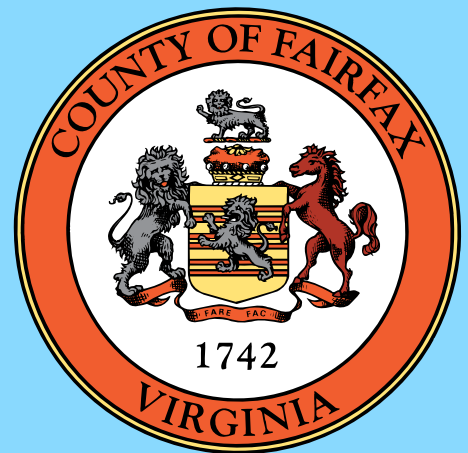




FAIRFAX FORWARD EMPLOYEE GUIDE

Information and Guidance for County Employees

**Phase Three Update
June 2020**



Phased Reopening & Impact on County Operations

As we enter Phase Three, the county continues to encourage a maximized telework stance.

As outlined in [Procedural Memorandum 62](#), it is the teleworker's responsibility to provide the necessary tools and equipment, including but not limited to, a workspace, telephone, internet service, computer, office supplies, etc. Agencies have the authority to provide some equipment to teleworkers and should keep a log of those items.



There are numerous resources to support teleworkers including information on the remote tools available and ways to connect, e-signature guidance, printing and more on the FairfaxNet Coronavirus Info for Employees Site.

There are still many decisions to be made as we move forward. Facilities that are beginning to reopen will necessitate staff return. In other cases, employees may choose to resume operations at their work sites or to continue teleworking.

Phase Three is set to begin on Wednesday, July 1.

Phased Reopening & Impact on County Operations

We continue to work with department directors and other county leaders to identify opportunities for split shifts, alternating in-office schedules and other measures to limit contact and maximize social distancing. Many of these decisions will be made at the division or agency level, with guidance from the Health Department, Human Resources and others.

All employees are required to wear a face covering or mask in county buildings. As some in-person transactions resume during Phase Three, visitors to county facilities must also wear a face covering or mask. Please keep in mind that some individuals have conditions or circumstances that would make wearing a mask difficult or dangerous. Examples would be someone who has a physical disability that makes it difficult to easily wear or remove a face covering; someone who is deaf or hard of hearing and uses facial and mouth movements as part of communications; someone who has been advised by a medical professional to not wear one; or someone who has trouble breathing or cannot remove a face covering without assistance.

For Fairfax County employees, Phase 3 means:

Employee Agreement

County employees should have completed the Acknowledgment of COVID-19 Health and Safety Practices, which addresses considerations like hand hygiene, health screenings, physical distancing and face coverings and staying home if you are ill. If you have not read and acknowledged the Health and Safety Practices please contact your HR Manager or go to [Employee U](#) to complete the assignment.

Reporting to Work

Employees should self-observe for fever, new cough or shortness of breath each day before reporting to work and are prohibited from reporting to work if they have symptoms consistent with COVID-19.

If symptoms develop, employees should stay home until at least 10 days have passed since symptoms first appeared or since the date of a first positive COVID-19 diagnostic test AND until they have been fever-free for at least 72 hours (three full days) without the use of medicine that reduces fever AND until other symptoms have improved.

Employees should communicate with their supervisor any need to take leave as a result of illness or quarantine, including reporting any positive COVID-19 test results if the employee has been on-site at their workplace.

In some agencies where job duties require direct, close contact with the public, daily temperature checks may be required.

Social Distancing

Employees should continue to maintain six feet of distance between themselves and coworkers. Limit meetings and hold them virtually whenever possible. Employees should not bring guests or other family members into county facilities. Though gatherings of up to 250 are permitted in Phase Three, employees are encouraged to avoid large groups and prolonged exposure, especially in enclosed spaces. Meetings should continue to be held virtually whenever possible. Consider waiting for an unoccupied elevator car or taking the stairs if the elevator is occupied.

Minimize Your Risk

The best way to prevent illness is to avoid exposure. In accordance with OSHA and CDC guidance, everyone is encouraged to continue the following practices:

- Wash your hands often.
- Avoid touching your face.
- Avoid close contact – practice social/physical distancing.

- Cover your mouth and nose with a cloth face cover when around others.
- Cover coughs and sneezes.
- Stay home when sick.

