2022 COVID-19 Employee Toolkit

Date Released: September 06, 2022

Presented By: COVID Core Team and Human Resources

City of Dallas

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Variant Update and Reminders

✓ Excerpt from: Yale Medicine – [Omicron and BA.5: A Guide to What We Know](#)

In late August 2022, a strain called BA.5—the most contagious one so far along with BA.4, another subvariant—is causing more than 88% of cases, making it the predominant strain in the United States. (BA.4 accounts for about 8% of all U.S. COVID cases.)

The original Omicron strain has a relatively mild version of the virus, causing less severe disease and death than Delta, which preceded it. While scientists are still learning about BA.5, **data continues to show hospitalizations to be low compared to earlier in the pandemic.** So far, the same can be said of infections, based on numbers from the Centers for Disease Control and Prevention (CDC). But that data does not include results from home tests.

In January, the CDC did report that a third vaccine dose, or booster, was "highly effective" at preventing the need for visits to urgent care or hospitalization due to COVID-19. In March, after some early evidence that prevention from the first booster shot was waning in older people, the U.S. approved a second booster for people older than 50 and those with certain immune deficiencies, giving those groups the option of another preventive dose.

In August 2022, the FDA authorized both a bivalent Pfizer-BioNTech booster shot for people 12 years of age and older, and a bivalent Moderna shot for adults 18 and older. **These boosters are designed to protect against disease caused by the original strain of the SARS-CoV-2 virus, as well as the Omicron variant.** Individuals can get the booster shot starting two months after completing the two-dose primary series or receiving a previous booster dose.

Variant Update and Reminders

✓ **What to Know**

 Excerpt: What can you do to minimize infection?
The same protocols apply to BA.5 that have applied to every other variant and subvariant of the <u>coronavirus</u>: **The best preventive measures include getting vaccinated and boosted, wearing a mask during times of high transmission, staying 6 feet apart, washing hands often and avoiding people who are sick.**

✓ <u>**How COVID-19 symptoms are changing:**</u> Overall, symptoms are still within the <u>symptoms of COVID-19 list</u>. However, most common symptoms appear to be more inline with a cold or the flu and include: sore throat and hoarse voice, along with fever, night sweats, fatigue, cough. Varies by individual.

✓ <u>**Know your COVID-19 Community Level.**</u> Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Use the link above to determine the level in your community and take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area. As of 9/4/22 – Dallas County is listed as LOW

 ✓ Recommendations when LOW
  ✓ Stay <u>up to date</u> with COVID-19 vaccines
  ✓ <u>Get tested</u> if you have symptoms
  ✓ Additional precautions may be needed for people <u>at high risk for severe illness</u>
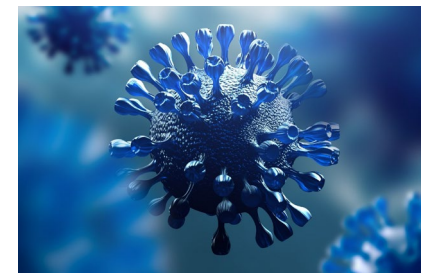
COVID-19 Vaccine Resources

Knowledge is power

The more informed City of Dallas employees are regarding the COVID-19 vaccine, the better their decision-making can be for them and their family.

The City of Dallas has strived to ensure employees have access to the latest information regarding the COVID-19 vaccine via the resources below:

- City of Dallas COVID-19 microsite on vaccinations
- Texas Department of State Health Services COVID-19 Vaccination website
- Vaccines.gov (maintained by Centers for Disease Control and Prevention, or CDC)

City employees have been encouraged to work with their supervisors to receive the time off they and/or their families need to receive the vaccine and recover from its effects.

Where and how to get Vaccinated:

Several registration options, including through CareATC are highlighted here.

COVID-19 Testing Resources

Access to COVID "Over-the-Counter" Tests

- City of Dallas employees enrolled in our health plan may also obtain up to eight (8) per month "over-the-counter" COVID-19 tests at an "in-network" pharmacy at no expense to the employee for each person covered by the plan. If the covered employee purchases the COVID-19 tests at "**non-network or out-of-network**" pharmacy, they may be eligible for reimbursement through the health plan for up to $12 per test. Reimbursement forms are available on the BC/BS member website. This coverage will remain in place through the end of the federal public health emergency.

Access to Provider-Administered Covid Tests

- City of Dallas employees who are exhibiting symptoms, working on site and need a COVID test may also contact **CareATC at 800.993.8244, dallascityhall@careatc.com** or see other testing resources for free testing locations in our area.

The City also maintains a list of testing locations here. City of Dallas : Coronavirus (COVID-19) (dallascityhall.com).

Quarantine Leave for Uniform and Civilian Employees

- November 2, 2021, COVID-19 Leave was replaced by Quarantine Leave (Q Leave Uniform*) for:
    - Police Officers
    - Firefighters
    - Detention Officers
- November 2, 2021, COVID-21** Leave was replaced by Civilian Quarantine Leave (Q Leave Civilian) for:
    - Civilian City employees who present proof of full vaccination via Apricity@Work and a positive COVID-19 test. Test results submitted must include the employee's name and date of test. The employee must write their name and date of test on the test cartridge next to the results on at-home tests before submitting with request for Q-Leave.
    - Q-Leave cannot be granted for those who fail to provide proof of full vaccination via Apricity@Work.
    - Employees with medical or religious objections to the COVID vaccine may contact CODEmployeeSupport@DallasCityHall.com to request an accommodation.

