



HR's 2020 Year in Review



Radical Flexibility

Protecting employee health and safety were our primary concerns. We laid the foundation of an “employee-first” focus, advising HR staff to be flexible and creative in accommodating employees, while continuing the essential functions of Fairfax County government. We celebrate our successes from the past year, particularly those of the last nine months. More importantly, looking back allows us to determine course corrections as we move forward.

Radical Flexibility – Safe Options for Employees in the Workplace

In March, in response to the pandemic, Governor Northam declared a state of emergency, cancelling large events and encouraging residents to avoid gatherings.

Many county facilities, including libraries, community centers, RECenters and parks, were closed, and we realized there would be four categories of employees who needed support: those without work due to facility or service closures; those whose jobs allowed them to work from home; those with jobs that had to be completed on-site; and those who were sick or identified by the state as high risk for health complications due to COVID-19 and/or preexisting conditions.

We focused on work and leave options to support safety by reducing the number of people at a work site and to help alleviate some uncertainty during a very uncertain time.

Coronavirus Leave Information



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

Fairfax County Leave

The county offers two types of pandemic-specific leave. Learn more below.

Pandemic Gap Leave

Pandemic Gap Leave may be used from Saturday, April 25 through Thursday, December 31. It pays two-thirds of an employee's regular pay to a maximum of \$200 per day for a maximum of 12 weeks. It is for employees who are not covered by FFCRA-Emergency Family Medical Leave or Emergency Paid Sick Leave.

COVID Sample Leave Coding Scenarios (PDF)

Use the tools below to zoom, search or open the chart in a new window.



Safe Options for Employees



To address absences related to COVID-19, (including lack of work, lack of childcare, quarantine or illness) the county created a new type of administrative leave: Admin Leave Pandemic.

Two weeks of this leave type were initially offered, with two subsequent two-week extensions, for a total of six weeks of Admin Leave Pandemic available to employees.

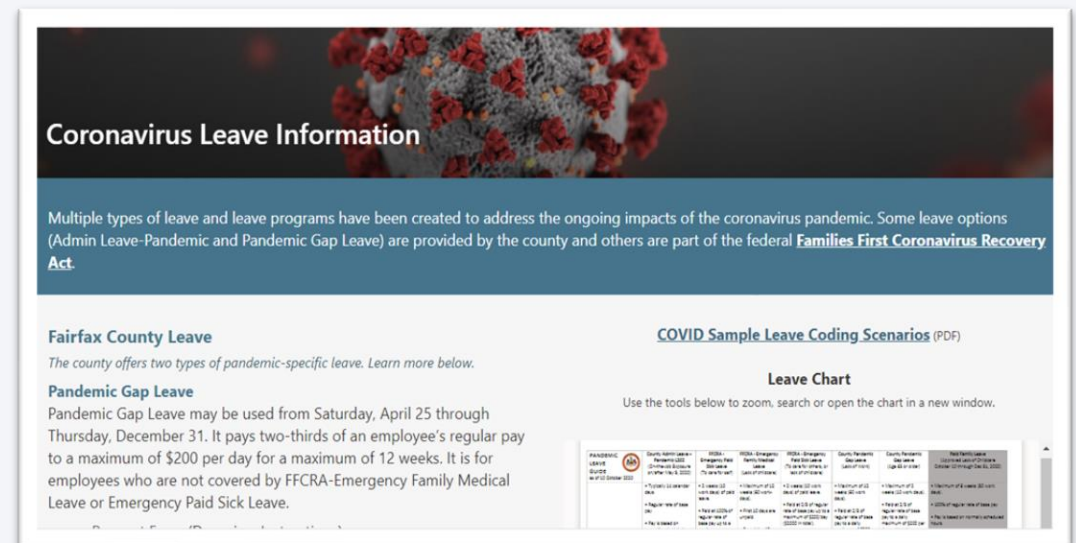
Nearly 7,000 employees utilized at least some of the leave available to them. Notably, only around 1,200 employees needed to use all six weeks of leave.

