

## Today's Top Three Things to Know:

**1. Merit and non-merit employees are eligible for up to two weeks of paid Administrative Leave for COVID-19 if they need it. The two weeks equivalent of leave can be spread out through April 12 (the shutdown period for FCPS currently). This leave may be used if you have:**

- a. to be home due to lack of childcare or elder care in your household,
- b. an inability to work due to being quarantined,
- c. sickness due to exposure to COVID-19 virus,
- d. a compromised immune system,
- e. lack of work when a facility is closed,
- f. a serious health condition, or
- g. you are age 65 or above.

## **2. Telework Policy**

- a. This is not business as usual. Standard telework policy has been temporarily relaxed to encourage the maximum amount of telework.
- b. Sign up through portal:  
[https://fairfaxcounty.sharepoint.com/sites/DHR/SitePages/ODT\\_Telework.aspx](https://fairfaxcounty.sharepoint.com/sites/DHR/SitePages/ODT_Telework.aspx)
- c. Employees and supervisors should set clear expectations about what work will be done.
- d. More information is available at [Coronavirus FairfaxNET](#) webpage for employees

## **3. Training**

- a. Desktop classes being offered virtually. Register through Employee U
- b. FOCUS classes still being held in person with social distancing in place while virtual options are explored and developed. Contact OD&T with questions/concerns.
- c. Employee U is available from anywhere: <https://ffclearning.fairfaxcounty.gov>
  - i. Login: County email address
  - ii. Password: County password

### **Information Resources:**

- [Coronavirus FairfaxNET](#) webpage for employees
- [Coronavirus FAQs FairfaxNET](#)
- [Center for Disease Control](#) website
- [Fairfax County Emergency](#) blog
- [Fairfax County Health Dept](#) website