Q. Can I take civilian Q-Leave more than once?
A. No. Q-Leave for Civilians is only available one time per fiscal year.

See Full List of FAQs on the HR Microsite

*Q Leave Uniform - for sworn employees as required by new state law

**COVID-21 leave was in place for Civilians during the bulk of 2021 for use when employees had COVID-19; Replaced EPL2 and EPL5

Medical Exception / Reasonable Accommodation

HR staff evaluates all requests for accommodations from employees who have:

A disability-related medical reason for not receiving the vaccine

OR

A sincerely held religious belief against vaccinations

A physician certification or standard support documentation for religious accommodation will be required.

Employees are encouraged to refrain from asking or discussing vaccination status.

Contact: COVID19@dallascityhall.com

Request for Medical Accommodation

Employees who need an accommodation because the employee is in a high-risk category and must take extra precautions to avoid exposure to COVID-19, can contact HR at CODemployeesupport@dallascityhall.com to obtain a request form to submit to COVID19@dallascityhall.com. If accommodation is related to COVID, here is a list of conditions that the Centers for Disease Control considers high risk:

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html

Documentation from a physician will be required for all requests, which will be evaluated on a case-by-case basis. Once an employee requests an accommodation, the City will engage with the employee in an effort to determine what, if any reasonable accommodation can be provided.

Does the new Teleworking Administrative Directive apply to me during the emergency declaration due to COVID?
No. The Administrative Directive 3-80 Teleworking describes a regular work schedule not related to COVID-19 conditions. Employees interested in a Teleworking schedule not related to the COVID-19 pandemic, please review Administrative Directive 380 for Telework and discuss this work schedule with your supervisor. Questions can be sent to Telworking@dallascityhall.com.

What To Do If I Have Been Exposed or had a Close Contact

START

Were you informed that you may have had contact with a person diagnosed with COVID-19, or has had COVID-19 symptoms? (Headache, cough, fever, shortness of breath, runny nose/congestion)

YES →

Were you within 6 feet of the person for more than 15 minutes over a 24-hr period*, OR did you have significant exposure to shared spaces with them (like conference rooms, break rooms, kitchens, bathrooms), OR did they cough/sneeze on or around you?

YES →

NO

NO

Exposure Only: Unlikely Close Contact. Check in on Apricity@Work daily and follow instructions provided. Continue to social distance, hygiene with hand washing & cleaning surfaces, and use of PPE, such as face covering.

Close Contact: If you had a close contact to COVID-19, the CDC recommends you wear a high-quality mask for 10 days and get tested on day 5.

Check in on Apricity@Work digital monitoring program and follow instructions provided, which may include a referral to CareATC at 800.993.8244 or dallascityhall@careatc.com for virtual assessment. You may also contact CareATC directly.

Notify Supervisor if you will not be at work

If leave is needed, contact COVID19@dallascityhall.com.

Self-monitor for fever and/or symptoms.

o *Physical distance is just one component of how to protect yourself and others. It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance. Stay home if you do not feel well!

o Symptoms can develop at any time without a known exposure. Care should always be taken to self-monitor while there is person-to-person spread within the community. If at any time you develop a fever or symptoms, self-quarantine, check in on Apricity@Work and follow the next step instructions, then notify Supervisor if you will not be at work.

What To Do If I Have Symptoms or a Positive Test?

START

Were you within 6 feet of the person for more than 15 minutes over a 24-hr period, OR did you have significant exposure to shared spaces with them (like conference rooms, break rooms, kitchens, bathrooms, cough/sneeze around you)?
OR do you have symptoms or a positive test result?

YES →

Do you have symptoms or a positive test result? OR

Did the person in close contact get sick within 48 hours of you being in contact with them? (High risk they were contagious even though they felt fine).

OR did the person get positive test results for COVID-19 regardless of when or if they developed symptoms?

YES →

Symptoms or Positive Test, call CareATC at dallascityhall@careatc.com or 800-993-8244 and see "When can I return to work" info.
Close Contact: If you were exposed to COVID-19, the CDC recommends you wear a high-quality mask for 10 days and get tested on day 5. Otherwise, follow the recommendations for a positive COVID-19 test.

Check in on Apricity@Work and follow instructions provided, which may include a referral to CareATC.

Notify Supervisor if you will not be at work

If leave is needed, contact COVID19@dallascityhall.com.

Self-monitor for fever and/or symptoms. If either occurs, check in on Apricity@Work or contact CareATC.

NO ↓

Exposure Only: Check in on Apricity@Work daily and follow instructions provided. Continue to social distance, hygiene with hand washing & cleaning surfaces, and use of PPE, such as face covering.

Note: CareATC has been contracted to assist with medical evaluation and monitoring of employees who may have had a close contact, have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation. **Stay home if you don't feel well!**

When Can I Return to Work after Isolation?

Positive COVID-19 Test: Because the city is prohibited from requiring its employees to wear masks at work, city management is requiring a full 10-day isolation period for employees who test positive for COVID-19.

- The following exception after day 5 is now allowed for employees who:
  - Cannot work remotely, and
  - Voluntarily agree to wear a well-fitted mask during the remaining 6-10 days.
  - Remain asymptomatic
  - This modification of the 10-day isolation period is for those who voluntarily agree to wear a mask.

