

COVID-19



Reconstitution of County Worksites Fact Sheets

Based on Employees' Questions from the Special
All Employee Virtual Meeting on June 26, 2020

Developed by the Reconstitution of County Worksites Workgroup,
Government Operations and Services COVID-19 Recovery Mission Area

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FACT SHEET: Overview of County Worksite Reconstitution Approach

First and foremost, reducing the incremental health risk to employees and residents as the County reconstitutes Montgomery County Government worksites is a primary goal. The County is taking a phased approach to reconstituting County worksites and reactivating programs or functions that have been reduced or suspended during the initial response period to the COVID-19 crisis. The phasing recommendations have considered the benefits of valuable, needed services to the community and risks to employees and residents while recognizing that community needs are likely to increase as a result of the COVID-19 virus' impacts on health, education and the economy.

To understand when the County will be able to move between phases in reconstituting County worksites, the County Health Department is monitoring four primary areas:

- Level of community spread and impact (number of new cases, number of deaths)
- Healthcare system capacity (hospitalizations, visits to the emergency room, patients in intensive care units, percentage of ventilators in use)
- Testing capacity
- Public health system capacity, such as sufficient contact tracing capacity for all new cases and their close contacts

If the County experiences significant deterioration across these metrics, the County will consider either halting progress on reconstituting County worksites or returning to an earlier phase to reduce the health risk to employees and residents. The County will continue to coordinate with the CDC and the State of Maryland to inform its timing and long-term decision-making as the pandemic evolves.

Since the COVID-19 crisis began, many County services have continued to be provided to residents. Many of these services have required additional personal protective equipment (PPE) or other enhanced safety protocols. Many services are being provided in modified ways (e.g., over the phone or on line versus in person), and a significant portion of the County's workforce has been using situational telework as a way to simultaneously provide services while maintaining appropriate physical distancing to minimize contact that might increase the likelihood of spreading the virus.

As the County proceeds with its worksite reconstitution, the County will balance the following objectives:

- providing a safe working environment that minimizes health risks to County employees and to the residents the County serves; and
- enabling effective service-delivery and achievement of the County programs' core missions – particularly for those services that have been reduced or suspended.

This Fact Sheet and the more detailed Fact Sheets that follow are designed to address the most frequently asked questions we have received from managers and employees, and to discuss specific actions we are taking (or have taken) to achieve these objectives. There are likely questions that are not addressed in these Fact Sheets. We encourage employees to avail themselves of information on the Office of Human Resources website: www.montgomerycountymd.gov/EmployeeNewsCOVID19, and other resources within each department. Please see separate Fact Sheet on "Other Questions."

The County continues to work in close coordination with the unions, and a number of issues are still under discussion/negotiation. As details and issues are successfully negotiated, we will issue further guidance and clarification.

FACT SHEET: Comprehensive County Program for Employee and Community Safety

Across all phases of reconstituting County government worksites, success will depend on the commitment of employees, residents, and non-profit and for-profit businesses to adopt new behaviors and rigorous safeguards to reduce risk for all. To prepare to reconstitute County worksites, the County reviewed documents from the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the Maryland Occupational Safety and Health (MOSH), the State of Maryland, neighboring jurisdictions, and other governments throughout the country. The County also evaluated procedures that County departments had already put in place for services including the public safety agencies and the Department of Health and Human Services, which continued to operate throughout the COVID-19 crisis, to inform the safeguards that would be implemented as part of moving ahead with reconstituting programs that have been reduced and suspended. These safeguards are part of a comprehensive program implemented by the County, and reflect the overarching guidance from the CDC that limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. The safeguards are highlighted below, and discussed in more detail in separate Fact Sheets.

Universal Safeguards and Behaviors

- Physical distancing of at least 6 feet when not at home
- Use of face covering in public spaces, including County buildings, on public transportation, and at work
- Frequent handwashing (or use of hand-sanitizer when handwashing is not feasible)
- Appropriately covering coughs and sneezes
- Staying home when sick or symptomatic
- Regular cleaning and disinfecting of surfaces and objects

Social Distancing Protocols

Social distancing (also called “physical distancing”) relies on creating/maintaining physical distance among employees, and between employees and clients/residents.

In practice this means:

- Staying 6 feet away from others as a normal practice.
- Eliminating physical contact (such as handshakes or embracing) with others – including co-workers, visitors, or friends.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be symptomatic, sick, or who is coughing or sneezing.
- Teleworking whenever possible (See separate Fact Sheet on Telework.)
- Utilizing virtual meetings, and not using offices for meetings. When using a conference room is unavoidable, ensuring that physical distancing and use of facial coverings are followed.
- Discouraging non-essential gatherings.
- Avoiding office layouts that promote face-to-face seating or distancing of less than 6 feet.
- Assessing whether staggering work hours/days would be feasible and effective.
- In elevators, adhering to the position stickers that will be placed on the floor to indicate where

individuals can/should stand. Occupants should not exceed the number of position stickers (usually 2 to 4 depending on the size of the elevator) to maintain distancing standards.

