

## Today's Top Three Things to Know:

### 1. DO NOT CODE Emergency Admin Leave.

Emergency Administrative Leave is reserved for instances when the County Executive has ordered the county to close due a weather-related or other incident. During COVID-19, the County is still open for business so Emergency Administrative Leave is not to be used.

- a. Absences related to COVID-19 should be coded **"Admin Leave – Pandemic" (L202)**
- b. Merit and non-merit employees are eligible for two weeks equivalent that can be used through April 12 if you have:
  - to be home due to lack of childcare or elder care in your household,
  - an inability to work due to being quarantined,
  - sickness due to exposure to COVID-19 virus,
  - a compromised immune system,
  - lack of work when a facility is closed,
  - a serious health condition, or
  - you are age 65 or above

### 2. Annual Performance Evaluations

The annual Performance Evaluation process for employees will follow the standard process. Any changes will be shared across numerous communication forums.

### 3. Please Make an Appointment Before Visiting DHR

We need to maintain social distancing and we have limited capacity for in person visits.

- a. All Benefit Vendor Partner Help Desks will be closed for in-person consultations until further notice. Our representatives from Cigna, Standard and T. Rowe Price will continue to assist employees and retirees remotely. Please visit our contacts page at <https://fairfaxcounty.sharepoint.com/sites/DHR/DHR-Benefits/SitePages/Contact-Us.aspx> for email addresses of the representatives.
- b. Benefits team members will continue to available. To limit contact, the best way to reach out is via email.
- c. You can email HR Central at [HRCentral@fairfaxcounty.gov](mailto:HRCentral@fairfaxcounty.gov) or call (703) 324-3311 with questions.

As the COVID situation evolves, information, policies and procedures are being re-evaluated to ensure we are meeting the needs of county employees and residents. Your flexibility and patience during this time is essential. Stay informed using the resource links below:

#### Information 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

**Training Resources:**

- [Employee U](#); Login is County email address; Password is County password