



Employee Update – November 10, 2020

The Office of Human Resources Management (OHRM) will issue periodic *Employee Updates* to Prince George’s County Government employees regarding personnel policies and procedures, professional development opportunities, and employee benefits information.

Stay 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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3 Things You Should Know About:

New Self-Screening Process & County Building Protocols

As part of the County’s comprehensive [return to onsite work framework](#), a number of protocols and policies will be introduced to maximize the safety and wellbeing of our employees and residents. Our primary focus is to prevent and reduce the transmission of COVID-19 among employees and visitors in County facilities while conducting and maintaining healthy operations. Here are some guidelines and information to help employees understand the changes you will see in County buildings:



Daily Wellness Screenings for Employees



This self-screening poster will be located at building entrances.

Maintaining a safe and healthy workspace is a shared responsibility. All County government employees will be required to self-screen for COVID-19 symptoms before reporting for duty each day by completing an [online COVID-19 Screening Form](#). Employees must complete a brief online self-screening verification form every day before starting work. The form can be accessed by smartphone using a QR code or link posted at each building.

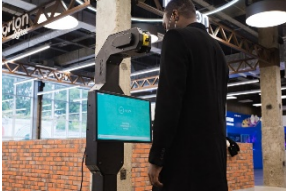
If you’re sick, please stay home.

If an employee can answer “yes” to any of the questions in the online COVID-19 Screening Form, they will be denied access to the building and the employee must immediately notify their Appointing Authority and/or designee. The Appointing Authority and/or designee will then work with the employee to determine whether they should move to telework or take [leave](#), depending on the nature of the position and concern.

HELPFUL TIP: Employees can complete the online COVID-19 Screening Form before they leave home each day. If employees do not pass the screening, they should stay home and immediately notify their Appointing Authority or designee.

2

Temperature Checks for Employees & Visitors



Employees will receive contactless temperature checks in certain County buildings.

Employees and visitors in certain County buildings will undergo temperature checks with a contactless thermometer as a part of COVID-19 screening procedures. These checks will be conducted when you enter each County building. For example, if you enter one County building, then visit another, and then return to the first building, you must have a temperature check each time.

Employees with a temperature of 100°F or above will be denied entry. That employee is required to immediately notify their Appointing Authority and/or designee without reporting to their workstation and will not be allowed to enter the building.

HELPFUL TIP: Employees can take their temperature before they leave home each day. Employees with body temperatures of 100°F or above should stay home and immediately notify their Appointing Authority or designee.

3

Additional Protocols, Procedures & Resources

The Office of Central Services (OCS) and the Office of Human Resources Management (OHRM) have developed the following resources to support the safe return of employees and contractors to County buildings and facilities:

- [Return to Onsite Work - Workplace Guidebook](#)
- [Return to Onsite Work Training](#)

In addition, employees should become familiar with the following basic safety protocols:

- Anyone entering a County building must wear a [mask or face covering](#) at all times.
- Employees are strongly encouraged to **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.
- **Maintain physical distance** while working and moving around the office. Avoid gathering in groups and crowded places.

More Info

Additional resources for Agency Directors, Managers, and Employees can be found online at <http://ohrm.mypgc.us/3587/Return-to-Onsite-Work>

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