This practice of physical distancing applies to all workspaces; public areas; breakrooms; conference rooms; common areas such as entrances/exits to buildings, elevators, and offices; and anywhere where the employee may come into close proximity with another person.

Modifications to County Worksites

Many County services have continued to function throughout the COVID-19 emergency. Worksite modifications have already been made, as needed, for these ongoing functions. To reconstitute County worksites that had not been fully functioning, worksites have been evaluated and modifications have been made. If additional modifications or signage are required, departments are being asked to work with the Department of General Services (DGS).

Other Risk Mitigation/Safety Approaches

The County has also implemented the following approaches as part of the comprehensive program to ensure a safe working environment:

- **Continue Telework** wherever possible - Those employees who are currently teleworking will continue to do so for the foreseeable future.
- **Using Technology** to facilitate telework and physical distancing - Technology (such as Microsoft TEAMS and increasing automated transaction processing) will continue to be a critical component to support telework, and promote physical distancing (including using virtual meetings even for employees who have returned to the worksite). Employees should make maximum use of such technology to minimize in-person meetings where physical distancing (either by coming into the County worksite, getting to the meeting/conference room, or in the conference room) might be compromised.
- **Employee Self-screening for COVID-19 symptoms** – A pilot has been developed where employees will self-assess prior to re-entering the worksite for the first time. A screening questionnaire, based on the current CDC guidelines for COVID-19 and best practices for return to work, will be completed. Employees will be educated on being alert to COVID-19 symptoms, and if they are experiencing such symptoms employees will learn what they should do (e.g., stay home from work, seek testing). See separate Fact Sheet on this topic (Employee Self-Assessment COVID-19 Screening Pilot).
- **Education and Awareness** – Increased employee education and awareness programs are being implemented, including increased signage throughout County-occupied buildings. See specific Fact Sheet.

Disinfection and Cleaning Protocols

Current CDC guidance on COVID-19 disinfection protocols indicates that:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water; or using a 60% alcohol solution). For example, bleach solutions will be effective for disinfection up to 24 hours.

The County has implemented increased cleaning and disinfection procedures as part of its comprehensive program. In general, the County will use janitorial staff or contractors to provide daily cleaning for all worksites with particular attention to disinfecting shared common areas such as lobbies, break rooms, restrooms, etc. A second disinfecting wipe down of commonly touched surfaces (door handles, restrooms, elevators, lobbies, break rooms, etc.) will be carried out daily as well. For successful and safe re-opening (and maintenance) of worksites, we will need individual employees to behave responsibly in cleaning/disinfecting their individual workstations, and disinfect frequently used surfaces (such as copiers, breakroom refrigerator handles, etc.) after they use them. See separate Fact Sheet for more details (Disinfection and Cleaning Protocols).

Personal Protective Equipment (PPE)

The County will continue to use the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) standards for determining what level of PPE is required for job functions. With the exception of public safety and medical positions, most County job functions fall into a low or moderate risk category. Departments and the County's Occupational Safety Manager have worked to identify PPE required for positions; DGS and departments have worked to procure required PPE (including items for a "return-to-work" kit) with the intent of maintaining at least a 30-day supply of needed equipment (including face coverings – "masks") with additional capacity available should a resurgence of the virus occur in the fall. See separate Fact Sheet on this topic (Personal Protective Equipment (PPE)).

In addition, the following items must be considered with PPE:

- Selected based upon the risk to the worker
- Properly fitted and periodically refitted as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

Employee COVID-19 Testing

The County is developing a Montgomery County Employee Testing Plan designed to ensure the continuity of Montgomery County Government while offering protective actions that help to minimize exposure and risk to employees. The Testing Plan will outline the framework, policies, and procedures

Montgomery County Government will follow to expand asymptomatic COVID-19 testing capabilities, initially to employees and then expanding to more vulnerable populations.

Employee testing will occur in a phased, expanded approach that prioritizes employees who, because of the nature of the work they perform, have potentially increased exposure to contracting the disease. Understanding that a COVID test is a snapshot in time, subsequent testing will likely be warranted. Employee testing will be voluntary but will be highly encouraged to protect employees and the public. The details of this Testing Plan are still under review and will include input from the County's unions.

However, if an employee tests positive for COVID-19, they should contact their supervisor and OMS to advise them and obtain further guidance. Generally, the employee should NOT return to the County worksite, but should follow CDC Guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

FACT SHEET: Modifications to County Worksites

Many County services have continued to function throughout the COVID-19 emergency. Worksite modifications have already been made, as needed, for these ongoing functions. To reconstitute County worksites that had not been fully functioning, worksites have been evaluated and modifications have been made, as follows:

- **Ensuring physical distancing**, through such steps as:
 - Reconfiguration of furniture and markings to maintain 6 feet between people and maximum occupancy standards in place at the time, including signage and markings in common areas (e.g., elevators, lobbies, break rooms, hallways) for physical distancing
 - Reuse of conference and meeting rooms to help employees in shared offices spread out
 - Closing off alternating cubicles for use if furniture cannot be easily reconfigured (this may be done through employee scheduling vs. a physical barrier)
 - Removing some furniture in common spaces such as lobbies and kitchens
 - For “public spaces,” installing physical barriers (i.e., plexiglass barriers), as needed and practical for customer/citizen interaction, and hand-sanitizer stanchions/dispensers in public areas of buildings (lobbies, waiting rooms, counters, etc.)