Personal Protective Equipment

Some county agencies provide services to clients who may have, or are confirmed to have, COVID-19 and therefore use PPE in the course of their duties. Other agencies use PPE because of industry regulations or best practices. Appropriate use of PPE and other supplies is an essential component as we scale up operations. Specific guidance for your office or work area should be obtained from your supervisor. If you have questions or concerns email covid@fairfaxcounty.gov.

Personal Space/Work Area Cleaning

Work sites are cleaned every evening, but employees should use extra care to sanitize shared equipment and high contact surfaces before and after use. Consider creating a regular cleaning schedule, in collaboration with your coworkers and supervisors, for common areas and shared equipment. Disinfecting solution, wipes, etc., should be readily available in areas where frequent sanitizing is necessary. If your agency does not have these supplies available work with your agency procurement personnel to order them or email covid@fairfaxcounty.gov.

Employee Exposure

If an employee is exposed or potentially exposed to COVID-19, either in the workplace or at home, the employee should notify their supervisor, who should in turn contact Human Resources, and follow VDH guidance to self-quarantine and monitor health for symptoms of COVID-19 for 14 days from the date of last exposure.

If An Employee Tests Positive

At this time, if an employee is tested and is confirmed to have COVID-19, the Health Department will initiate a contact investigation, which would include the workplace. HD staff will determine the infectious period, identify any contacts the employee may have had and make any recommendations for isolation of the case and quarantine of people who had close contact with the case for a period of 14 days. If an employee is not contacted by HD as part of the investigation, they are not considered exposed and do not need to follow any specific public health action. HD will communicate back to the agency's management that an investigation was done and make any additional recommendations that are necessary, including any notifications that may need to occur or cleaning requirements for the facility. Information that could identify an individual in an investigation is kept confidential to protect privacy.

Cleaning and Sanitization

The Facilities Management Department (FMD) has ensured that all ventilation (and plumbing systems where buildings have been unoccupied) are operating properly and provide acceptable indoor air quality. According to the Centers for Disease Control and Prevention it is not necessary to clean ventilation systems other than to provide routine maintenance including filter replacement as part of reducing the risk of coronavirus transmission.

Enhanced Reopening Cleanings

FMD has worked closely with our custodial contractors and suppliers to **adjust their cleaning processes to better address current considerations**. Fairfax County custodial contractors are using effective disinfectant and sanitizing products to clean our facilities every day. Along with these measures, they are taking the following steps to maximize our sanitizing efforts:

- **Refreshing Cleaning Methods/Processes**

Cleaning personnel have been instructed to sanitize and disinfect restrooms more vigilantly. For facilities that have day porters, we have asked them to increase their frequency of service visits to the restrooms. Their focus will be on thoroughly disinfecting and sanitizing all surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked.

- **Increasing Cleaning to Touch Surfaces/Points**

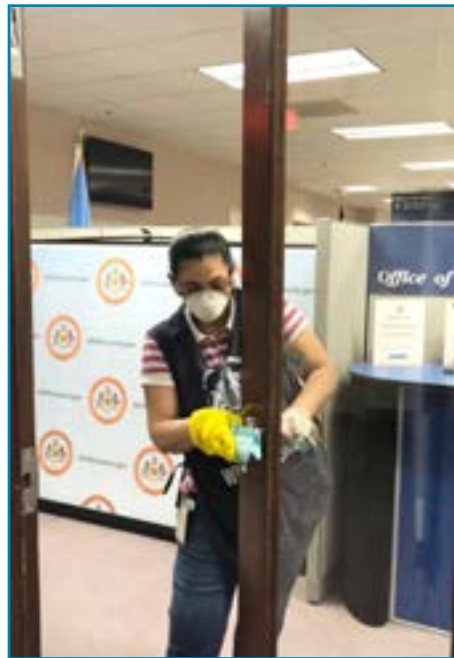
Cleaning crews are sanitizing touch surfaces/points thoroughly (i.e., door handles, glass, elevators buttons, doors, tables, chairs, light switches). For facilities that have day porters, we have instructed them to continuously disinfect and sanitize all touch points throughout the day. In addition, we are increasing day porter coverage where appropriate, depending on building occupancy.

Regular Surface Cleaning

Once employees have returned to their work sites, **measures should be implemented to ensure that common work areas and equipment, and personal work spaces, are regularly cleaned and sanitized**. Clean surfaces after use—conference room tables, polycoms, refrigerator and microwave door handles, department and agency laptops and other shared equipment. Establish a plan/schedule for regularly disinfecting common areas.