- Employees who do not voluntarily agree to wear a well-fitted mask during the remaining 6-10 day period may not return to work until a 10-day isolation period has passed.
- After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at day 0. Talk to your Provider or CareATC if you have questions about your symptoms or when to end isolation.
- Supervisors and managers should not coerce employees into agreeing to wear a mask, or discipline employees who choose to remain in isolation for the full 10 days.
- Employees with unknown vaccination status and/or exhibiting symptoms in the workplace may be asked to provide a negative COVID test and remain off-site.
- Civilian employees who have uploaded their vaccine status into Apricity@work and test positive may also be eligible for 80 Hours of Q-Leave.
- Civilian employees with unknown vaccination status are not eligible for Q-Leave and will need to utilize their personal leave balances in the event they test positive for COVID-19.
- For details, please access the HR microsite at http://bit.ly/covidcodemployees

When criteria on this slide is met, contact Supervisor for return to work planning, or contact CareATC if support is needed

If at any time you are having trouble breathing, blue lips, or feel very sick call 911.

If mild symptoms, treat them symptomatically and call CareATC at 800.993.8244 if you have any questions. You can also email COVID19@dallascityhall.com.

Frequently Asked Questions

Q. What is known about the latest COVID-19 Variants?

A. The Omicron subvariant of COVID-19, BA.5, has become a dominant strain of the virus in the US. It's the most contagious strain to date and is infectious even to people that recently had COVID-19 or are vaccinated, especially when not up to date. More information from the Cleveland Clinic here.

Q. Are the symptoms of the latest COVID-19 Variants the same?

A. Symptoms are still within the symptoms of COVID-19 list. However, most common symptoms appear to be more inline with a cold or the flu and include: fever, night sweats, sore throat, fatigue, cough. Symptoms vary by individual and can be affected by vaccine status, other health conditions, age and history of prior infection.

Q. What do I do if I need access to protective equipment and cleaning supplies and printable signage?

A. Building Services Department (BSD) will provide Personal Protective Equipment (PPE) refresh kits to larger City facilities with regular public traffic. Departments are reminded that they are responsible for maintaining their PPE inventory and are encouraged to order what is necessary to support current and anticipated operations. Detailed COVID-19 PPE Request form should be completed and emailed to ebc@dallascityhall.com. Updated signage inventory available or you can print your own from this link.

Q. What if I have additional questions about my specific health situation regarding the vaccine?

A. Please contact your healthcare provider or CareATC at 800-993-8244 or dallascityhall@careatc.com for guidance regarding your specific health situation.

See Full List of FAQs on the HR Microsite - FAQs Updated: 07/22/2022

Frequently Asked Questions

Q. What types of leave or support related to COVID-19 are available to city employees?

A.   Options include:

1.   Quarantine (Q) Leave Civilian Paid Leave up to 80 hours during the isolation period.   Q Leave is available for civilian employees who are fully vaccinated and submit verification of a COVID-19 test to COVID19@Dallascityhall.com
2.   Continuous or Intermittent FMLA (Sick or Family Member) – May need to use personal leave time or unpaid leave. – Contact FMLA Source for additional information at 833-515-0767. You can also email them at fmlacenter@fmlasource.com and or contact them at any time by logging on to www.fmlasource.com.
3.   Request Temporary Workplace Accommodation (including Medical and Religious) Contact CODEmployeeSupport@DallasCityHall.com   to request an accommodation.

Q. Can I take civilian Q-Leave more than once?

A. No. Q-Leave for Civilians is only available one time per fiscal year.

Q. Can my Department still enroll in Apricity@Work for daily check-ins?

A. Departments currently using Apricity@Work, please continue to encourage employees to enter their status daily.   Departments interested in adding Apricity@Work, contact COVID19@Dallascityhall.com.

Q. What if my question is not listed here?

A. The following webpage provides City employees with information about the COVID-19 outbreak including, FAQs, guidance, and point-of-contacts, and to link you to resources developed for the public. Access the HR microsite at http://bit.ly/covidcodemployees . Email COVID-19@dallascityhall if you have additional questions.

See Full List of FAQs on the HR Microsite - FAQs Updated: 07/22/2022

Employee Well-Being and Support

There are other programs and resources available for support, including

Magellan Employee Assistance Program (EAP):

- o Phone: Call Anytime, 1-800-424-1729
- o Website: Login to www.Magellanascend.com

CareATC:

- o Contracted to assist with medical evaluation and monitoring of employees who may have had a close contact, questions about the vaccine, have COVID-19 symptoms, or are ill. Call 800.993.8244, or email dallascityhall@careatc.com for virtual assessment and assistance.

City of Dallas Human Resource COVID-19 Microsite:

- o Virtual Healthcare Options (insured and uninsured)
- o Family Support Tips during COVID-19
- o Use COVID19@dallascityhall.com for questions regarding leave or other HR related questions

Apricity@Work:

- o During Registration – support@uswellness.com or 888-926-6099, ext. 900
- o Ongoing – select "Feedback" on the main screen

dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx

Appendix A
Additional Information

Appendix A: Table of Contents

HR Procedures

Human Resources has a dedicated website for procedures, including a list of frequently asked questions. Please visit the website or contact Human Resources for a copy. Navigate your web browser to http://bit.ly/covidcodemployees for the information listed below.

