

The greatest weapon against stress is our ability to choose one thought over another."

~ William James, American psychologist and philosopher

## Today's Top Three Things to Know:

### 1. Admin Leave – Pandemic (L202)

- a. **NEW GUIDANCE:** Having someone in your household with a compromised immune system **DOES NOT AUTOMATICALLY MEET** the criteria for use of Admin Leave – Pandemic (L202).
- b. Employees affected by this new guidance are permitted to code Admin Leave – Pandemic through today, March 27, 2020.
- c. **Beginning March 28, 2020**, employees affected by this new guidance can telework or code personal leave.
- d. **Reminder:** The County Executive announced on March 26, 2020 that an additional two-week equivalent of Admin Leave – Pandemic (L202) is available for merit and non-merit employees who meet required criteria.
- e. The effective time period for coding Admin Leave – Pandemic is March 15 - April 26, 2020.
- f. Review [Coronavirus FAQs](#) for more specifics related to use of L202.

### 2. COVID FAQs

- a. Responses to [covid@fairfaxcounty.gov](mailto:covid@fairfaxcounty.gov) questions will come via email from the IT Service Desk.
- b. Some responses will include a link to a related FAQ. If it still doesn't answer your question, simply respond to the ESMP email to update your question.

### 3. Guidelines and Etiquette for Successful Telework

- a. Designate an "office" space in your home (a quiet area with minimal distractions).
- b. Establish work hours and communicate with supervisor, coworkers and family members.
- c. Be Responsive. Stay connected and offer timely responses through IM, email and phone.
- d. Teleconferencing (audio and video):
  - a. Video conferencing requires appropriate business casual attire
  - b. Mute microphone when you are not actively speaking
  - c. Be an engaged participant and an active listener. Avoid multi-tasking.
  - d. Avoid putting a conference call on hold. The "hold" music is very disruptive.
  - e. Let house members know when you're on a call to limit interruptions.

#### 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](#); Login is County email address; Password is County password