Supplies

Disinfectant wipes or alternative disinfectant will be made available to all employees. Because these are considered critical items, procurement is handled by the Office of Emergency Management's logistics team. If you need sanitizer or other supplies, please work with your agency's COVID-19 lead or leads, who will work through the appropriate OEM channels.



You can ensure door use hygiene is optimized by using propped doors, nearby hand sanitizer, etc. Please make sure that fire doors or doors that would pose a security risk are not propped open.

Installing Protective Equipment

We are implementing interim changes to key aspects of our facilities. Among them are the addition of Health Department-approved sneeze guards at customer service counters to provide an extra level of protection for the public and staff, while maintaining the level of service our residents have come to rely on and



expect.

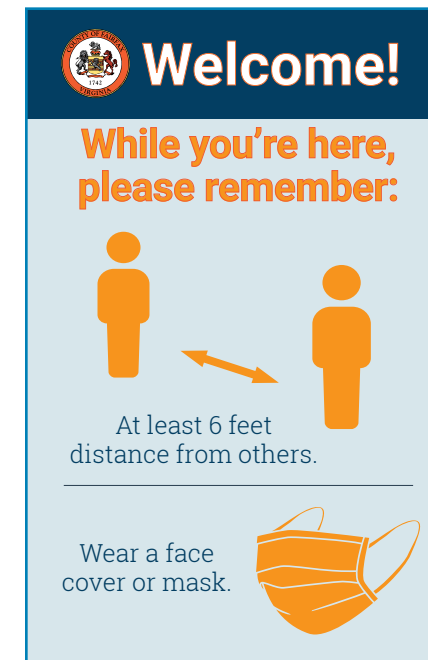
FMD is also working to install physical barriers in areas with high customer traffic, as appropriate. **FMD has worked with agency leadership and staff to identify these needs**. If you believe your work area requires physical changes in order to ensure health and safety, such as at a customer service counter, please email covid@fairfaxcounty.gov.

Signage

Extensive public health signage will be posted throughout facilities, including special provisions for entryways, elevator capacity and common areas. FMD will also provide 6-foot markers and other social distancing guidance materials as appropriate.

You and your team should ensure that a social distancing process is in place at entrances and other high-traffic areas. FMD is in the process of installing directional floor decals and other signage.

Please do not develop or install your own signs. If you need signs or other materials for your area, email covid@fairfaxcounty.gov.



[gov](mailto:covid@fairfaxcounty.gov).

Printable signs are available on the [FairfaxNet Coronavirus Information for Employees](#) site.



County Employee Support

The Department of Human Resources has developed numerous resources to assist and support employees during the coronavirus pandemic. Employees should be familiar with and take advantage of these resources as needed. More information is available at <https://fairfaxcounty.sharepoint.com/sites/County/coronavirus-information>.

Leave

Multiple types of leave and leave programs have been provided to address the ongoing impacts of the coronavirus pandemic. Some leave options (Admin Leave-Pandemic and Pandemic Gap Leave) are unique to the county and others are part of the federal Families First Coronavirus Recovery Act.

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply from April 1 through Dec. 31, 2020. Additional information can be obtained from Human Resources and on the FairfaxNet Coronavirus Information for Employees site.

Employee Assistance Program

As part of our county health plans, you continue to have confidential access to comprehensive Cigna Employee Assistance Program (EAP) services at no cost to you. This now includes on-site counseling, available virtually. To schedule an appointment for on-site services, call Sarah Tursi, LCSW, at 703-772-1668 or Samar Tehrani, LAADC, at 703-244-3837. You may need to leave a voicemail if they are with a client or it is outside of their county office hours. Telephonic and/or virtual appointments may be available to accommodate social distancing. Short-term counseling for up to eight sessions, per issue, per year, is available. The onsite EAP providers are a part of the Cigna network and are considered an in-network behavioral health provider if an employee wants to continue working with the counselor beyond their eight sessions. Referrals to community providers may also be available. Services provided beyond the initial eight sessions per year may be subject to copays, coinsurance or other fees, based upon your health plan enrollment.

EAP is available 24/7 and is for all Fairfax County Government employees and their household members. Given the social distancing guidelines, more mental well-being providers are now offering virtual visits.

For more information go to [https://fairfaxcounty.sharepoint.com/sites/DHR/DHR-Benefits/SitePages/Employee-Assistance-Program-\(EAP\).aspx](https://fairfaxcounty.sharepoint.com/sites/DHR/DHR-Benefits/SitePages/Employee-Assistance-Program-(EAP).aspx).