- **Ensuring adequate and appropriate supplies** are available:
 - Evaluating what Personal Protective Equipment (PPE) is needed based on job requirements and ensuring an adequate supply of PPE is available
 - Cleaning and disinfecting supplies (no-touch trash receptacles; bag liners for trash receptacles; hand soap; alcohol-based hand sanitizer containing at least 60% alcohol; disinfectants; disposable towels). In most County buildings, touchless soap dispensers will not be able to be provided. Regardless of how soap is dispensed, proper hand washing after soap is dispensed is the important protocol to follow.
 - DGS has been coordinating with individual departments to ensure necessary supplies – including items (mask, hand sanitizer, and disinfecting supplies) for a Return-to-Work kit with necessary PPE and disinfecting supplies for employees and offices – are made available to departments

- **Improving building air quality** where possible. Facilities like the Animal Services and Adoption Center and the Dennis Avenue Health Clinic were designed and built to a high standard of frequent air exchange capabilities due to the nature of the building’s use. However, in other facilities, it is not currently feasible to increase the frequency of air exchanges, because of limitations in the air-handling systems in the building. DGS has upgraded to MERV 11 and, where possible, MERV 13 filters in ventilation systems. DGS has also conducted additional preventative maintenance and minor repairs for all HVAC systems to better ensure functionality throughout the summer season, which is critical to proper air flow and comfort.

- **Rental buildings.** DGS has been in contact with landlords, who have agreed to meet the County standards for cleaning and air quality.

If additional modifications are required, departments directors are being asked to work with the Department of General Services (DGS).

FACT SHEET: Enhanced Education and Awareness Program

Across all phases of reconstituting County government worksites, success will depend on the commitment of employees, residents, and non-profit and for-profit businesses to adopt new behaviors and rigorous safeguards to reduce risk for all. As part of its comprehensive program, the County is implementing an expanded **education and awareness** effort, as discussed below.

- Implementing “**return-to-workplace (RTW) training**” for all employees, and providing training on proper use of PPE. The RTW training Plan will include training for:
 - Onsite Workplace Safety Team which also includes Worksite Safety Coordinators
 - Training for all employees covering the response and changes made due to COVID-19, and will include such topics as what we know about COVID-19, workplace safety (including measures taken by the County and steps employees will be expected to follow before and as they return to the worksite), and health and well-being (including resources available to employees). The training will be available both in a virtual learning form, as well as in-person for employees who do not have access to computers.
 - Managers, Human Resources Liaison, and Department Directors Virtual Learning
 - Manager Guidance and Coaching to assist them with checking in with their staff once they are at their work locations, including virtual group mentoring for new supervisors and managers

- **Increased signage** in County-occupied buildings:
 - Posting signage at the entrances to County-occupied buildings encouraging compliance (by both employees and residents) with County policies concerning physical distancing, the need to wear facial coverings, etc. Signs will also instruct employees and residents not to enter County buildings if they have any COVID symptoms or have been exposed to others who are sick or have tested positive for COVID.
 - Posting signage in restrooms and throughout the building regarding regular hand washing, using alcohol-based hand sanitizer and use of facial coverings (including signs posted at building entrances stating the requirement to wear face coverings)

- Enhancing the current worksite safety coordinator program in each department to provide additional resources for information, and to assist in answering employee questions.

FACT SHEET: Disinfection and Cleaning Protocols

Current CDC guidance on COVID-19 disinfection protocols indicates that:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection. For washing hands, any temperature is effective as long as soap is used.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water; or using a 60% alcohol solution). For example, bleach solutions will be effective for disinfection up to 24 hours.

The County has implemented increased cleaning and disinfection procedures as part of its comprehensive program. These procedures will involve employee support. In general, the County will use janitorial staff or contractors to provide daily cleaning for all worksites with particular attention to disinfecting shared common areas such as lobbies, break rooms, restrooms, etc. Cleaning will take place twice per day involving a disinfecting wipe-down of “high-touch” vertical surfaces (e.g., corners in hallways and lobbies) from 6’ down, cleaning of open horizontal surfaces (the custodians will not move items) and wiping doorknobs and the like. It does not include computers, keyboards, copiers, refrigerators, microwaves and the like.

Individual employee responsibility will be a critical factor for successful and safe re-opening of worksites. Employees will be asked to clean up after themselves, disinfect their individual workstations at the beginning and end of their workday, and disinfect frequently used surfaces such as copiers, breakroom refrigerator handles, etc. after use. The frequency with which a device is used is not nearly as important as wiping down handles, control pads and other high-touch elements before and after their use.

Disinfecting supplies (EPA-approved disinfectant and paper towels or disinfecting wipes if they are available in sufficient, reasonable quantities) will be made available for employee use. Employees, such as inspectors, using County vehicles for their job will be asked to disinfect high touch areas in the vehicles (seatbelts, steering wheel, gear shifters, dashboard components, etc.) at the beginning and end of using the vehicles. Disinfecting supplies will be provided as previously noted. Employees working in places where there is public use of computers, desks, meeting areas, etc. will also assist with periodic disinfection during their workday with provided supplies.

