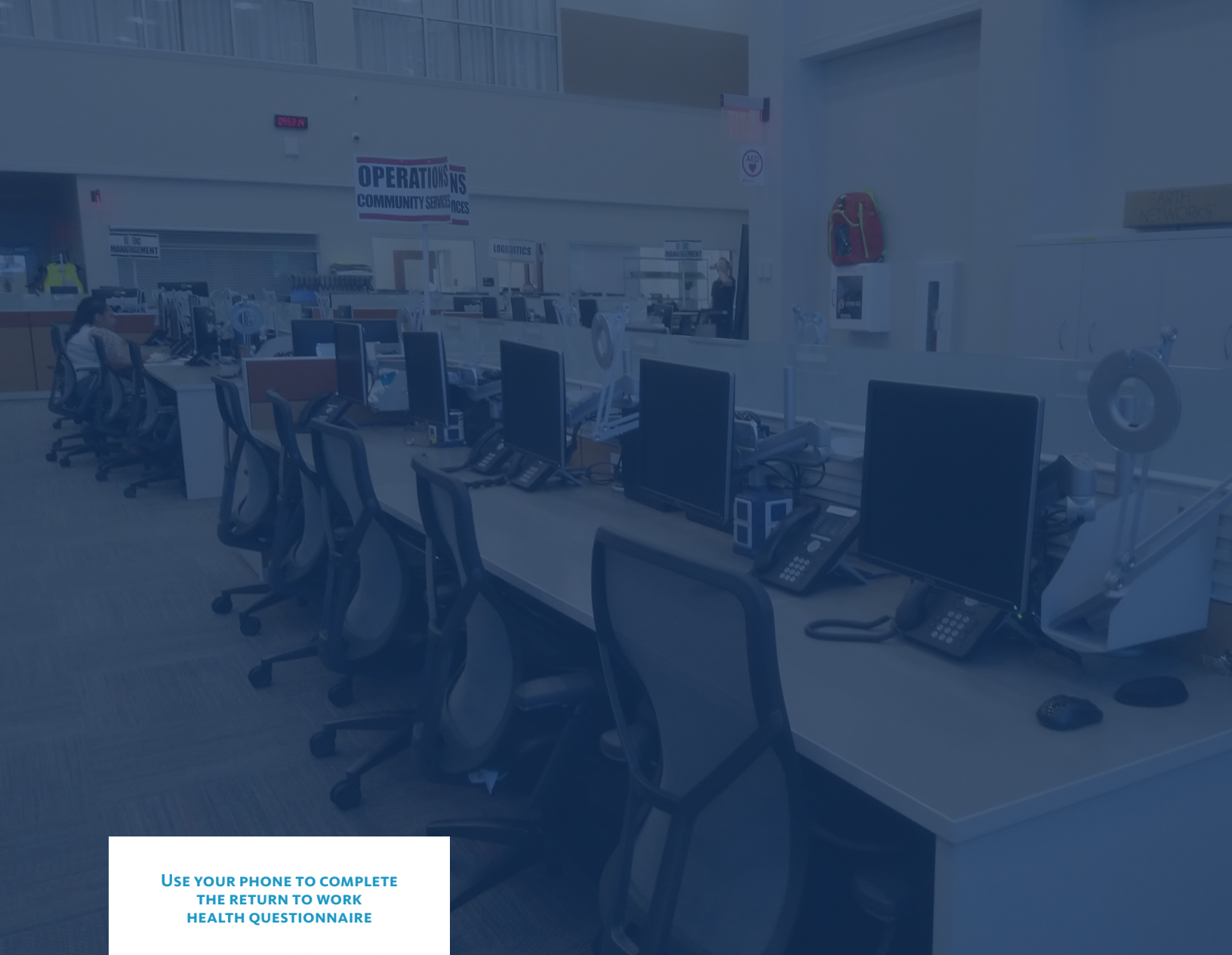
- **STAGE ONE**
All agencies are closed to the public with limited exceptions for essential staff.