- Important COVID-19 Updates and Messages from City Manager
- Frequently Asked Questions
  - ✓ Vaccine Incentive and Vaccines,
  - ✓ Testing, Close Contact & Reporting
  - ✓ Face Coverings, PPE, Workplace Cleaning & Keeping Safe
  - ✓ Testing Positive and Quarantine/Isolation Guidance
  - ✓ Mandatory Employee Health and Safety Training
  - ✓ Employee Leave & Absence Guidance
  - ✓ Medical Exceptions/Reasonable Accommodation and Telework
  - ✓ COVID-19 Care and Monitoring Program – CareATC and Apricity@Work
  - ✓ Health and Wellness Resources
  - ✓ Travel Guidance
- COVID-19 Vaccination Information
- Employee Health and Wellbeing
  - ✓ Magellan Employee Assistance Program
  - ✓ Face Covering General Guidance
  - ✓ Flu Shot Information and Coronavirus (COVID-19) Testing Sites
  - ✓ CareATC Virtual COVID-19 Screening
  - ✓ City of Dallas Benefits Website
  - ✓ Disaster Assistance Resources
  - ✓ Texas Council on Family Violence Resource Center
  - ✓ Health Savings Account (HSA) Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) Plan Changes
  - ✓ Guidance on Preventing the Spread of COVID-19
  - ✓ Isolation Protocols for Positive and Close Contact
  - ✓ COVID-19 PPE Request Form (2022)
- Employee Leave and Absence Guidance
- City of Dallas: Office of Risk Management Safety Communications
- City of Dallas and Dallas County Public Information and Links
- Training Resources
- Additional Resources

> **Note: Civilian employees in need of leave related to COVID-19 may be eligible for 80 hours of Q Leave Civilian. See Leaves & Absence section for more information.**

Definitions:

- o **Close Contact:** Being less than 6 feet (2 meters) from a person with COVID-19 for 15 minutes or more over a 24-hr period OR having significant exposure to shared spaces such as conference room, break room, OR if they coughed or sneezed on/around you. **Examples:** living in the same household, sharing a meal or public transportation and not able to be at least 6 feet apart, riding in a car or on a flight. Can include being in extended contact in a closed room such as a conference room.

- o **Exposure:** Contact with a person with COVID-19 for less than 15 minutes over a 24-hr period (usually minimal or incidental). **Examples:** riding in the elevator, passing by in the breakroom or common area, waiting room of a doctor's office, shopping in the grocery store or a brief conversation at a distance
  - o **Note:** Having an exposure to a person that had a close contact is not a close contact.

- o **Up to date:** a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.

- o **Fully vaccinated:** a person has received their primary series of COVID-19 vaccines.

- o **PCR Test (Polymerase Chain Reaction):** Diagnostic test that becomes positive after infection and can remain positive for many weeks. It is often associated with active infection, but when it remains positive for weeks it may indicate previous, not current infection.

- o **Rapid AntigenTest:** There are a number of rapid tests available, intended to provide fast diagnostic COVID-19 results. The PCR test remains the best diagnostic test, especially for those without symptoms. The Rapid test provides results in under an hour and can be valuable to confirm COVID-19 for people with symptoms or when frequent tests are needed.

- o **Antibody Test:** Antibody blood tests, also called serologic tests, check your blood by looking for antibodies, which show if you had a previous infection with the virus.

Overview of COVID-19 Management

The City of Dallas is committed to reducing the spread of COVID-19 and is taking important steps to maintain a safe workplace for all City employees. The City is working with CareATC, in partnership with US Wellness, to provide COVID-19 support and care management. US Wellness offers Apricity@Work, an online digital program that monitors an employee's activity and symptom risk through a series of questions the employee answers on a secure website. The City has added this tool for your benefit and expects that the daily check-in will provide value for you, along with recommendations regarding the availability to work onsite or in the community. The City of Dallas will NOT receive medical or activity information employees enter in Apricity@Work or medical information provided to CareATC.

Apricity@Work:

- May be used by employees/departments that may interact with other employees or the community during their daily work to assess risk of COVID-19 and confirm status to report to work. Is available for all employees and your department will advise if required.
- Will be used by any employee who may have had an exposure, close contact, developed COVID-19 symptoms or confirmed positive, or employees currently in isolation or quarantine.
- May be used to log proof of vaccination
- The program provides educational info, consistent guidance and decision making related to symptoms and activities that pose a risk and refers employees to remain home and contact CareATC when appropriate for follow-up and confirmation of need for isolation/ quarantine.

CareATC will use Apricity@Work to initiate follow-up with employees in isolation, quarantine or at an elevated risk status when the employee has been referred to remain home. Employees may also still contact CareATC directly at 800-993-8244 or dallascityhall@careatc.com .
Note: This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

- o This allows CareATC to keep HR updated via COVID19@dallascityhall.com regarding leave due to isolation/quarantine and pending clearance to return to work.
- o Based on CDC recommendations, COVID-19 testing will not always be used but CareATC will be able to provide testing when needed.

How to Arrive and Be Safe at Work/Home

- Before leaving home, you may use Apricity@Work* to check in and complete the Daily Self Health Check to ensure you meet criteria to enter work premises:
  - No fever or chills, cough, shortness of breath, muscle or body aches, sore throat, fatigue, vomiting, congestion, runny nose, diarrhea, change in smell or taste or no known exposure to a positive COVID-19 person. Full list of symptoms

- Throughout your workday, wash your hands for at least 20 seconds or use hand sanitizer. Consider community levels and the important role of ventilation when assessing the need to maintain physical distance. Avoid common work areas. Employees are encouraged to continue wearing a face covering as a precaution, for public safety, and for coworkers and residents' peace of mind, even if fully-vaccinated.

- Once you return home, employees in high-risk situations are encouraged to: store shoes away for the day, wash hands, then shower and place face covering and clothes in laundry.

Do not gather in groups.   Stay out of crowded places and avoid mass gatherings.

*Note: Apricity@Work is available for all employees. Your department will advise if required.

Face Covering Guidance

MY FACE COVERING PROTECTS YOU!

YOUR FACE COVERING PROTECTS ME!

