



Update on Department of Human Resources Operating Status during COVID-19 Emergency

What is our operating status?

Our agency remains operational through telework March 16th - 31st.

How does this impact what we do?

- **Job Applications** – While our building is not open to employees or members of the public, we are working remotely to continue providing job opportunities and respond to employment inquiries, verifications of employment, unemployment certification for former DC government employees, benefits and retirement inquiries.
- **Credentialing** – Employees who are physically working can request ID badge extensions by emailing DCHR.Credentialing@dc.gov. Badges will be extended until April 5, 2020. New physical badges will be available once our physical location reopens. For any access control issues, please contact the DC Department of General Services, Protective Services Division. Requests should be emailed to [Alan Coleman](#), [CC Capt. Mclean](#) and [Danielle Meadors](#).
- **Employee and Resident Training** – In-person employee and resident training provided by the Center for Learning and Development is canceled. We are evaluating which courses can be facilitated virtually. Employees will be notified when courses are offered virtually.

How does this impact our physical locations?

- The Department of Human Resources physical office will be closed to employees and the general public between March 16th - 31st.

What else are we offering to meet your needs?

- **Job Applications** – You can still apply for positions in the District Government at careers.dc.gov. Applicants can contact 202-442-9700 or DCHR@dc.gov with questions about applying for employment.
- **Candidate Interviews** – Interviews that were formerly in person will now transition to video conferencing or another form of interactive technology depending on the candidates' capability.
- **Suitability** – Our vendors will continue to provide fingerprinting services, along with alcohol and drug testing. For all drug and alcohol testing needs, the Designated Employee Representative (DER) or Human Resources Advisor (HRA) would use the MRO Results Online site to schedule a new order. For all fingerprinting appointments, the Human Resources Advisor (HRA) will need to schedule appointments using the Fieldprint site. Additional information can be found at <https://dchr.dc.gov/page/covid-19-hr-guidance>.

What precautions are we taking to limit the spread of the coronavirus (COVID-19)?

Our employees are working remotely, or teleworking. They have the necessary technology support to continue providing human resources programs and services to those we serve.

Where should you go if you have questions?

For questions about any of the services we provide and information on any future changes, please contact us at 202-442-9700 or DCHR@dc.gov. For employment questions specifically related to COVID-19, please contact AskHRCOVID19@dc.gov or 202-442-9738. For more information, please visit coronavirus.dc.gov.