- **STAGE TWO**
Some staff return with the incorporation of social distancing. Employees will participate in staggered schedules and/or partial teleworking. Facility preparation for the general public commences.

- **STAGE THREE**
Some agencies that serve the public will reopen on an appointment-only basis. Visitors and the general public shall be subject to health screenings. Staggered schedules and/or partial teleworking to continue.

- **STAGE FOUR**
Additional agencies that serve the public will reopen on a limited basis. Visitors and the general public admitted to all buildings with appropriate levels of physical distancing.

- **STAGE FIVE**
Covid-19 is fully contained. Full operations resumes.



USE YOUR PHONE TO COMPLETE
THE RETURN TO WORK
HEALTH QUESTIONNAIRE



SCAN ME

Things may look
a little different
than before.

Employee Health & Safety

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as changes to County policies and procedures that we have implemented in response to these challenging times. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

TEMPERATURE CHECKS & WELLNESS ASSESSMENTS

- ☑ All employees and visitors will have their temperature checked at entry. Persons having a temperature of 100° or above will be denied entry.
- ☑ Employees must complete a wellness assessment prior to returning to the work site. The assessment will ask questions about possible exposure to COVID-19.

PROTECTIVE EQUIPMENT

- ☑ Employees must wear a mask in all County government facilities at all times. Gloves are required when handling files and mail. Each employee will be provided two reusable masks and disposable gloves.
- ☑ Protective barriers are being setup in public-facing areas. Certain employees will also be provided face shields to add for a greater level of protection.

SOCIAL DISTANCING SIGNAGE

- ☑ Signage meant to enforce social distancing will be installed in high traffic areas.
- ☑ Be aware of your surroundings! Stairwells are marked one way and there are occupancy limits posted in common areas including elevators.

Personal Preparedness

ARE YOU READY TO RETURN TO THE WORKPLACE?

The following information can be used as a guide to determine how prepared you are to return to the workplace. If any of the items below are of special concern regarding your personal circumstance, please reach out to Human Resources.



DETERMINE IF YOU ARE READY TO RETURN

Before returning to the office, coordinate with your agency leadership to determine if returning to the workplace is safe, feasible, and acceptable.

Consider the following:

- Your job function and expectations in the workplace.
- Are you experiencing any COVID-19 symptoms, such as fever or chills, cough, shortness of breath, fatigue, or body aches?
- Are others in your home experiencing any COVID-19 symptoms?
- Do you have a higher risk for severe illness (i.e. older adult, have underlying medical conditions)?
- Do you live with or care for anyone with a higher risk factor for severe illness?
- Do you have any other factors that may prevent you from leaving home at this time (e.g., lack of childcare or elder care; tending to a sick family member)?

DO NOT come to the workplace if experiencing any COVID-19 symptoms.



STAY INFORMED

Watch for information and instructions from your departments/agency. Monitor news outlets, emergency alerts, local health departments, and other external sources about any new circumstances that may impact your return to the workplace.



ACQUIRE PROTECTIVE SUPPLIES

Ensure you have materials that provide protection when outside the home, including masks/face coverings, sanitizing wipes and hand sanitizers, gloves, and other personal items used for protection from infection. Coordinate with your department to obtain any additional PPE that may be required for your specific job function.



PLAN YOUR COMMUTE

It is recommended that employees plan out the commute (transportation options and path of travel) ahead of time. Employees should consider the feasibility, practicality, acceptability and safety of the options available. They may want to consider forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car alone or with household members). Employees should check local transit authorities for updates about changes to services and procedures.

Basic Protocols

GENERAL KNOWLEDGE FOR ALL

Personal responsibility and behavior are integral parts of a successful return to the workplace strategy. The following guidelines address what individuals will need to consider at each stage of their return.