Through this pandemic, we continue to follow the CDC's guidance, while focusing on personal responsibility and accountability. Therefore, we encourage employees to do the following:

- o If you choose, continue to wear a face covering while at work;
- o If you are not vaccinated or boosted, you are strongly encouraged to use face coverings while in contact with co-workers, customers, and others;
    - o The CDC recommends face coverings for fully-vaccinated, also in some cases and especially inside
- o Get vaccinated or boosted as soon as possible; and
- o Respect the views and preferences of others regarding usage of face coverings.

Employees who must enter private homes to perform their job duties, and are requested to wear face coverings, or enter private businesses, or courthouses/ courtrooms that have face covering requirements or instructions, are expected to comply with such requests, requirements, or instructions. City employees who enter or work in or on an airport, enter a federal building that is governed by federal law, or enter or work in a court room with face covering requirements must follow those requirements.

Emergency Regulations for Wearing Face Coverings in City Buildings and Facilities
English | Spanish
City of Dallas : Coronavirus (COVID-19) (dallascityhall.com)

How to Be Safe in Your Community

Because the virus is 24/7, practicing safe guidelines for activities outside of work are important also. See below safety tips for public spaces:

- ✓ **Know your COVID-19 Community Level.** Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Use the link above to determine the level in your community and take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area.

- ✓ **COVID-19 Variants – What to Know and What we know about Omicon BA.5,** the current dominant strain in the US

- ✓ **Travel:** Before traveling, check the websites of the U.S. Centers for Disease Control and Prevention (CDC) for health advisories and other requirements. When taking flights, try to maintain safe distance when possible and wear your mask. View other helpful tips here: CDC Travel Tips or https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

- ✓ **Protect your household.** Improving ventilation and spending time outdoors. Limit contact with a group of people and social distance from others so that if anyone inside your bubble is exposed, you can manage the spread but still have social interaction. See vaccine info below.

- ✓ Above all else, reinforce the safety practices for sanitation, safe distancing, wear face coverings, and **stay home when you are sick.**

- ✓ **Stay Up to Date with your Vaccines.** A person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible, is up to date.

Keys to Minimize Risk and Reduce Spread of COVID-19

There are many precautions that can be taken to minimize risk and reduce the spread of COVID-19. Six key ways include:

- Avoid close contact with people who are sick.

- Avoid touching your eyes, nose and mouth.

- Wear a Face Mask.

- Maintain at least a 6-foot (2 meter) distance from others.

- Wash hands frequently with soap and water for at least 20 seconds.

- If you are sick, stay home.

6 Feet

Physical distance is just one component of how to protect yourself and others.   It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance.

Modifications You Will See to Minimize Risk

o Signage throughout buildings promoting proper preventative measures and/or new protocols in place.

o Physical distance is just one component of how to protect yourself and others. It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance.

   o Consider distance needed between people per room when scheduling meetings. Select a larger room or use teleconferencing if appropriate distance cannot be maintained.

o Reduced number of chairs in breakrooms, conference rooms, etc. to allow for 6-foot distance.

o Sanitation materials available for frequent wipe down of equipment, desks and common areas along with enhanced cleaning of public areas and restrooms.

o Determine key "touch points" and determine possible changes to reduce touch, such as Automatic doors.

o Designated workspace modifications and social distancing within departmental areas.

o Timekeeping related adjustments, such as staggered start times, altered Kronos processes.

For additional retrofits, submit requests to BuildingServices@dallascityhall.com

Appendix B
Information for Leaders

Leader Note re Close Contact, Symptoms or Positive Test

The City of Dallas is using the CDC recommended strategy with regard to isolation and the criteria used to determine return to work. COVID-19 testing may not be necessary/valuable in some cases.

1. If the employee has been in close contact with an infected person, the CDC recommends they were a high-quality mask for 10 days and get tested on day 5. Employees not willing to voluntarily wear a face covering, should follow the recommendations for a positive COVID-19 test.

2. If the employee has symptoms or is ill, the employee should leave the workplace and go to the best place to isolate themselves from others and contact CareATC at 800-993-8244 or dallascityhall@careatc.com for a virtual screening to determine the health guidance and next steps. CareATC is available by phone Mon to Fri from 6:00 am to 7:00 pm and on Sat and Sun from 7:00 am to 7:00 pm. After hours, leave a message and, if medically necessary, contact other telemedicine options.

    When an employee contacts CareATC, there is a triage process in place that will help confirm next steps for the employee.   When the employee contacts their Supervisor to notify they will not be at work, please refer them to CareATC if they have not already made contact. CareATC will also assist with medical evaluation and monitoring employees during the quarantine/isolation period.   This does not preclude an employee's right to contact their own Primary Care Provider for evaluation also; however, CareATC has added bandwidth and the triage process to ensure a 24 to 48 business hour turnaround.

3. **If at any time the employee is having trouble breathing, has blue lips, or feels very sick, call 911.**

4. Supervisor should email COVID-19@dallascityhall.com and include employee name and ID along with their phone contact information and department. If symptomatic, include the date the symptoms began and if temperature was checked; include the result. Supervisor will receive leave code for timecard purposes once approved.

    If applicable, employee should contact COVID-19@dallascityhall.com with questions regarding leave eligibility and assistance in receiving additional information regarding COVID-19. See *Frequently Asked* Questions on the Human Resources dedicated website for more details.

5. **If Supervisor has identified a group in the area that may have had a close contact**, see step 1 above.   It's no longer necessary to report close contacts.