The measures listed on the chart below should be implemented to reduce the risk and spread of infection. The disinfection steps outlined below should be taken routinely, based on the frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and to protect employees, customers, and visitors. Along with these workplace disinfectant activities, proper personal sanitary practices including frequent handwashing are also necessary. When handwashing is not possible, using hand-sanitizer is sufficient.

While custodians are responsible for completing most of the task list routinely, all staff are responsible for completing some routine workplace disinfectant tasks, i.e. wiping their own workspaces, cleaning up

after themselves, and disinfecting frequently used surfaces. Proper “dwell time” (contact time) for cleaning products is required to properly disinfect a surface. This varies from product to product, which is why it is important to follow the manufacturer’s instructions for product use.

ROUTINE DISINFECTION MEASURES

Area/Place	Disinfectant Surface	Recommended Frequency	Who Cleans
All worksites	Tables, Counters, Break Room Tables and Chairs, Floors	Twice daily	Custodians
Restrooms	All surfaces, mirrors, soap and paper towel dispensers, countertops, floors	Twice daily	Custodians
High-touch objects	Door handles, light switches, shared phones, copiers and printers	After each use	All staff
Office common areas	Tables, conference tables, kitchen/break room surfaces	At the end of each usage Twice daily	All staff Custodians
Individual workstations	Desk, computer, phone, other work equipment	Beginning and end of shift or after each use if shared	All staff
County owned vehicles	Commonly touched surfaces (e.g. seatbelts, steering wheel, gear shifters, dashboard components, door handles, etc.)	Beginning and end of each use	Drivers
Equipment/ surfaces used by the public	Public use computers/equipment, meeting room furniture	Between uses	All staff

Advanced Disinfection Protocol

An Advanced Disinfection Measure Protocol will be implemented when an employee has tested positive for COVID-19 and Human Resources, Occupational Medical Services notifies the DGS of a positive case.

Advanced disinfecting should be performed as soon after the confirmation of a positive test as is practical. If a delay is proposed of greater than a shift, an additional disinfection of potentially impacted common surfaces should be completed during the interim period.

If multiple employees in an agency are confirmed to have a COVID-19 positive test, the agency may close that location or office for a period of at least 72 hours to allow for natural deactivation of the virus followed by a comprehensive disinfection of the building by custodial staff.

FACT SHEET: Personal Protective Equipment (PPE)

The County continues to use the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) standards for determining what level of PPE is required for job functions. With the exception of public safety and medical positions, most County job functions fall into a low or moderate risk category. Departments and the County's Occupational Safety Manager have worked to identify PPE required for positions; DGS and departments have worked to procure required PPE (including items for a "return-to-work" kit) with the intent of maintaining at least a 30-day supply of needed equipment (including masks) with additional capacity available should a resurgence of the virus occur in the fall.

In addition, the following items must be considered with PPE:

- Selected based upon the risk to the worker
- Properly fitted and periodically refitted as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment. For laundering the cloth mask, the employee should follow the manufacturers' instructions for frequency and method of washing.

Employees in a high-risk category must consult OMS for any special Personal Protective Equipment request.

Employees are encouraged to wear County-provided PPE. However, if an employee chooses to wear their own cloth face covering in place of those provided by the County, they are allowed to do so, provided that the face covering must not contain graphics or images that are or may be potentially offensive, insensitive, inappropriate, or intimidating.

Employees are not permitted to bring any additional type of PPE that is not provided by the County (face masks are not covered under the Respiratory Protection Standard and are technically not PPE).

Federal regulations at 29 CFR 1960.10(b) state "Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection."

Facial Coverings ("Masks")

On June 18, 2020, the County Health Officer issued a Health Officer Directive and Order Regarding Face Coverings (copy attached at the end of this Fact Sheet, link provided here: [health officer directive](#)). That Order requires all County residents over the age of two to wear face coverings whenever they are in public and social distancing is not possible. This includes County employees and residents the County serves.

There are some circumstances where employees are NOT required to wear a mask. These include instances where an employee is alone in a private space with more than 6 feet of space such as in a private office or in a large maintenance bay with no other staff, or as dictated by a labor agreement. To avoid spreading the virus, employees are required to wear masks whenever they are in common areas

(copier rooms; bathrooms; break rooms; lobbies; elevators; hallways; etc.). If employees have a medical condition that makes it impossible to wear a mask, they should contact OMS (240-777-5118, or MedicalInfo.OMS@montgomerycountymd.gov) for evaluation. All other employees who are required to wear a mask and choose not to will be asked to leave the office, to use leave, and may be subject to disciplinary proceedings. If an employee observes a situation where they believe another County employee is not wearing a mask in conformance with County guidance (or is not complying with physical distancing requirements) they should report the matter to their supervisor (or to another management official, as appropriate).