HAND WASHING

Wash hands often with soap and water, for at least 20 seconds

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Make sure to cover all surfaces of the hands and rub until hands feel dry.

Avoid touching their eyes, nose, and mouth with unwashed hands.

Wash your hands:

- Before and after work shifts and breaks
- After blowing nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing face coverings



PHYSICAL DISTANCING

Stay at least 6 feet (about 2 arms' length) from other people

Maintain physical distance while working and moving around the office. Avoid gathering in groups and crowded places.

Refrain from shaking hands and minimize touching others in general. Adhere to one-way circulation paths and elevator occupant load restrictions.

Limit travel, external meetings and events only to what is essential and avoid inviting external guests and visitors to meetings and the workplace overall.



FACE COVERING

Cover your mouth and nose with a cloth face cover when around others people

Wear a mask or face covering out in public, in the workplace when entering/exiting, and when physical distancing cannot be maintained.

Continue to keep physical distance between yourself and others. The cloth face cover is not a substitute for social distancing

Follow CDC guidelines details about how to care and clean masks/face coverings and other personal items used as protection.



PROTECTING OTHERS

Cover your mouth and nose when you cough or sneeze

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.

Throw used tissues in the trash.

Immediately wash your hands with soap and water or clean with a hand sanitizer, if soap and water are not available.



SELF MONITORING

Monitor your persona health

Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

Self isolate and notify your employer immediately if you are experiencing COVID-19 symptoms.

Stay home or go home if you are sick or experiencing symptoms of COVID-19.

Be aware of others' health and behaviors and avoid close contact with people who are sick.



CLEANING

Sanitize your space regularly

Clean and disinfect often-used surfaces, such as workstations, keyboards, telephones, handrails, light switches, countertops, and handles, faucets, and sinks when possible.

Do not rely on others to have sanitized surfaces.

OCS is not responsible for the cleaning of personal property.

PPE Guidelines

BASIC GUIDELINES FOR PERSONAL PROTECTION

The following information can be used to demonstrate the proper use of personal protection equipment to promote safe working conditions.



DISPOSAL OF GLOVES



Grasp the outside of one glove at the wrist. Do not touch your bare skin. Peel the glove away from your body, pulling it inside out.



Hold the glove you removed in your gloved hand. Peel the second glove by putting your fingers inside the glove at the top of your wrist.



Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



Dispose of the gloves safely in the garbage designated by your office. Do not reuse them. Clean your hands immediately.



WEAR YOUR FACE COVERING CORRECTLY

Please make sure that your mask or face covering:

- Fits snugly but comfortably against the side of your face.
- Is secured with ties or ear loops.
- Includes multiple layers of fabric.
- Allows for breathing without restriction.
- Be able to launder and machine dry without damage or change to shape.



USE AND REMOVAL OF FACE MASK



Before putting on a mask, clean your hands with alcohol-based hand rub or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and your mask.



Avoid touching the mask while using it; if you do, clean your hands with alcohol-based rub or soap and water. Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.



To remove the mask; remove it from behind (do not touch the front of the mask); discard immediately in a closed bin; clean hands with alcohol based hand rub or soap and water. Dispose of masks in the garbage designated by your office.



To remove a cloth face covering, untie the strings behind your head or stretch the ear loops. Handle only by the ear loops or ties, fold outside corners together and place covering in the washing machine. Be careful not to touch your eyes, nose or mouth when removing and wash your hands immediately after.

Building Preparedness

MECHANICAL SYSTEMS

The following information are considerations and recommendations for your building mechanical systems to determine how prepared your building is to reopen. Before returning to the office, coordinate with your leadership to determine if returning to the workplace is safe, feasible, and acceptable.



WHAT YOU CAN DO NOW

EXISTING HVAC SYSTEM

Evaluate existing HVAC system and operation and provide Best Practice Operations and Maintenance Plan recommendations in accordance with ASHRAE, CDC and EPA guidelines.