Employer Contact Tracing - If the employee is symptomatic, it would be helpful to determine if anyone else has been in close contact with them since 48 hours before the symptoms began to present. Ask the employee to provide the full name and contact info of any co-worker they have been in close contact within this timeframe.   Close Contacts can be notified of step 1 above.

Leader Note re Isolation

Supervisors notified of an employee who has been directed to isolate:

1. Make sure employee has been informed to contact CareATC at 800-993-8244 or dallascityhall@careatc.com if they have not already done so unless they are in contact with their own Provider. CareATC will monitor employees during quarantine/isolation period.   Note: This does not preclude an employee's right to contact their own Primary Care Provider for evaluation
2. Supervisor will discuss with Manager and make determinations regarding added sanitation of work area and deep cleaning.
3. If decontamination services are needed, services will be paid for by the requesting department using the department's operating budget/funding. Please use MA POM-2020-00013163.   See also CDC guidelines re facility cleaning

NOTE: In compliance with ADA and FMLA, and other applicable federal and state laws, all health information must remain confidential. Examples include health screen or temperature check information and the name of an employee that has tested positive for COVID-19. The City of Dallas follows HIPAA standards to protect the health information obtained by the employee during the health screening process.

4. Follow City of Dallas COVID-19 Communication, Risk and Compliance Protocol. *Sample Communication to area when employee is isolated shown shortly.*
5. Employees with questions regarding Exposure or Close Contact should be referred to CareATC at 800-993-8244 or dallascityhall@careatc.com. As mentioned above, Supervisors can also refer the employee to check-in on the Apricity@Work program and follow the instructions provided. (see Appendix E for more details).

NOTE: If Supervisor has identified a group in the area that may have had a close contact, the CDC recommends they were a high-quality mask for 10 days and get tested on day 5.   Employees not willing to voluntarily wear a face covering, should follow the recommendations for a positive COVID-19 test. It's no longer necessary to report close contacts.

Leader Note regarding Return to Work after Isolation

Departments should be committed to bringing currently isolated members back to work safely and efficiently. To that end, employees shall return to work under the following conditions:

Positive COVID-19 Test: Due to the increasing rates of COVID-19 in our region, and because the city is prohibited from requiring its employees to wear masks at work, city management is requiring a full 10-day isolation period for employees who test positive for COVID-19.

- The following exception is now allowed for employees who:
  - Cannot work remotely, and
  - Voluntarily agree to wear a well-fitted mask during the remaining 6-10 days.
  - Remain asymptomatic
  - This modification of the 10-day isolation period is for those who voluntarily agree to wear a mask.

- Employees who do not voluntarily agree to wear a well-fitted mask during the remaining 6-10 day period may not return to work until a 10-day isolation period has passed.
- After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at day 0. Talk to your Provider or CareATC if you have questions about your symptoms or when to end isolation.
- Supervisors and managers should not coerce employees into agreeing to wear a mask, or discipline employees who choose to remain in isolation for the full 10 days.
- Employees with unknown vaccination status and/or exhibiting symptoms in the workplace may be asked to provide a negative COVID test and remain off-site.
- Civilian employees who have uploaded their vaccine status into Apricity@work and test positive may also be eligible for 80 Hours of Q-Leave.
- Civilian employees with unknown vaccination status are not eligible for Q-Leave and will need to utilize their personal leave balances in the event they test positive for COVID-19.
- For details, please access the HR microsite at http://bit.ly/covidcodemployees

Close Contact:
1. Wear a high-quality mask for 10 days and get tested after day 5. Employees not willing to voluntarily wear a face covering, should follow the recommendations for a positive COVID-19 test.

Once complete, CareATC will notify COVID-19@dallascityhall.com, and advise employee to notify their supervisor so that return to work plans can be finalized. Employees working with their own Provider, will also notify their supervisor, once the return to work criteria has been met, for return to work planning.

Leader Note re Isolation (cont'd)

Sample Communication to Employees:

An employee in the xx building was placed on isolation related to COVID-19 on xx date.

Management has contacted anyone that was a known close contact to the employee during the period they may have been contagious to others.

The employee is following our established process for their health and the safety of the group.   Sanitation has been performed, <u>based on CDC guidelines</u>, which may include sanitation of all areas the employee would have been, within the last 24 hours, along with surfaces such as door handles, handrails, elevator buttons and other high-touch areas throughout the building.

As a reminder, all employees are encouraged to adhere to established protocols to ensure health and safety of all. The protocols were developed with the intent of preventing employees from being in close contact with others at all times, unless operationally not feasible.

The lack of close contact is what minimizes the potential for the virus to spread to others. Employees are encouraged to wear a face covering, stay at least 6 feet from others*, wash hand with soap and water frequently, stay home when not feeling well.   If you adhere to these protocols, you have minimized the risk to yourself and others. *Physical distance is just one component of how to protect yourself and others.   It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance

Employees who, reflecting back over the last few days, may have had a close contact with COVID-19, are encouraged to follow the CDC recommendations to wear a well-fitted mask for 10 days and get tested on day 5.   Close contact is defined as being less than 6 feet (2 meters) of a person with COVID-19 for 15 minutes or more over a 24-hr period; or having significant exposure to shared spaces with them (like conference rooms, break rooms, kitchens, bathrooms, or being coughed or sneezed on.)

Contact CareATC at 800.993.8244 or dallascityhall@careatc.com or your provider for assistance, if you have concerns or started having symptoms.

For any additional questions or concerns, please contact your supervisor.

Wear a mask   **Wash or sanitize your hands often**   **Stay 6 feet from others**

Leader Note re Leave of Absence

Instructions to place a civilian employee on Q Leave Civilian Paid Leave

A. Employees need to have a positive, current COVID-19 test clearly identifying the employee and the date of the test to be eligible for COVID21 leave.