Safe Options for Employees

Also in March, the federal Families First Coronavirus Response Act (FFCRA) was passed with an April 1 implementation date, and with it two new leave programs were introduced: **Emergency Paid Sick Leave (EPSL)** and **Expanded Family Medical Leave (EFML)**.

Pandemic Gap Leave was created by Fairfax County to address the gap between county leave options and federal leave options. Around 1,100 employees used at least some of this gap leave between May 8 and the end of the year.

With many employees still working on-site, the Health Department provided critical guidance for workplace safety standards, employee health assessment and contact tracing, to inform HR policies, procedures and communications.



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Leave Chart
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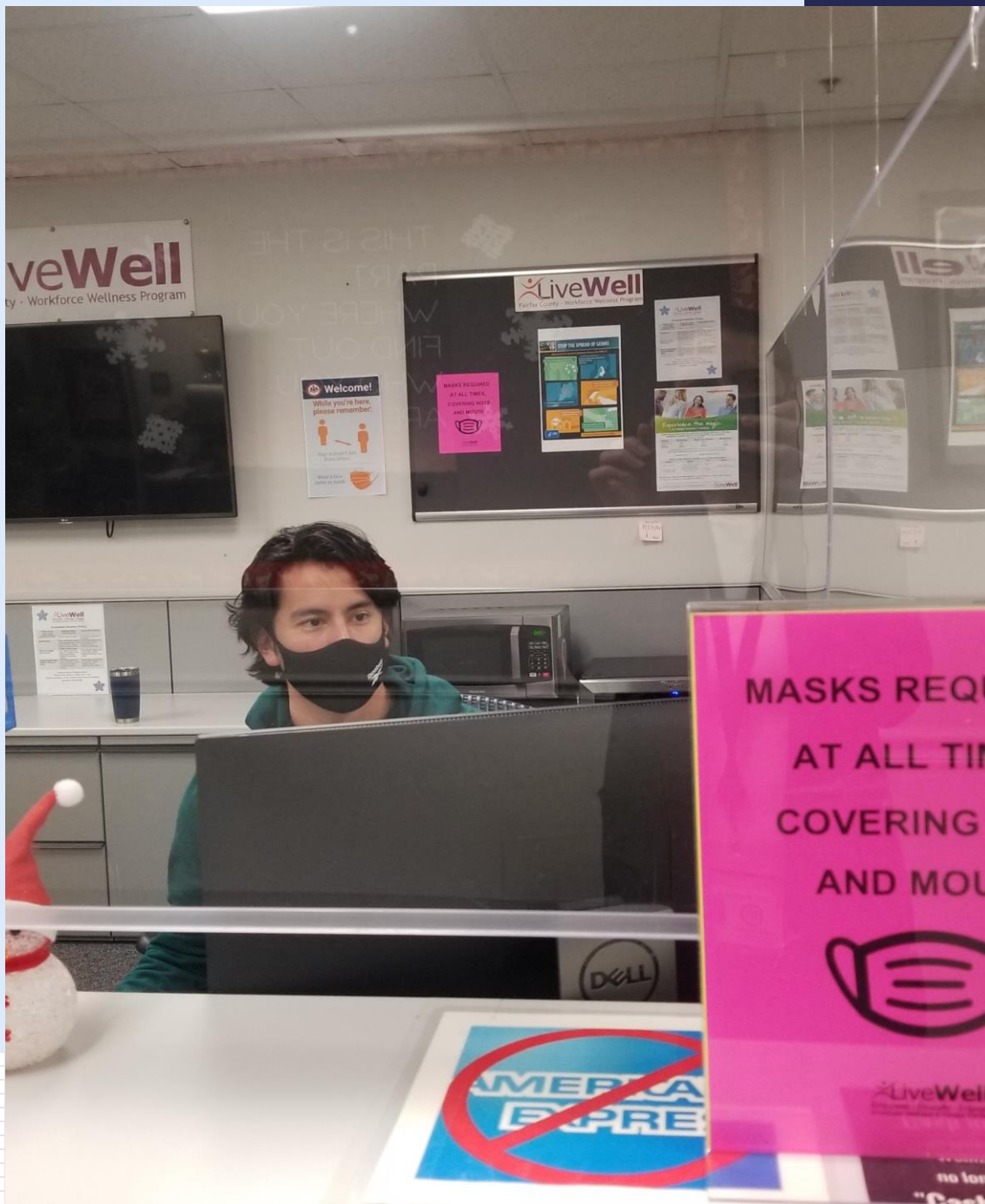
Scenario	Leave Type	Code	Pay Rate	Duration	Notes
Scenario 1: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	01	100%	10 days	For employees with 10 or more years of service
Scenario 2: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	02	100%	10 days	For employees with less than 10 years of service
Scenario 3: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	03	100%	10 days	For employees with less than 10 years of service
Scenario 4: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	04	100%	10 days	For employees with less than 10 years of service
Scenario 5: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	05	100%	10 days	For employees with less than 10 years of service
Scenario 6: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	06	100%	10 days	For employees with less than 10 years of service
Scenario 7: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	07	100%	10 days	For employees with less than 10 years of service
Scenario 8: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	08	100%	10 days	For employees with less than 10 years of service
Scenario 9: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	09	100%	10 days	For employees with less than 10 years of service
Scenario 10: Employee is unable to work due to COVID-19	Emergency Paid Sick Leave	10	100%	10 days	For employees with less than 10 years of service