Restore Outside Air flow rate delivery to meet the minimum ventilation requirements as stated in ASHRAE Standard 62.1.

Disable demand-controlled ventilation (DCV) energy savings control strategy at the BAS. Disabling DCV will keep outdoor airflow high (at “design occupancy” levels) to improve dilution.

RESTROOM EXHAUST

Keep restroom exhaust operating continuously. To prevent negative building pressure, especially during humid weather, ensure that the ventilation system is simultaneously bringing in a sufficient quantity of conditioned, outdoor air to replace the air exhausted from the restrooms.

AFTER HOURS

Consider keeping the systems to run longer hours.



CONSIDERATIONS AND RECOMMENDATIONS

OUTDOOR AIR

Consider increasing outdoor air ventilation above minimum flow rates mandated by building codes as outdoor conditions permit to further improve dilution.

Implement automation of the HVAC system Economizer Cycle (Cooling with Outside Air).

UV LIGHT

Consider the installation of Ultraviolet Germicidal Irradiation Lights (UVGI lights inside the AHU's and RTU's return air streams to disinfect and sanitize the air.

Install UVGI lights in strategic locations. When properly selected, installed, and operated, UV-C lamp fixtures are efficient in de-activating viruses which the filter does not capture, including COVID-19 virus.

Install UVGI lights inside the air handling units to disinfect surfaces that are exposed to the lights, including the front end of the cooling coil assembly.

Install Upper Air UVGI lights in highly populated areas and where there is none or poor ventilation to disinfect the air.

RETROFITS & UPGRADES

Consider the implementation of automatic building purge control sequence by the BMS to completely flush the building at night when the building is unoccupied.

Retrofit air-handling equipment with a suitable air cleaning device. ASHRAE's current recommendations focus primarily on high-efficiency particulate filters and UV-C lamps, due to the existence of peer-reviewed research studies. However, there are other air cleaning technologies in the marketplace (including photocatalytic oxidation and bipolar ionization) that claim to reduce the presence of microorganisms in the airstream.

Consider humidification control system to maintain relative humidity levels between 40% R.H. and 60% RH.

Improve central air and other HVAC filtration to MERV-13.

Consider the addition of portable room air cleaners with HEPA or high-MERV filters.

Revise HVAC system internal room air distribution in enclosed populated areas to minimize virus transmission rate by strategically laying out supply and return air diffusers and grilles.

Public Protocols

PREPARING FOR A SAFE VISIT

The following Information reflects measures to be taken to reduce risk and mitigate spread of Covid-19. Planning approaches consider that visitors that do not show symptoms may still be a risk for spreading the virus. Our primary focus is to prevent and reduce transmission among building occupants while maintaining healthy operations.



ARRIVAL, ENTRY, DEPARTURE

VISITOR REGISTRATION FOR PUBLIC TRIAL

For those visitors attending trials, they need to reserve seats for specific cases being attended [through the online platform](#). Once registration is complete, visitors will receive digital guide for coming onto the campus. Allow additional time for arrival to accommodate entry procedures and queuing. Prince George's County requests that visitors be kept to a minimum to accommodate capacity limitations at this time.

BIKING, WALKING OR ARRIVING BY PUBLIC TRANSIT

For those visitors arriving by public transit, Prince George's County requests practicing social distancing to the extent possible during travel, and sanitizing at one of the sanitizing stations upon arrival.

PARKING

All visitors driving to County buildings and facilities are to park at any identified public parking spaces. Allow additional time for arrival to accommodate entry procedures and queuing.

OUTDOOR QUEUING & SECURITY

Visitors will be expected to maintain a 6-foot distance as marked to enter through security. Queuing lines will be designated outside building entrances as required.