County Employee Support

E-Learning Resources

The Department of Human Resources Organizational Development and Training Division and their business partners continue to offer numerous resources to develop, support and engage employees whether they are working from home, the office or other remote location.

As Virginia moves into Phase Three, OD&T remains open for business with Technical (FOCUS and desktop) and Leadership courses being offered virtually, according to current social distancing requirements. **In addition, numerous resiliency and self-care resources are available** through OD&T, LiveWell and the Benefits team. Webinars, programs and recordings are updated frequently. New offerings are highlighted on the OD&T website and in the daily NewsLink. Send suggestions for additional programs and resources to [OD&T](#). Check out the links below for more information:

- [OD&T FairfaxNet Site](#)
- [Employee U](#)
- [Health and Safety Practices eLearning](#)
- [Activate Your Potential](#)
- [Benefits](#)
- [LiveWell](#)
- [Employee Assistance Program](#)
- [Resiliency and Self-Care Resources](#)
- [Virtual Resources](#)
- [Leading Remotely During a Crisis](#)
- [Working Remotely During a Crisis](#)
- [Continuing Education Programs](#)
- [Communities of Practice](#)
- [Tuition Assistance Program](#)
- [QuickHelp for Microsoft](#)



County Employee Support

As more employees return to their work sites, there may be misunderstandings between coworkers as we all attempt to navigate the workplace in the context of the pandemic. **Here are some strategies to promote positive interactions and a smooth transition.**

Do:

- **Be aware of elevated levels of stress and anxiety.** Be mindful that everyone is affected by the pandemic. Many of us are trying to balance elevated levels of stress and anxiety.
- **Know your own boundaries/preferences.** Take the time to understand your own boundaries and preferences for face coverings and social distancing.
- **Interact respectfully and professionally.** Be sure to engage in a way that is respectful and professional
- **Give the benefit of the doubt,** when you deem someone else's adherence to precautions as lacking or extreme.
- **Excuse yourself from uncomfortable situations.** If you find yourself anxious or irritated excuse yourself from the situation and/or ask for help.

Don't

- **Monitor your coworkers.** It is not your job to constantly monitor the behavior of your coworkers. Understand that you are not always aware of situations or experiences that may be affecting others.
- **Assume or jump to conclusions.**
- **Judge.** Do your best to avoid statements or questions that can appear to cast judgement.
- Respond/engage in an aggressive manner when interacting with coworkers.

If you have concerns, share them with your supervisor or HR representative.

A Final Note...

The guidance provided here will be updated as we move into subsequent phases. Employees will be notified of updates and changes but please stay engaged. Make regular contact with your supervisor and HR manager, especially with questions or concerns; check your employee email account regularly; sign up for text and email alerts through the Employee Alert Network--you can access your account and much more information from the FairfaxNet Coronavirus Information for Employees site. And most importantly, do your best to stay safe and healthy. Thanks for being a part of the team. ~BH

Appendix



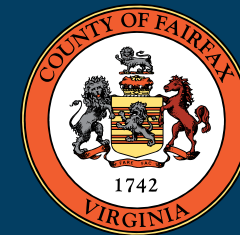
Fairfax County Employee Acknowledgment of COVID-19 Health and Safety Practices

In order to ensure the health and safety of the county workforce, employees will be required to comply with the following measures to help limit the spread of the coronavirus.

I agree to:

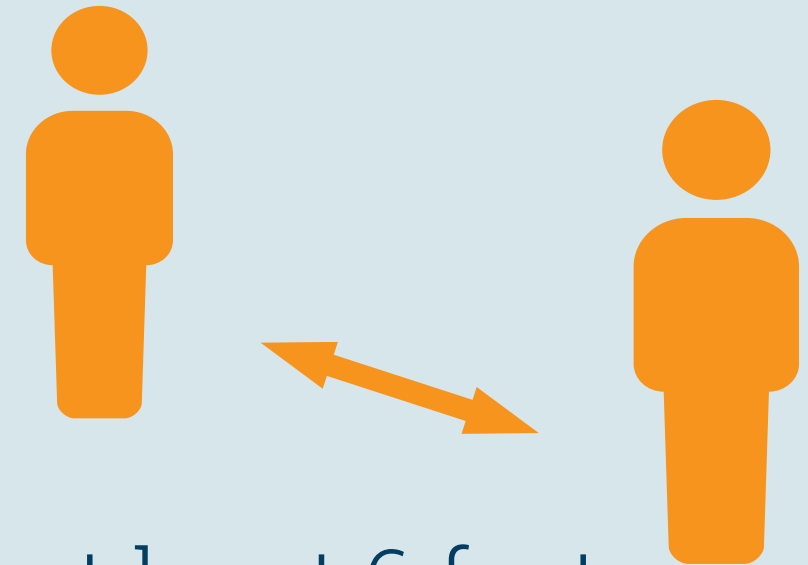
- Self-observe for fever, new cough or shortness of breath each day before reporting to work and will not report to work if I have [symptoms](#) consistent with COVID-19.
- Stay home until at least 10 days have passed since symptoms first appeared or since the date of a first positive COVID-19 diagnostic test AND until I have been fever-free for at least 72 hours (three full days) without the use of medicine that reduces fever AND until other symptoms have improved.
- Communicate with my supervisor any need to take leave as a result of illness or quarantine, including reporting any positive COVID-19 test results if I have been on-site at my workplace.
- Submit to health screenings (temperature check, temperature or symptom self-reporting) as deemed appropriate or necessary by my agency.
- Keep at least six feet between myself and others, to the best of my ability.
- Wear a face covering or mask while in assigned work site or while conducting job functions on official county business (excluding teleworking), including until I arrive at my cubicle/station/office, any time I leave my work area and move through common areas (hallways, stairwells) and in congregate settings (meeting rooms, break rooms, etc.)
- Practice hand hygiene as recommended by the Centers for Disease Control and Prevention, which includes frequent use of alcohol-based hand sanitizer or hand washing with soap and water for at least 20 seconds, especially after contact with frequently touched items such as door handles, tables, elevator buttons, handrails, touchscreens, etc., and before touching eyes, nose, or mouth.

I agree to complete this acknowledgment no later than upon my return to my work site/location or to conducting job functions on official county business.



Welcome!

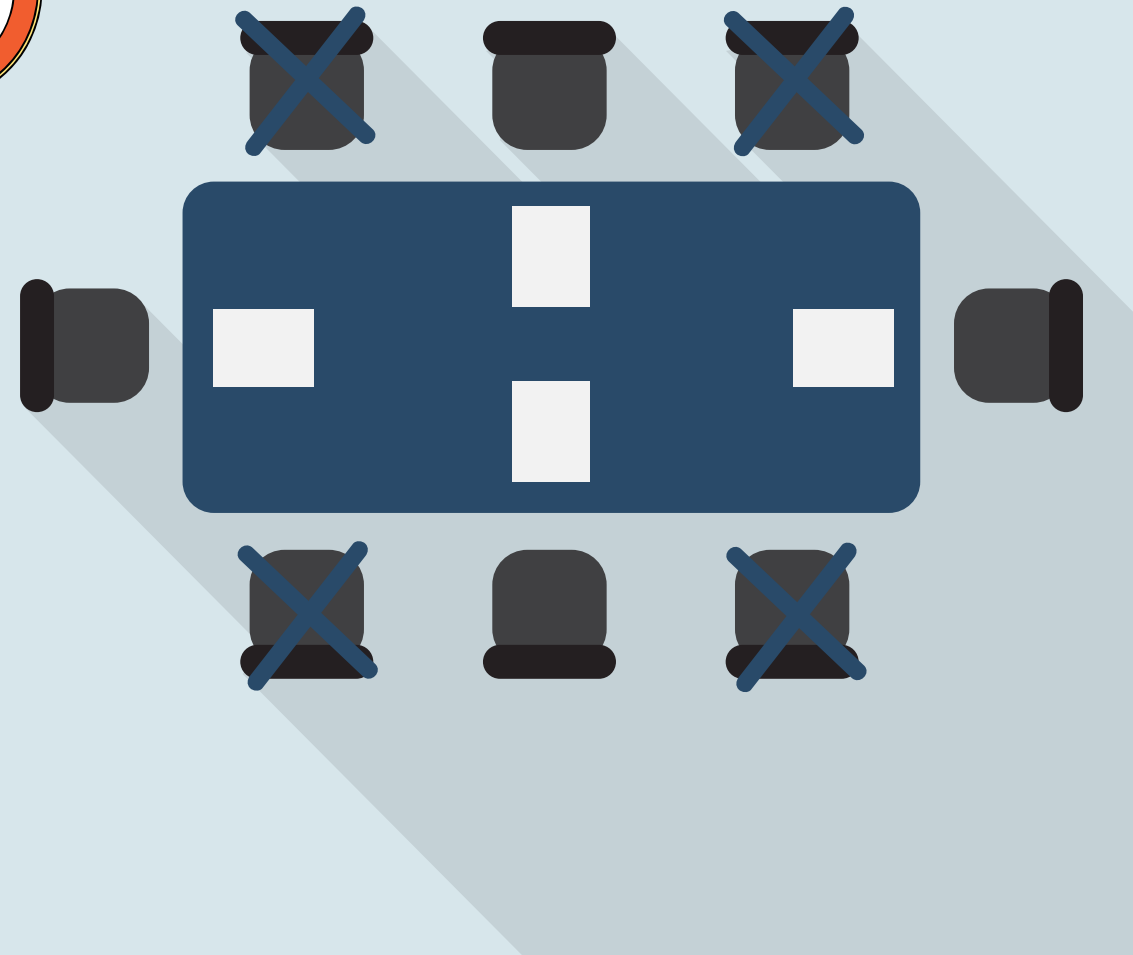
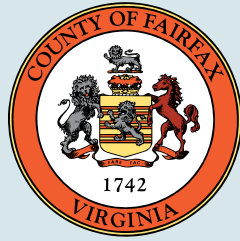
While you're here, please remember:



Stay at least 6 feet
from others.

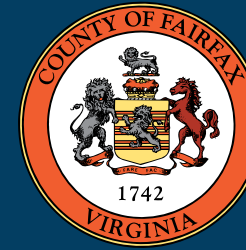
Wear a face
cover or mask.



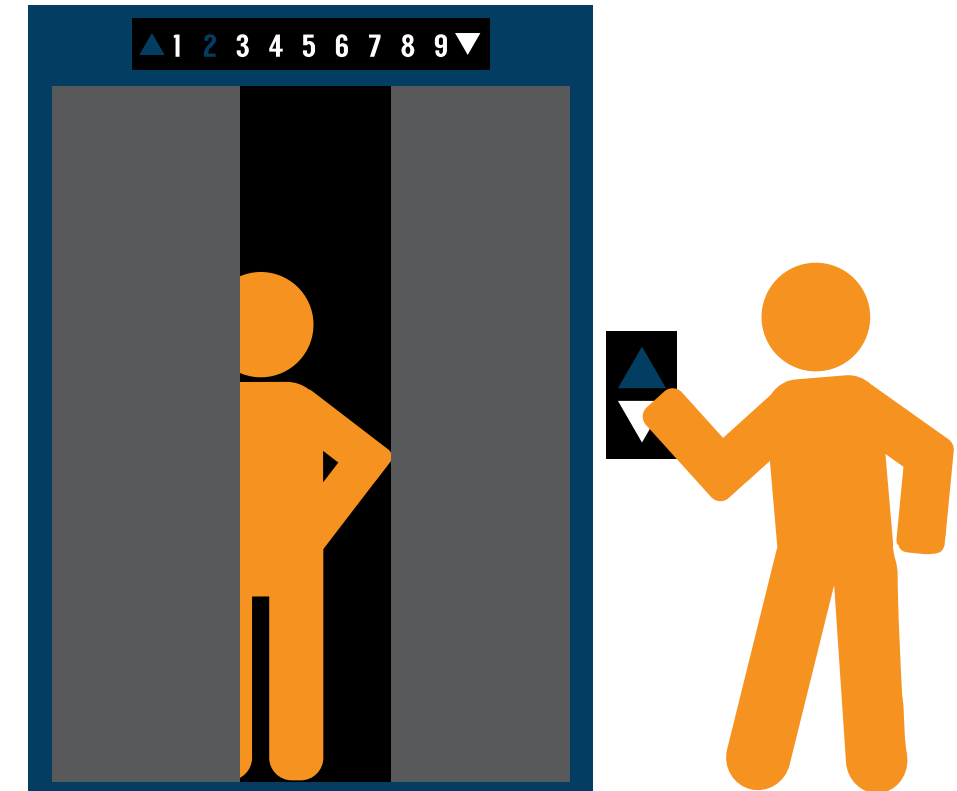


In order to meet social distancing guidelines, the capacity of this meeting space is limited to: _____

Please remember to stay at least six feet from others and wear a face cover or mask.



COVID-19 Elevator Etiquette



Elevator buttons and other high-touch surfaces are cleaned and disinfected frequently throughout the day.

Please make sure to wash your hands or sanitize after touching elevator buttons.

Don't crowd onto elevators. Maintain social distancing. Consider riding one at a time or taking the stairs.

Don't ride the elevator with another person unless you are wearing a mask or face covering.

For more information on COVID-19 go to www.fairfaxcounty.gov/covid19