Safe Options for Employees

In order to maximize the number of employees who could work from home, and to pivot to teleworking as a preferred work status, DIT procured close to **4,500 laptops and tablets, and approximately 1,300 phones, with federal CARES Act funds.** New and existing remote and collaborative work tools were expanded and enhanced.

Since March, more than 7,000 employees have teleworked part- or full-time.



Safe Options for Employees

An innovative job match program was developed, connecting employees without work with agencies experiencing surging demand. Approximately **250 job matches were made through the program**. Here is a small sample of those matches:

- Daycare Center personnel were reassigned to CSB in Behavioral Health and Developmental Disability Specialist positions.
- NCS employees were reassigned to gardening, golf course maintenance and recreation leader roles with the Park Authority.
- Library personnel were reassigned to the County Executive's Office, DEI, HR and OEM for short-term projects.

Other employees worked as contact tracers, assisted the Office of Elections and stepped in to fill temporary roles in many other agencies.

Funds saved through this effort, and by holding positions open, allowed us to avoid layoffs.



FAIRFAX FORWARD EMPLOYEE GUIDE

Information and Guidance for County Employees
November 2020 Update



Safe Options for Employees

As summer approached, the county continued to emphasize telework and flexibility while also working toward a gradual reopening of closed facilities.

The Fairfax Forward Employee Guide was published to give employees more information about returning to work and other considerations. HRIS converted leave forms to allow employees to sign them electronically from off-site using Docu-Sign.



Safe Options for Employees

Summer and fall brought more developments regarding leave. Employees were permitted to carry forward additional compensatory leave since many employees were not able to take their accrued leave during the pandemic.

Fairfax County implemented a new Paid Family Leave program, effective October 10, 2020, through which qualifying employees can use up to six weeks of paid leave for COVID-related illness or complications, or to care for a family member with a COVID-related illness or complications.

Fairfax County Government

2021 Active Employee Benefits Guide




Empower, Educate, Engage



Safe Options for Employees

LiveWell and OD&T shifted in-person trainings and programs to virtual formats. Benefits consultations of all types – with benefits staff and the county’s health and financial plan providers – were offered by phone or online.

All Open Enrollment information sessions were offered virtually, and recordings made available. **Attendance surpassed that of the previously in-person offerings**, and the virtual format proved so popular that it will be offered for future Open Enrollments.



OD&T Virtual Resources

Green, Molly

WELCOME!

COVID-19 UPDATE: OD&T wants to help you to continue to **Activate Your Potential** during this time!

Although we are not currently holding in person classes, we want to make sure that we continue to help you grow and develop, whether you are working from home or at the office. The resources below provide opportunities for you to hone your existing skills, learn something new, gather ideas for staying positive, and learn more about leading during a crisis.