TEMPERATURE CHECKS & WELLNESS ASSESSMENTS

All visitors will have their temperature checked at entry. Persons having a temperature of 100° or above will be denied entry. Employees must complete a wellness assessment prior to returning to the work site. The assessment will ask questions about possible exposure to COVID-19.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Prince George's County requires all visitors report to County buildings with a face covering. Should visitors forget their face covering, Prince George's County will provide. All visitors and staff are required to wear face coverings that cover their nose and mouth for the duration of the time they are inside of the building.



ARRIVAL, ENTRY, DEPARTURE

SECURITY CHECKPOINT

All visitors are required to go through the security checkpoint, at which point they can enter the building and move through the entry corridor maintaining social distancing requirements towards their destination.

USING THE ELEVATORS

Elevators will be limited to one person per cab. Once visitors have entered the building and cleared security, floor markings will identify queuing areas for the elevators. We encourage all able-bodied visitors to use the stairs and leave elevators available to those who require it.

HALLWAY & CORRIDORS

When circulating throughout the building, visitors should follow signage and floor markings, travel on the left, and maintain a 6-foot distance from others.



PUBLIC AREAS

Employees will be on-site to monitor visitor capacity of shared spaces.

WAITING ROOMS

For registered visitors, please go directly to your designated waiting area and pay attention to capacity limits while maintaining a 6' distance from other visitors in the room. Should a waiting area be at capacity, alternative waiting areas will be provided. Maintain one-way travel patterns within the space. Sanitization stations are provided within the waiting area.

CAFETERIA

Cafeterias will be open for grab and go food options only. Seating may be provided but very limited.

USING THE STAIRS

Stairwells will be marked for use in one direction (up or down stairs) to prevent cross-traffic of users. Social distancing is to be maintained when using the stairs. Prince George's County will provide hand sanitizer at entry and exit.

INFORMATION DESK

For visitors who need the information desk, a queue line will be marked on the floor to maintain physical distancing requirements.

EXIT PROCEDURE

All visitors should use designated exit corridors for departure.

Employee Protocols

ADAPTING BACK TO YOUR WORKPLACE

The following Information reflects measures to be taken to reduce risk and mitigate spread of Covid-19. Planning approaches consider that employees that do not show symptoms may still be a risk for spreading the virus. Our primary focus is to prevent and reduce transmission among building occupants while maintaining healthy operations.



ARRIVAL, ENTRY, DEPARTURE

TEMPERATURE CHECKS & WELLNESS ASSESSMENTS

All employees will have their temperature checked at entry. Persons having a temperature of 100° or above will be denied entry. Employees must complete a wellness assessment prior to returning to the work site. The assessment will ask questions about possible exposure to COVID-19.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees must wear a mask in all County buildings at all times. Gloves are required when handling files and mail. Each employee will be provided two reusable masks and disposable gloves. Protective barriers will be setup in public-facing areas. Certain employees will also be provided face shields to add for a greater level of protection.

BIKING, WALKING OR ARRIVING BY PUBLIC TRANSIT

For those employees arriving by public transit, Prince George's County requests practicing social distancing to the extent possible during travel, and sanitizing at one of the sanitizing stations upon arrival.

PARKING

Prince George's County encourages all employees arriving by car to park in employee-designated parking garages or lots and use designated employee entrances.

OUTDOOR QUEUING & SECURITY

All employees should use designated employee entrances. All employees will be subject to a temperature check, at which point they can enter the building. Employees will be expected to maintain 6-foot distance as marked to enter buildings and go through security. Queuing lines will be designated outside building entrances as required.



ARRIVAL, ENTRY, DEPARTURE

USING THE ELEVATORS

Elevators will be limited to one person per cab. Once employees have entered the building and cleared security, floor markings will identify queuing areas for the elevators. We encourage all able-bodied employees to use the stairs and leave elevators available to those who require it.

NON-EMPLOYEE VISITORS OR GUESTS

Non-employee visitors or guests are required to follow public protocols. Prince Georges' County strongly discourages any non-essential visitors or guests on-site.