Employees will be required to sign for receipt of the masks (or other PPE issued to them) and they must take the training required by OSHA. The receipt covers the face covering and confirms the training has been completed. This requirement applies even to employees that never stopped working and already have the PPE. Employees have to log-in and complete the form when they get the mask and have reviewed the instructions on how to wear the mask. This Risk Management form is on the e-Portal site: <https://ex01.montgomerycountymd.gov/eportal/cloth-mask-receipt-form/>.

We recognize that “one-size does not fit all,” so if an employee’s County-issued mask does not fit properly, they should contact their worksite safety coordinator, who will determine if an appropriately-sized mask is available from the department’s supply. If not, the worksite safety coordinator can contact DGS to get a different size mask. Employees should not return the prior mask into stock, and should not share masks with another employee. If an employee needs additional masks (e.g., to replace masks originally supplied) for their use, they should contact their worksite safety coordinator.

“Return-to-Work” Kits

DGS is working with departments to ensure departments have the required components for the return-to-work kits (two masks and hand-sanitizer for each employee, disinfecting supplies for cleaning, etc.). Supplies are provided in bulk to departments, and departments will then be responsible for appropriate distribution based on need at each worksite. Departments are expected to ensure they have an adequate supply and have been advised to request needed kit components through the DGS ordering link already provided to them.

Public’s Use of Facial Coverings

The County has posted signs at the entrances to County buildings advising the public that they must wear a facial covering when entering a County building. (NOTE: Any exceptions to these requirements based on nature of services provided to patients (e.g., dental patients during appointments, small children, etc.) would be handled by the department at the service site.)

What if someone from the public refuses to wear a mask? We want to ensure we are balancing providing required services to our residents with minimizing risks to our employees and other residents. If someone from the public refuses to wear a mask, we recommend the following steps:

- Staff should point out the requirement for a mask as noted on signs in each County facility.

- If the customer still refuses to wear a mask, the staff should escalate the issue to the onsite manager to determine if or how services could be provided to the individual through an alternative means.
- If services cannot be provided safely to the customer and/or the customer becomes belligerent or abusive, the onsite manager should ask them to leave the building until they can come back wearing a mask, in compliance with the Health Officer Order.
- If the customer refuses to leave, the onsite manager should contact security or MCPD for assistance.



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Marc Elrich
County Executive

Raymond L. Crowel, Psy.D.
Director

**HEALTH OFFICER DIRECTIVE AND ORDER
REGARDING FACE COVERINGS**

Pursuant to State Executive Order 20-06-10-01

June 18, 2020

I, Travis A. Gayles, M.D., Ph.D., Health Officer for Montgomery County, Maryland, as a designee for Robert R. Neall, Secretary of Health for the State of Maryland, finding it necessary for the prevention and control of 2019 Novel Coronavirus (“SARS-CoV-2” or “2019-NCov” or “COVID-19”) and for the protection of the health and safety of patients, staff, and other individuals in Montgomery County, Maryland, hereby authorize and order the following actions for the prevention and control of this infectious and contagious disease under the Governor’s Declaration of Catastrophic Health Emergency.

I. Definitions.

- a. “Face Covering” means a covering that fully covers a person’s nose and mouth, but is not a Medical-Grade Mask. The term “Face Covering” includes, without limitation, scarves and bandanas.
- b. “Medical-Grade Mask” means an N95, KN95, surgical, or other mask that would be appropriate for a health care setting.
- c. “Social Distancing” means a distance of at least six-feet between persons who are not in the same family or household.

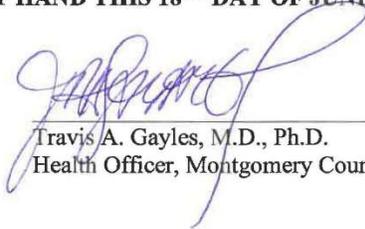
II. Use of Face Coverings.

- a. All County residents over the age of two shall wear face coverings whenever they are in public and social distancing is not possible.
- b. County residents are not required to wear face coverings while seated at a food service establishment.
- c. Single-use Face Coverings shall be properly discarded in trash receptacles. It is recommended that all reusable Face Coverings be cleaned frequently (at least once per day).
- d. Wearing a Medical-Grade Mask satisfies any requirement in paragraph II.a to wear a Face Covering, but all residents of Montgomery County are urged to reserve Medical-Grade Masks for use by health care workers and first responders.

III. General Provisions.

- a. This Order remains effective until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded, or until rescinded, superseded, amended, or revised by additional orders.
- b. The underlined paragraph headings in this Order are for convenience of reference only and shall not affect the interpretation of this Order.
- c. If any provision of this Order or its application to any person, entity, or circumstance is held invalid by any court of competent jurisdiction, all other provisions or applications of the Order shall remain in effect to the extent possible without the invalid provision or application. To achieve this purpose, the provisions of this Order are severable.
- d. A person who knowingly and willfully violates this Order or any Local Order is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding one year or a fine not exceeding \$5,000 or both.