UPCOMING VIRTUAL CLASSES:

Check out what's being offered in the coming weeks and months! Make sure to check Employee U for class updates and to enroll! Links to virtual classes are sent out after enrolling.

+ Add event

JAN
12

JAN
12

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12

See all

Safe Options for Employees

All courses (e.g., Desktop, FOCUS, Leadership, New Employee Orientation) and the Mentoring platform and Middle Managers' Round Table were shifted to Teams and Zoom. County employees requested MS Teams support and training, Activate Your Potential resources and a Virtual Etiquette infographic, all of which were delivered by OD&T.

Throughout 2020, OD&T supported Tuition Assistance Program customers; completed a new Leadership contract; developed a new capabilities model; supported team building, coaching, leadership programs and mentoring options for several agencies; and executed continuous education programs.

In total, 104,723 virtual training opportunities were provided from the beginning of the pandemic to the end of 2020.

Resiliency and Well-Being

From the start, it was clear that the pandemic would impact mental health and overall well-being.

LiveWell, Benefits, and OD&T rose to the occasion, creatively providing support and resources to help us cope with this new reality. OD&T's themes for the year were *resiliency*, *grit* and *adaptability*. In line with these themes, they developed and offered courses on resiliency, outward mindset, generational differences, conflict resolution, customer service and civility in the workplace.

We started ending the daily call with a short meditation, courtesy of LiveWell staff.



MENTAL WELLBEING RESOURCES

We all have "stuff". The stuff at work or home that causes stress, wakes us up at night or makes our head hurt and heart race. The question is, "what do we do with it?". Do we have the resources to help ourselves? Our family? Our co-workers? Let's be informed and break down the stigma, together. **Need immediate help?** Call the EAP at 877.622.4327, CSB Emergency Services at 703.573.5679, or the National Suicide Prevention Lifeline at 800.273.8255.

LIVWELL PROGRAMS

MEDITATION MONDAYS & TAI CHI TUESDAYS

Sign up on Employee U for these bi-monthly classes, uniting ancient practices with easy-to-access instruction.

WORKSHOPS & WEBINARS

LiveWell hosts monthly workshops and webinars focused on mental health, resiliency, financial wellbeing, family issues, and mindful living, designed to help you manage stress and boost resiliency.

MIND+BODY FITNESS FEST

The Mind+Body Fitness Fest is a fun, fall event, highlighting the mental and physical wellbeing connection through fitness activities, resiliency boosting information, and a Mind+Body expo.

ADDITIONAL RESOURCES

EMPLOYEE ASSISTANCE PROGRAM (EAP)

This free, confidential service is available to all Fairfax County Government employees and their household members. The EAP provides counseling services, financial and legal guidance, work-life resources such as relocation and childcare assistance, and online tools and information. Visit mycigna.com or call 877.622.4327 for more information, 24/7.

HEALTH COACHING

Ready to manage stress, get healthy, and change your life? Cigna and Kaiser Permanente members can access free, confidential coaching online and over the phone, and in-person.

MENTAL HEALTH FIRST AID

Mental Health First Aid is a public education program offered by the Fairfax-Falls Church Community Services Board that can help communities understand mental illnesses, seek timely intervention, and save lives. Fairfax County employees can attend the training free of charge. Visit the CSB website at fairfaxcounty.gov/csbservices



Sarah Tursi, LCSW

To schedule an appointment: 703-772-1668

Sarah Tursi, LCSW

703-772-1668

I have been in private practice for 27 years. I provide therapy services for individuals, teens, couples and families struggling with a variety of issues that may involve work/ life balance, stress management, anxiety, depression, life transitions, and crisis. I have worked in a US Embassy supporting American employees, was a first responder support employee during 9/11, and have a passion for helping first responders juggle their busy careers and personal lives.

I have lived in Fairfax County for twelve years. I have three children and a dog, Teddy, that I wish could be a support dog but he is too enthusiastic and would jump up and lick every person he meets.

I am looking forward to working with you all at Fairfax County and getting to know you personally. Contact Sarah by calling 703-772-1668.

