

It takes as much energy to wish as it does to plan. ~ Eleanor Roosevelt

Today's Top Three Things to Know:

1. Protect and Respect!

This is a reminder to all employees and supervisors that personal health and FML information pertaining to any employee is protected under HIPAA and the FML Privacy Acts and should be kept private by all means necessary. This includes information related to symptoms, illnesses and absences related to COVID-19. Both the County AND individual employees can be held liable for breaches related to this information.

- a. No information gathered about an employee shall be discussed with any other employee or unauthorized individual.
- b. Private health information is just that - PRIVATE

2. Want to Update your Tax Withholding or Direct Deposit Info?

In an effort to avoid scams and protect sensitive and personally identifiable information, Central Human Resources will no longer accept requests for bank or tax changes via FAX.

- a. Employees with access should initiate these changes in FOCUS through Employee Self Service.
- b. Completed forms should be sent from a valid Fairfax County email address.
- c. Emails should be encrypted.
- d. DHR will confirm requests through a combination of telephone calls and encrypted emails.
- e. Those making requests in person should be prepared to show a valid, government-issued ID.

3. Organizational Development and Training

A number of training resources are available to support employees with the transition to increased teleworking and virtual learning. Registration for all sessions is REQUIRED through Employee U.

- a. MS Teams Train the Trainer scheduled for April 9 & 14. More coming soon.
- b. Leadership Series every Wednesday & Friday through June.
- c. FOCUS, Desktop and Leadership classes being offered virtually.

Information and Training Resources:

- [Coronavirus FairfaxNET](#) webpage for employees
- [Coronavirus FAQs FairfaxNET \(All Items\)](#) or [\(Most Recent\)](#)
- [Center for Disease Control](#) website
- [Fairfax County Emergency](#) blog
- [Fairfax County Health Dept](#) website
- [Department of Labor](https://www.dol.gov/agencies/whd/pandemic) (<https://www.dol.gov/agencies/whd/pandemic>) Info on FFCRA
- [Employee U](#); To ensure you are receiving information regarding virtual training sessions, register for all training through Employee U. Login using your County email address; Password is County password