**THIS ORDER IS ISSUED UNDER MY HAND THIS 18TH DAY OF JUNE 2020
AND IS EFFECTIVE IMMEDIATELY.**



Travis A. Gayles, M.D., Ph.D.
Health Officer, Montgomery County

Fact Sheet: Returning to the Worksite and Employee Self-Certification Process

In reconstituting County worksites, we are working hard to provide a safe work environment – for County employees and the residents we serve. The County has implemented a comprehensive program with this objective in mind, and the various components of this comprehensive program are discussed in other Fact Sheets. The Employee Self-Certification process is a component of this program and has several objectives:

- Ensuring that employees are aware of symptoms of COVID-19 symptoms (e.g., fever or symptoms of acute respiratory illness) and other situations that may raise concerns about possible COVID-19 risks (e.g., close contact with a laboratory-confirmed COVID-19 person; recent quarantine due to or testing for COVID-19).
- Lowering the risk of an employee who is experiencing these symptoms or has been in a situation raising concerns about COVID-19 risks to enter the worksite, by having the employee self-identify the presence of these symptoms/conditions and – if those symptoms/conditions exist – to have the County’s Office of Medical Services (OMS) evaluate the employee for potential risks that would prevent the employee from entering the workplace.
- Mitigating concerns and fears that employees may have about returning to the workplace.

The Employee Self-Certification process directly focuses on the first two objectives. We also hope that the process will, along with the other steps taken to ensure a safe work environment, mitigate employee concerns. Please note that the County currently is not requiring all employees to be tested for COVID-19 as a condition of returning to work. And only in certain situations (e.g., camp instructors) are employee required to have their temperatures checked before entering the worksite.

If an employee has concerns about returning to the workplace, because of being in a high-risk category themselves or having a high-risk family member, or for other medical reasons, the employee should contact OMS (providing any appropriate medical documentation). [NOTE: Per the CDC, high-risk is defined by either being over the age of 65 or by having one of certain listed medical conditions. The decision about whether to return high risk employees to work will be guided by medical science and by agreement with the unions.]

If an employee is experiencing other (non-medical) issues concerning their return to the County workplace, the Employee Assistance Program (EAP), ComPsych Guidance Resources, provides free, confidential, support and resources to help you manage life's changes and challenges. More information is available at: <https://www.montgomerycountymd.gov/HR/LiveWell/Resources.html>.

A number of departments (Alcohol Beverage Services, Fire and Rescue Services, and the Health and Human Services Crisis Center) that have continued to work throughout the COVID crisis have employee screening procedures in place. And, some programs, such as Recreation Department Camps, have legally mandated screening procedures. The County is conducting pilots of the use of Self-Certification by employees prior to the employee returning to other worksites. The pilots are being conducted with Libraries and DOT Ride On. Further expansion of the pilots has not been negotiated with the unions. The information below is accurate with respect to the current pilots only, and is subject to change in the future.

Employee Self-Assessment COVID-19 Screening Pilot

Under the pilots being conducted with Libraries and DOT Ride On, the “Employee Self-Assessment COVID-19 Screening Questionnaire” (“Questionnaire”) must be completed prior to the employee returning to the worksite. Self-Assessment/Certification will be available either as an online or hardcopy process. The Questionnaire contains four questions concerning the following:

- Whether the employee is currently experiencing COVID-19 symptoms (e.g., fever or symptoms of acute respiratory illness);
- Close contact with a laboratory-confirmed COVID-19 person;
- Recent quarantine due to or testing for COVID-19.

If employees are returning to the worksite, even just to retrieve records/files/etc., they should have completed the Self-Certification process.

Once the certification is submitted to OMS, a determination of cleared or not cleared will be made. The clearance notification will be sent to the employee, the supervisor, and the COVID point-of-contact (POC) for the department. If an employee shows up without a clearance, they should be advised they cannot report to work at the worksite until they have completed the certification and clearance received. The employee would be required to take leave (annual or PTO) until they are able to return to work.

Generally, the process is as follows:

1. Employee goes online at <https://eportal.montgomerycountymd.gov/goto/Covid19ScreenQuestions/>, and completes/submits the “Employee Self-Assessment COVID-19 Screening Questionnaire.”
2. If the employee is unable to go online to complete the Questionnaire, they must contact their supervisor and arrange to pick-up a hard-copy of the Questionnaire prior to reporting for their first shift.
3. If the employee completes the Questionnaire online and answers “YES” to any of the four questions, the employee would contact/advise their supervisor and await further instructions from their supervisor (or return home if they are at the worksite) prior to reporting to the worksite. If not completed online, the completed hard-copy of the Questionnaire would be provided by the employee to their supervisor, who would then forward the completed/signed form to OMS and await further guidance from OMS.
4. If the employee answers “NO” to the four questions, OR if OMS has given clearance for the employee, the employee may enter the worksite and begin their scheduled work/shift.

In addition to notification of the employee’s certification being sent to their supervisor, notification would also be sent to the department COVID point of contact.

FACT SHEET: Telework

During the initial response to the COVID-19 crisis, the County Government significantly ramped up its use of situational telework for employees. Over 3,500 County employees engage in situational telework. In general, feedback on this high level of telework has been very positive with benefits for employees and the residents/customers the County serves. As a result, the County is continuing the use of telework for employees, as well as exploring steps that should be taken to maximize the effective use of telework in the County: both short-term efforts to address some of the challenges related to teleworking while also working with employees, departments, and unions on longer-term policies to promote further teleworking. [Contract employees are not subject to the telework program/policy. The ability of a contract employee to effectively telework is governed by the employer's policies, and by the contract between the County and the contractor.]

