



COVID-19 RESOURCES FOR STATE EMPLOYEES

State Government leadership is actively working to keep our employees and the people we serve healthy and safe during the COVID-19 outbreak. We understand your concerns and ask that you review the following workplace policies and guidance that apply to all state employees.

Because our agencies have diverse missions and public service responsibilities, it is important that you closely monitor policies and guidance provided by your agency.

MOST IMPORTANT ACTIONS TO TAKE NOW

- Unfamiliar circumstances that make us feel vulnerable can impact how we behave. Let's work together to model the best in public service behavior. [Civility in the Workplace Policy](#)
- Learn how to [Protect Yourself From Illness](#).
- Your agency's internal policies and business protocols are designed specifically for your workplace. *The best place to start sharing your concerns is with your supervisor and agency Human Resource Director.*
- Help maintain a safe and healthy workplace.
- Be flexible and prepared to adapt to changes in business and personal needs.

FREQUENTLY ASKED QUESTIONS

As a state employee, who should I contact if I am concerned about my personal safety at work?

- Discuss any concerns you have with your supervisor and your agency human resource director. Be specific so that your agency's response can ease your concerns.

Who should I contact if I am concerned about contracting the COVID-19 because of my job duties?

- We recognize that many state employees perform work that requires direct public contact or working closely with students or individuals residing in state facilities. The Governor has directed all agency heads to assess environmental and operational matters and take steps to mitigate employee and customer concerns.
- Discuss any specific concerns you have with your supervisor and your agency human resource director to ensure that agency leaders have a comprehensive understanding of what is on your mind right now.

Who should I contact if I am concerned about missing work as a result of a personal illness?

- Contact your supervisor and agency human resource director to learn about our sick leave and related policies, which are included in our resource section below.

- Employees who are sick should stay at home. Call your health care practitioner and then notify your supervisor.

What should I do if I think I have been exposed to COVID-19?

- If you have reason to believe that you have been exposed to the virus, call your health care practitioner or local public health department. Advise your supervisor that you have taken this step.

Who should I contact if I need leave because of a family related issue?

- Contact your supervisor and your agency human resource director.

Will telework be available to more employees?

- State agencies are taking actions to expand telework and other remote working options that promote social distancing and enable us to continue providing essential public services.

RESOURCES FOR EMPLOYEES

- We understand that employees may be experiencing increased feelings of stress and anxiety at this time. Our [Employee Assistance Program](#) stands ready to provide help. Don't hesitate to take advantage of this important employee benefit.
- The [Virginia Department of Health](#) offers comprehensive current information on COVID-19, including helpful resources for individuals and households.
- Our Sick Leave and Telework Policies are under review to determine their ability to meet the evolving needs of COVID-19. The Department of Human Resource Management is working closely with agencies to assess potential new needs in this area. Take this time to familiarize yourself with what is currently available:
 - [4.52 - Public Health Emergency Leave](#)
 - [4.10 - Annual Leave](#)
 - [4.20 - Family and Medical Leave](#)
 - [4.35 - Leave Sharing](#)
 - [4.55 - Sick Leave](#)
 - [4.57 - Virginia Sickness and Disability Program](#)
 - [1.61 - Teleworking](#)

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