



Employee Update – March 16, 2020

The Office of Human Resources Management (OHRM) will issue periodic updates to Prince George's County Government employees during the [activated situational telework program](#) and the Coronavirus Disease 2019 (COVID-19) pandemic. In each *Employee Update*, you'll find information and tips from OHRM, the latest COVID-19 information, and additional tips to support you.

Keep Informed:

Employee Info from Human Resources	County Updates on COVID-19	Tweets from the County Executive	Tips and Info for Working Remotely
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The Office: In or Out

Effective Monday, March 16, the Prince George's County has activated situational telework for employees who have signed telework agreements with their agencies.

Whether you're working in the office, from home, or another remote location during this situation, you're participating in a very large social experiment—[social distancing](#). All around the world, countries, corporations, governments, and schools are taking part in this social distancing effort, which reminds us to be mindful about the space we give each other during a viral outbreak like COVID-19 to slow the spread of the virus.

It's important to remember that no matter where you're working, you are still very connected to your coworkers thanks to technology. With tools like Outlook, Skype, and OneDrive, we can stay connected and collaborate.

Tips on Staying Connected

These tips apply whether you're in the office or teleworking.

- **Log into Skype**—your status will let people know when you're free or busy.
- **Sign Your Email**—add a signature to your messages and include your contact info and working hours (both *in office* and *telework* hours).
- **Think Before You Save**—save documents to your OneDrive, so you can easily access them from any computer connected to the internet. You can also share documents with your coworkers in OneDrive to collaborate in real-time.

Calls for Compassion

From **Level Up** – Your Employee Wellness Program

Feeling stressed? If you are, it's not surprising with the news and current events. For the next few weeks, Level Up and its partners at Aetna, will offer [15-minute listen-in](#) calls that will provide positive readings, guided meditation, and grounding practices. For more employee wellness information, visit princegeorgescountymd.gov/levelup.