Sarah will be available for onsite counseling:

- Tuesdays: 8 am - 4 pm
- Wednesdays: 8 am - 12 pm
- Thursdays: 8 am - 4 pm

Samar Tehrani, MEd. LAADC

703-244-3832

Samar is the founder of Helix Counseling and Life Coaching Services; an addictionologist who has dedicated her career to helping those suffering from Mental health disorders and the disease of Substance Use Disorder (SUD), Dual Diagnosis.

She earned her bachelor's degree in psychology from Metropolitan State University of Denver. She furthered her studies by earning a master's degree in educational psychology from University of Colorado at Denver and later completed a post-master's program in substance abuse counseling.

In her 20 years of experience in the field of human services, she has taught, counseled and advocated in the area of mental health-related to SUD. Ms. Tehrani's career extends from victim advocacy, working in the juvenile justice system, teaching and counseling, and program development. Her work provided her with the opportunity to work with people from all walks of life, a journey she feels has been her blessing. Her career extends from Colorado, Virginia/DC areas, to Tehran, southern California, and now back to Virginia/DC area where she has joined Virginia Family Medicine.

Contact Samar by calling 703-244-3832.

Samar will be available for onsite counseling:

- Mondays: 10 am - 7 pm
- Wednesdays: 1 pm - 7 pm
- Fridays: 9 am - 2 pm



Samar Tehrani, MEd. LAADC

To schedule an appointment: 703-244-3832

Resiliency and Well-Being

With counseling services in high demand, LiveWell contracted with the Cigna Employee Assistance Program to provide free onsite telephonic or virtual confidential sessions with two behavioral health therapists. They were dedicated to Fairfax County employees for 40 hours a week. This was in addition to promoting the normal use of EAP.

To date, 840 employees have accessed EAP services since the beginning of the pandemic.



Resiliency and Well-being

LiveWell continued its flu shot program in 2020, with some adjustments including drive-through options; 1,659 employees received a flu shot through the program, just shy of 2019 totals.

More than **100 LiveWell webinars** were offered in 2020, with **4,929 participants**. Over 1,000 employees and retirees participated in at least one of the COVID-19 and current event webinars. On April 1, after the Employee Fitness and Wellness Center and other gyms closed, LiveWell launched BurnAlong, offering participants free access to on-demand and live video classes from hundreds of instructors spanning 45+ health and wellness categories.



Resiliency and Well-being

LiveWell built new webinars and virtual programming with a focus on self-care and resiliency. Topics ranged from Coping with COVID-19 Anxiety to Home Buying and Virtual Gardening.

Employees were surveyed in May to assess satisfaction with the virtual platforms, and to gauge needs and interests. Stress and emotional well-being were the areas of greatest need and interest (70% of respondents), followed by fitness (66%) and nutrition (51%).



Resiliency and Well-being

The Employee Fitness & Wellness Center reopened in July with enhanced cleaning, distancing and safety protocols, such as limited access and temperature checks.

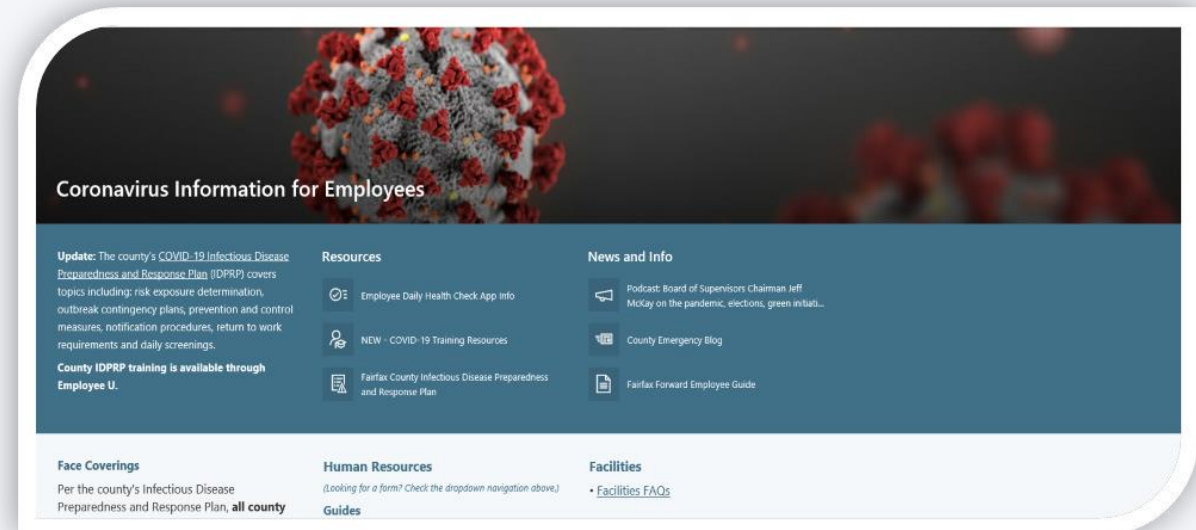
Between July and December, 219 unique members utilized the Fitness Center and more than 3,259 hours of workouts were logged.