During Phase A and B of the Reconstituting County Worksites initiative, the expectation is that situational telework will continue to the maximum extent possible and practicable. Teleworking staff should return to the office during Phases A and B only on an exception basis. Viable reasons for returning to the office could include:

- The nature of the work requires “in person” services – e.g., dental services, some library and recreation programs, etc.;
- State or other mandates to provide “in person” services;
- Rotational schedules for employees at the main worksite;
- Significant productivity impairments when working from home (e.g. inadequate access to State databases, limited workspace at home, difficulty functioning with other family members at home, etc.).

Timekeeping and Telework Reason Codes

The County is tracking the use of the Telework Reason Codes to determine how best to continue the expansion of Telework, including where Telework can continue but had not been implemented in the past, so the recording of Telework time is crucial to this effort. Employees who are teleworking for part of a day but need to travel to and from the employee's main worksite are reminded that such travel is considered part of their regular commute, so the commute time(s) are not part of the workday for timekeeping purposes.

County Equipment

If an employee is teleworking 100% of the time, and requires County-supplied equipment (e.g., office chair, monitor) at their Remote Work Location in addition to their laptop from the County worksite, they can discuss this issue with their supervisor. If the employee is allowed by the supervisor to take the County-owned equipment home, any County property allowed to be brought by the employee to their Remote Work Location must be recorded by the supervisor for asset management purposes. The Remote Work Location does not replace the employee's assigned primary work location.

Technology

The County's Department of Technology Services is continuing to work on enhancements that will facilitate and improve the telework experience. The most recent enhancement was announced in a June 23, 2020, email to all County staff concerning DTS supported telephony options. That email (and attachment, which follows at the end of this Fact Sheet) describes four primary options to make and receive work-related calls from home. Additional upgraded solutions are being explored and will be communicated once available. If you require assistance, please contact the IT Help Desk at 240-777-2828; option 3. For more complex business needs (i.e. group calling, ring downs, call attendants), email the DTS Telecom Services team at telecomservicerequest@montgomerycountymd.gov

TELEPHONE OPTIONS

FOR MCG EMPLOYEES & CONTRACTORS

AVAILABLE OPTIONS



REQUIREMENTS

MICROSOFT TEAMS



- Available now to all Teams users
- For internal calls to and from County employees



- Teams license
- Usable on any PC or mobile device
- No VPN required

MICROSOFT TEAMS TELEPHONY



- Available to Teams users with G5 license
- For receiving inbound and making outbound telephone calls



- Upgraded G5 license
- AD Account
- County phone #
- Usable on any PC or mobile device
- No VPN required

AVAYA PHONE SYSTEM - CALL FORWARDING



- For those who want to forward desk phones to another phone
- For calls within and outside the County telephone network



- County phone #
- Requires a home or mobile phone to forward to
- Dial outs will show the call from phone #
- No Teams integration

AVAYA PHONE CALLS ON COMPUTER



- For those who do not use Teams.
- For receiving inbound and making outbound telephone calls



- AD Account
- County phone #
- Usable on a County-issued computer
- VPN required
- No Teams integration

FACT SHEET: COVID-19-Related Leave Guidance

Four scenarios are outlined below. For each scenario, we have provided information on the following questions:

- What type of leave can I use?
- What steps do I need to take?

Scenario 1: An employee is at high risk or lives with someone who is at high risk based on CDC guidelines.

If an employee or someone they live with is at high risk, and the employee wishes to telework, they may do so, subject to supervisory approval. If the employee's position is not eligible for telework, then the employee will be placed on administrative leave with OMS approval of a high-risk condition, which will be granted in accordance with the governing union agreement.

The CDC's guidance for who is at higher risk for exposure and severe illness is constantly changing. Please refer to the most recent CDC guidelines for who is at high risk:

- [CDC high risk guidelines for people with medical conditions](#)
- [CDC high risk guidelines for older adults](#)

For staff at high risk:

- If the risk is related to a medical condition, the employee must submit medical documentation from their healthcare provider. Medical documentation can be submitted to medicalinfo.oms@montgomerycountymd.gov or faxed to 240-777-5132. OMS will give the employee a Health Status Report (HSR) which they should share with their supervisor.
- If the risk is related to age only, the employee does not need to get clearance from OMS. Instead, speak to their supervisor.

For employees who live with someone at high risk:

- If the risk is related to a medical condition, the employee must submit medical documentation from the family member's healthcare provider. Medical documentation can be submitted to medicalinfo.oms@montgomerycountymd.gov or faxed to 240-777-5132.
- If the risk is related to age only, the employee must submit documentation showing proof of the family member's age and residence (e.g., driver's license, birth certificate, doctors note, current mail). Documentation can be submitted to OMSTeam@montgomerycountymd.gov or faxed to 240-777-5186.
- OMS will give the employee a Health Status Report (HSR) which the employee should share with their supervisor.