YOUR INDIVIDUAL WORKSPACE

CIRCULATION

One-way travel has been designated in all work areas. Limit unnecessary movement within the office.

OPEN WORKSTATIONS

Panels will be added to workstations as needed to provide additional protection between employees in the open work areas. A 9-foot distance has been assumed for open work area capacities. Capacity control and scheduling will be driven at the department level.

OFFICES

While single-occupant offices may be large enough for meetings, employees should limit offices to one person at all times. Meetings should be held in an appropriate meeting space, and employees should adhere to social distancing and required capacities.

CLEANING ETIQUETTE

Wipes and cleaning supplies will be available for use in all workspaces. Individual employees will have hand sanitizers for their personal use. Prince George's County encourages all employees to wipe down their spaces daily, before and after use.

Employee Protocols

ADAPTING BACK TO YOUR WORKPLACE



MEETING SPACES & COMMON AREAS

CONFERENCE ROOMS

Maximum capacities have been identified for all meeting spaces. Signage will be posted in each conference space. Planning distances maintain a 6-foot separation between occupants. Furniture will be removed or taped off to limit usage. Sanitization stations are provided in meeting spaces.

HALLWAY & CORRIDORS

When circulating throughout the building, employees should follow signage and floor markings, travel on the left, and maintain a 6-foot distance from others.

PANTRY & COPY PRINT AREAS

When using pantry or copy/print areas, be mindful of social distancing, limiting capacity in the space, and using appliances and high-touch surfaces. Sanitization stations are provided in pantry areas. Prince George's County encourages all employees to wipe down shared spaces before and after use.

CAFETERIA

Cafeterias will be open for grab and go food options only. Seating may be provided but very limited.

MAILROOM

Mailrooms and mail sorting areas should limit capacity. Sanitization stations are provided in all mailrooms. Departments should limit mail retrieval over the course of the day. Departmental mail cubby locations should be wiped down after each use.

FILE & ARCHIVE ROOMS

File and archival rooms should limit capacity. Sanitization stations are provided in rooms that require document review. Employees should wipe down surfaces after each use.

CLEANING ETIQUETTE

Wipes and cleaning supplies will be available for use in all common areas. Employees are encouraged to wipe down surfaces and equipment after each use.

EMPLOYEE RESTROOM CAPACITY & ETIQUETTE

Single-user restrooms will have a sanitization station. Multi-user restrooms will have reduced capacity as indicated by signage. Doors may be held open to observe capacity, manage usage, and limit contact. Forced air hand dryers are not to be used and will either be disconnected or made unavailable. Sanitization stations are provided outside multi-user restrooms.

HAND HYGIENE

The CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good hand hygiene. Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs:

- Before and after work shifts and breaks
- After blowing nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings

Frequently Asked Questions (Public)

VISITOR SAFETY

What if I am sick after I arrive?

Visitors are encouraged to stay away from the building when they are sick. Visitors who come to the building visibly ill will be asked to return home.

Do I have to wear a mask or other protective equipment at work?

Yes, visitors must wear a face-covering at all times.

If I am caring for a family member who has been exposed to the virus, should I notify building staff?

If you are caring for a family member who has been exposed to the virus, you will need to notify your host or building staff.

Is it safe to visit the County buildings?

We are taking every precaution to make the building safe. We are following federal health and safety guidelines as well as guidance from Maryland State and Prince George's County. We are implementing practices such as employee health screenings and social distancing practices to keep our spaces healthy.

TRAVEL

If I travel to a location outside of the Washington, D.C., Maryland and Virginia (DMV) area, will I be subject to quarantine?

Employees who travel outside of the DMV may be subject to self-quarantine depending on their travel destination. If an employee is asked to self-quarantine by a medical professional, they should immediately notify Human Resources. Employees may also be asked to telework (if appropriate for the role) or be placed on administrative leave until a determination can be made as to whether they traveled to an area where they have likely been exposed to the coronavirus.

