

One cool judgment is worth a thousand hasty counsels. The thing to do is to supply light and not heat.

~ Woodrow Wilson

Today's Top Three Things to Know:

1. Pandemic Leave Extension Request Form

Beginning April 11, employees who want to code L202 and meet the previously communicated criteria must complete the [Pandemic Leave Extension Request Form](#) and submit the form to their supervisor. Employees without access to a printer/scanner can email their request for leave to their supervisor. The supervisor will complete the form on behalf of the employee, provide the necessary authorized signature and forward to their department HR representative for retention. These forms do not need to be submitted to DHR.

2. Use of COVID-19 Internal Order for Timesheet Entries

The COVID-19 internal order number (4G71-000-025) should be used to track ALL costs and activities associated with the novel coronavirus. On the time sheet, employees should document COVID-related activities as follows:

- a. Insert 4G71-000-025 in the internal order column of the time sheet that corresponds with ALL (regular, paid overtime and comp time earned) hours worked related to the COVID-19 incident
- b. Grant-funded personnel should NOT use the internal order code but rather enter a note on the timesheet with the corresponding hours.
- c. Instructions on adding a note to your time sheet are available on [DHR's Payroll website](#).
- d. Do **NOT** code the internal order with Admin Leave – Pandemic (L202).

3. Zoom and Other Conferencing Resources

The Department of Information Technology (DIT) has been working with the state to mitigate the security vulnerabilities within the Zoom Conferencing tool. To utilize Zoom, please follow these guidelines:

- a. **IMPORTANT:** Zoom, procured through DIT, is the only approved and secure Zoom solution. Any other Zoom purchased outside of DIT is not approved and does not have the appropriate security or end-to-end encryption in place to protect the county from cyber security incidences.
- b. Any existing Zoom Commercial or Direct accounts that agencies purchased must be migrated to the approved Zoom DIT account. Submit a service request in ESMP to migrate these accounts.
- c. To request Zoom (AT&T Conferencing) submit a service request in ESMP.
- d. Microsoft Teams is the preferred platform and is currently available to all County employees at no additional cost.
- e. Review the [additional guidance](#) for more information (including limitations) of both Teams and Zoom.
- f. [TEAMS Virtual World](#) offers resources, instructions and information on using MS Teams.

Information and Resources:

- *NEW - [Daily Top Three for Employees](#); [Coronavirus Information for Employees](#)
- * NEW - [Resiliency Resources](#)
- [Pandemic Leave Employee Request Form](#); [FFCRA Employee Request Form](#)
- [Employee Job Match Reassignment Request Form](#)
- [Fairfax County Emergency](#) blog; [Fairfax County COVID-19](#) website; [Fairfax County Health Dept](#) website
- [Centers for Disease Control](#) website; [Face Covering Guidance](#); [Make Your Own Face Cover](#)
- [Department of Labor](#) (<https://www.dol.gov/agencies/whd/pandemic>) Info on FFCRA
- [Organizational Development & Training](#)