B. Employees will also present proof of full vaccination via Apricity@Work

    A. Employees with medical or religious objections to the COVID vaccine may contact CODEmployeeSupport@DallasCityHall.com to request an accommodation.

C. Employees will need to email COVID19@DallasCityhall.com to submit a request for the Q Leave Civilian Paid Leave code.   Additional documentation may be required.

D. A request form is also available at https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx

E. Once approved, the Time Entry Code for Civilians: Q-Leave Civilian Time Off

Traditional Family and Medical Leave (FMLA) is also available to eligible employees and may be appropriate for employees who need leave for themselves or to care for a family member.   FMLA Source manages the FMLA program for the City. You may contact them between the hours of 7:30 AM and 9:30 PM Central Time at 833-515-0767. You can also email them at fmlacenter@fmlasource.com and or contact them at any time by logging on to www.fmlasource.com.

Employees should work with their supervisors on work schedules and time off needed to receive a COVID-19 vaccine or to recover from effects of the vaccine. Sick leave and other types of leave to cover time off for vaccines must be used according to the Personnel Rules.

Answers to additional questions are in the FAQs on the HR Microsite at http://bit.ly/covidcodemployees

- State law requires that the City provide quarantine leave for police officers, firefighters, and detention officers who are required to quarantine or isolate if they have been exposed to or contracted a communicable disease. The City's Personnel Rules reflect the changes to comply with state law.

- **Effective November 2, 2021**, COVID-19 leave was replaced with Quarantine Leave for police officers, firefighters, and detention officers, consistent with state law. COVID 21 leave was replaced with Quarantine Leave for other City employees, who present proof that they have been vaccinated and proof of a positive test. Test results must have the employee's name and date of test clearly visible. At-home test results must have the employee's name and date of test written on the test cartridge near the test results. Other than Quarantine leave for police officers, firefighters, and detention officers, employees who cannot show proof of full vaccination status, will not be eligible for Quarantine leave. Civilian employees who test positive and must quarantine or isolate and have <u>not</u> been vaccinated will be required to use their own leave balances. The Human Resources Department will evaluate requests for accommodations for employees who have a disability-related, medical or religious reason for not receiving the vaccine. Civilian employees who have been vaccinated and tested positive for COVID and need to isolate, may be eligible for up to 80 hours of Q-Leave Civilian.

- **Return to Work:** Employees who meet the return-to-work criteria will notify their supervisor regarding return-to-work planning. If support is needed, they can contact CareATC to assist with return-to-work criteria. The employee will notify their supervisor regarding return-to-work planning.

Leader Note re Medical Exceptions/Reasonable Accommodations

The Human Resources Department will evaluate request for accommodations for employees who have a disability-related medical reason for not receiving the vaccine, or for those with a sincerely held religious belief against vaccinations. Contact CODemployeesupport@dallascityhall.com to obtain a request form to submit to COVID19@dallascityhall.com.

Employees and Leaders should refrain from asking or discussing vaccine status.

The City offers the following accommodations for employees who are hesitant to return to work due to COVID19 or are in a high risk category contact CODemployeesupport@dallascityhall.com to obtain a request form to submit to COVID19@dallascityhall.com.   Employees have the option to request a temporary medical accommodation along with the appropriate physician's documentation. The documentation is reviewed by HR and the FMLA team to determine if the Department has any options for the employee to work remotely, if not, the employee is directed to return and perform their normal duties in accordance with the return-to-work schedule as determined by their Manager. The Manager is given guidance by the FMLA team on communication to the employee. Employee will also receive a communication in writing.

Questions related to office environmental concerns may also be sent to Human Resources to request a consultation with our COVID Clinical Management team.

For questions regarding what conditions are considered as high risk, please see the link below for an updated list of conditions according to the Centers for Disease Control: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html

Dept Specific COVID-19 Plans

Introduction

The City of Dallas has provided general minimum standards for all employees with regard to minimizing risk of COVID-19 in the workplace. The standards are listed in this section Plan documents, Toolkits and information found on the Human Resources dedicated website, along with a list of frequently asked questions. Visit the website, contact Human Resources for a copy, or navigate your web browser to http://bit.ly/covidcodemployees .

All departments are expected to follow the minimum standards, however; it's understood that there is a need for some options and variations to choose from with regard to preparing the workplace and execution of a few of the established guidelines.

These slides contain recommendations for departments and should be used as needed.

Retrofit Requests: Request retrofits such as plexiglass via BuildingServices@dallascityhall.com. Items ordered will be at the Department's expense.

Decontamination: COVID-19 related decontamination services have been centralized to the Office of Procurement Services (OPS) as of May 2022. See Next slide for process flow chart and more information.   See CDC cleaning and disinfecting guidelines updated on 11/15/2021 at https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