Frequently Asked Questions (Employee)

WORKPLACE SAFETY

What if I am sick at work?

Employees are encouraged to stay home from work when they are sick. Employees who come to work visibly ill will be asked to return home and will receive administrative leave for the remainder of the day. Employees who require additional time to recover may utilize any leave to their credit (annual, sick, personal, etc.) to cover any additional absences. Employees sent home may be required to provide documentation indicating they are medically cleared to return to work.

Do I have to wear a mask or other protective equipment at work?

Yes, employees must wear a mask at all times. Certain customer-facing employees will also be provided face shields to add for a greater level of protection. If you have a medical condition that restricts you from wearing a mask or other personal protective equipment, please speak with Human Resources before you return to work.

If one of my co-workers contracts the coronavirus, will I be notified?

In the event a visitor, employee, or building occupant has been diagnosed with the coronavirus, you will be notified of the exposure.

If I am caring for a family member who has been exposed to the virus, should I notify my supervisor?

If you are caring for a family member who has been exposed to the virus, you will need to immediately notify your supervisor. Employees who utilize leave to care for an ill family member may need to provide clearance from a medical professional in order to return to work. You may also be eligible for family leave. Contact HR to obtain additional information on available leave programs.

Is it safe to return to work?

We are taking every precaution to make our workplace safe. We are following federal health and safety guidelines as well as guidance from Maryland State and Prince George's County. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

TRAVEL

I am traveling out of the country or to another state, do I need to tell my supervisor?

If you are traveling out of the local area (District of Columbia, Maryland, and Virginia), you will need to disclose your travel destination, method of transportation, and length of travel to your supervisor when requesting to take leave. All County government business travel has been postponed.

If I travel to a location outside of the Washington, D.C., Maryland and Virginia (DMV) area, will I be subject to quarantine?

Employees who travel outside of the DMV may be subject to self-quarantine depending on their travel destination. If an employee is asked to self-quarantine by a medical professional, they should immediately notify Human Resources. Employees may also be asked to telework (if appropriate for the role) or be placed on administrative leave until a determination can be made as to whether they traveled to an area where they have likely been exposed to the coronavirus.

If I am required to self-quarantine, will I be required to use my own leave?

If you are asymptomatic and are required to self-quarantine, you will be offered the opportunity to telework (if appropriate for the role). If you are not eligible to telework, you will be placed on administrative leave for up to 10 business days.

If I've already notified my supervisor of where I'm going, do I need to tell them when I'm coming back?

Before returning to work, employees should contact a member of the Human Resources team who will coordinate with the necessary parties to determine if the employee may need to self-quarantine.

EMPLOYEE LEAVE

If I am required to self-quarantine, will I be required to use my own leave?

If you are asymptomatic and are required to self-quarantine, you will be offered the opportunity to telework (if appropriate for the role). If you are not eligible to telework, you will be placed on administrative leave for up to 14 business days.

If I become sick while on self-quarantine, am I still permitted to telework or use administrative leave?

The County government cares about the wellbeing of our employees. If you become sick during a period of self-quarantine, you will not be permitted to telework. Instead, you will need to contact Human Resources who will advise you of your leave options including sick leave.

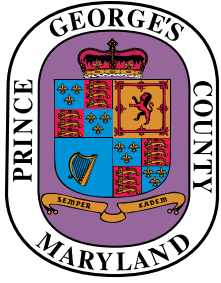
What if my child's school or daycare is closed when we return to work? What if I am considered high risk and have concerns about returning to work?

Talk to Human Resources if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk or if you have caregiving responsibilities that would inhibit your ability to return to work.

MISCELLANEOUS

Can I continue to work from home?

The County government has expanded telework options significantly. The ability to continue teleworking is based on the work to be performed and the needs of your Agency and Division.



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Acknowledgements

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**Prince
George's**
county



Office of Central
Services

This guidebook is strictly for use by Prince George's County employees.