CAVEAT: OMS cannot answer questions related to leave, which should be addressed to the Department HR Liaison, the Office of Human Resources, or MCtime.

Scenario 2: An employee is out sick, but either has not seen a healthcare provider, or a healthcare provider has not referred him or her for testing.

Any employee who has not been directed by a healthcare provider to quarantine/isolate, due to symptoms, exposure, or travel, should use their own sick leave. The employee should notify their supervisor that they are sick and are staying home, AND stay home until they are symptom-free.

The employee should remain in contact with their healthcare provider if their symptoms change. If their healthcare provider decides to send the employee for COVID-19 testing, the employee should notify their supervisor. If the COVID-19 test is positive, the County will convert the used sick leave into administrative leave in accordance with the union-negotiated agreements.

Scenario 3: An employee is exposed or suspects exposure to someone with COVID-19.

If an employee believes they may have been exposed to COVID-19, they should:

- Call DHHS Disease Control immediately at 240-777-1755 and follow their guidance.
- Answer DHHS Disease Control's questions to the extent possible regarding their movements in the office and contact with others (who, for how long and was social distance maintained).
- If advised to leave work, notify their supervisor by phone or email.
- Answer their supervisor's questions regarding their movements and contact while at work.

Employees who may have been exposed to COVID-19 will be placed on administrative leave or may continue to telework if approved.

Scenario 4: An employee is diagnosed positive (either "presumed positive" through consultation with a health care provider, or by a confirmed positive test result).

If an employee receives confirmation of positive or negative diagnosis, they should:

- Follow the guidance given by their healthcare provider if positive.
- Contact their supervisor and provide him or her with an update.
- Follow their supervisor's guidance regarding work status and schedule.

Employees who are presumptive positive or confirmed to be positive for COVID-19 will be placed on administrative leave for the duration of their period of quarantine/isolation. Once they complete their period of quarantine/isolation and meet the criteria for recovered, they should:

- Notify their supervisor of their intention to return to work.
- Obtain documentation from their healthcare provider that they have successfully completed/been released from quarantine or isolation.

- Contact OMS by phone at 240-777-5118 or email at MedicalInfo.OMS@montgomerycountymd.gov to schedule a return to work appointment. The employee should not come to the OMS clinic without an appointment as they will not be seen. The employee should provide OMS with a copy of the above documentation so OMS can provide them an approved Health Status Report (HSR). OMS will forward the HSR to the employee's supervisor and the departmental COVID-19 POC.

FACT SHEET: Other Questions

Information for Employees – Frequently-Asked Questions

The Office of Human Resources (OHR), in conjunction with public health officials and officials from the County's Department of Health and Human Services, with guidance from the CDC, has developed an extensive set of frequently asked questions containing guidance on a number of the issues discussed above. This guidance can be found on the County's intranet site at:

<https://www.montgomerycountymd.gov/HR/Benefits/EmpCoronavirus.html>. Please reference the information at this site for more detailed information.

Other Sources of Information

- CDC information and guidance regarding a number of COVID-19 issues:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- County Mental Health Resources:
https://www.montgomerycountymd.gov/HR/Resources/Files/Benefits/2020/MentalHealthResources_05012020.pdf
- Department Worksite Safety Coordinators (WSCs) – [Department Points of Contact and Resources](#). In addition to ongoing workplace safety responsibilities, the WSCs perform a number of COVID-19 -related duties and can provide assistance on the following Occupational Safety and Health issues:
 - Guidance to Montgomery County Government Departments on Personal Protective Equipment (PPE) requirements during the COVID-19 emergency
 - Departmental application of MCSP-23, MCG Employee Face Mask/Covering Guidance Fact Answers and Questions
 - Guidance to respective Department concerning the process for obtain COVID related supplies from DGS
 - Dissemination of safety-related materials, documents, and information for COVID-19
 - Address internal safety-related COVID-19 concerns and coordinate with the Safety Section to implement corrective actions.
- Other Points of Contacts: [Department Points of Contact and Resources](#).
- OMS – 240 777-5118 or Medical Info OMS MedicalInfo.OMS@montgomerycountymd.gov

Reporting Business Non-Compliance with County Health Director Order, Physical Distancing and Other County Requirements

Employees who observe businesses apparently not complying with County requirements should contact 3-1-1 and report the issue for appropriate follow-up action.

Differential Pay

The County has negotiated agreements with each of the bargaining unit representatives for County employees (the FOP, the IAFF, and MCGEO). In accordance with those agreements, front-facing employees receive an additional \$10 per hour for every hour of work performed onsite (IAFF) or spent performing work that cannot be performed by telework, that involves physical interaction with the public, and that cannot be performed with appropriate social distancing (FOP, MCGEO).

MCGEO bargaining unit members who perform work at County worksites that cannot be performed by telework and which does not involve regular physical interaction with the public are entitled to an additional \$3 per hour.

The differential pay is only available to employees who are working onsite. Employees who are teleworking or are on leave (administrative, annual, sick, comp time) are not eligible to receive the differential.

The differential pay provision remains in effect until further notice.