Radical Flexibility – Communication and Collaboration

With so much information in the media, employees had questions about workplace safety, leave and work options, and looked to their supervisors and HR staff to provide answers. Communications needed to be immediate, frequent and clear.

We collaborated with OPA, Facilities Management, Risk Management, the Health Department, OEM and DIT to create guidelines and procedures to address and track new state requirements.

Health Department guidance and consultation were essential to ensure correct information was provided in answers to questions, website content and online FAQs.





Communication and Collaboration

To push out information, we started a daily HR COVID-19 Call for HR managers and staff and created a DHR Communications team to supplement OPA support. A detailed call summary went out via email the evening of the call and included “What Employees Need to Know,” an attachment HR managers could share with employees. OPA expanded the use of the Employee Alert Network with a COVID category to push out text alerts. This was especially helpful for employees working from home and who were less accustomed to getting information via email.

The regular HR Managers monthly meeting was changed to a weekly, then biweekly, virtual meeting for more in-depth explanation and interaction on new HR policies and county information.



Communication and Collaboration

Employees sent their questions to COVID@fairfaxcounty.gov, and a team tracked them with ESMP software while obtaining answers. Between March and December 2020, COVID@fairfaxcounty.gov received 1,984 emails.

In March, the “Coronavirus Information for Employees” website was created along with the COVID-19 HR Managers site. It included call summaries, FAQs and other resources.

There have been 236,490 visits to the site from 14,690 employees since it was launched.



Welcome!

While you're here,
please remember:



Stay at least 6 feet
from others.


Wear a face
cover or mask.



Communication and Collaboration

The mandated Employee Acknowledgment of COVID-19 Health and Safety Practices followed in June, to ensure employees were aware of health and safety expectations, including wearing a face cover or mask, and maintaining social distance.

In July, the Department of Labor and Industry and Virginia Occupational Safety and Health issued an Emergency Temporary Standard for Infectious Disease Prevention, and in August we pushed out mandatory online training about the new standard.

 **Responsibility**

Managing the IDPRP



Click on each of the icons below to learn about who around the County holds responsibility for different parts of our IDPRP. Audio will play for each icon when it is clicked.


Health Officer


The Fairfax County Health Department (FCHD) is responsible for overseeing case and contact investigations within the Fairfax County workforce and has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards. FCHD is also responsible for updates to protocols, practices or information contained in the plan that are derived from public health guidance.



Plan Administrator

Agency Heads or their designee(s) are responsible for administering this plan including: implementing the plan at their locations, as well as implementing guidance or direction from Risk Management Division and Fairfax County Health Department; providing employees a hard or electronic copy of the plan and communicating any changes; and monitoring the overall effectiveness of the plan within their Department.




GLOSSARY


CORONAVIRUS
INFO FOR
EMPLOYEES PAGE

Communication and Collaboration

Along with the new standard, employees and supervisors were required to take training on the Infectious Disease Preparedness and Response Plan, and to complete a risk assessment of their workplace safety. In August, tools and the online training were created, and students taking the training accomplished their risk assessments while learning more about the plan.