STANDARDS

Personal Protective Equipment

- Employees are encouraged to continue wearing a face covering as a precaution, for public safety, and for coworkers and residents' peace of mind; or as required by state, federal or other applicable regulations
- Visitors will also be encouraged to wear a face covering and will be provided one if needed.
- Face Shield may be added in certain instances
- Gloves should be used for work purposes; however, gloves are not generally recommended for daily use for hygiene. Best practice is to wash hands frequently with soap and water.
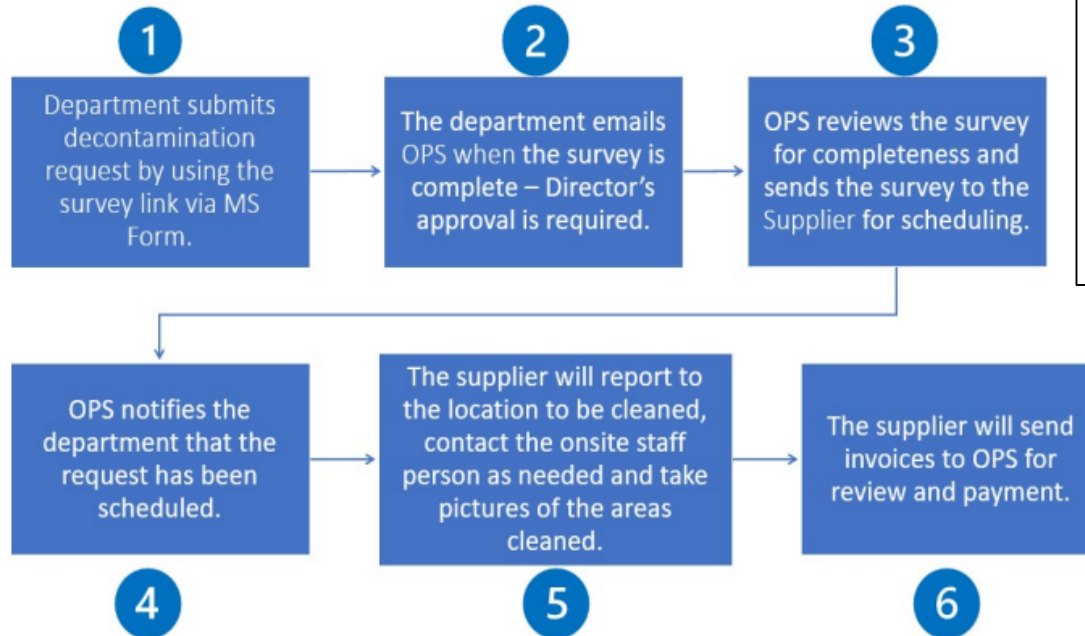
==Pleased be advised that decontamination services has been centralized to the Office of Procurement Services (OPS) as of May 2, 2022.==

City of Dallas

Office of Procurement Services

Please review this flow chart for assistance in requesting decontamination services:

1 Department submits decontamination request by using the survey link via MS Form.

2 The department emails OPS when the survey is complete – Director's approval is required.

3 OPS reviews the survey for completeness and sends the survey to the Supplier for scheduling.

4 OPS notifies the department that the request has been scheduled.

5 The supplier will report to the location to be cleaned, contact the onsite staff person as needed and take pictures of the areas cleaned.

6 The supplier will send invoices to OPS for review and payment.

Decontamination Services Process Changes

- This is **ONLY** for COVID related decontamination services.

- The contract will now be handled in the Office of Procurement Services **(Jennifer Sun, Senior Contract Compliance Administrator)** Email: OPSdecon@dallascityhall.com

- OPS will facilitate payments using ARPA funds.
  - Departments WILL NOT pay these invoices but will require Director/Assistant Director approval form before services are requested.

- ==All Decontamination Services Request Link: - Click Here==

After Hours Requests Information

For after hours requests (Weekdays After 5pm, Friday 5PM to Monday 8PM) please call The Cleaning Guys directly at:

(817) 522-6925

*If there is a no-show by the department's on-site contact person and the cleaning schedule time was confirmed, the department will have to pay for a "trip charge" with the department's budget.

For assistance, please contact OPSdecon@dallascityhall.com

Dept Specific COVID-19 Plans (cont'd)

Face Covering Guidance

Pursuant to the most recent guidance issued by the Centers for Disease Control and Prevention (CDC), Governor Greg Abbott's Executive Order GA-36, issued May 18, 2021, and Mayor Eric Johnson's rescission of the face covering requirement in city buildings and facilities, issued May 19, 2021, City of Dallas employees are not required to wear face coverings while at work.

Through this pandemic, we continue to follow the CDC's guidance, while focusing on personal responsibility and accountability. Therefore, we encourage employees to do the following:

- if you choose, continue to wear a face covering while at work;
- if you are not vaccinated or boosted, you are strongly encouraged to use face coverings while in contact with co-workers, customers, and others; The CDC recommends face coverings for fully-vaccinated also in some cases and especially inside
- get vaccinated or boosted as soon as possible; and
- respect the views and preferences of others regarding usage of face coverings.

Employees who must enter private homes to perform their job duties, and are requested to wear face coverings, or enter private businesses, or courthouses/courtrooms that have face covering requirements or instructions, are expected to comply with such requests, requirements, or instructions. City employees who enter or work in or on an airport, enter a federal building that is governed by federal law, or enter or work in a court room with face covering requirements must follow those requirements.

We encourage all employees to get vaccinated and get informed about the facts regarding the COVID-19 vaccine. Here is a link from the CDC with related information: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html

More information: Emergency Regulations for Wearing Face Coverings in City Buildings and Facilities English | Spanish
City of Dallas : Coronavirus (COVID-19) (dallascityhall.com)

Workspace Modifications & Social Distancing

In order to ensure adherence to physical distancing guidelines, departments should assess their workspaces for necessary modifications and changes. Modifications or changes could include:

- Employee density map created to identify the maximum number of employees per workplace area.
- Limit the number of people that can be in one room at a time, and create clear, maximum room occupancy signage based on adequate spacing. Examples include conference rooms, break rooms, restrooms, workout facility/gyms, locker rooms and other closed spaces, such as an elevator.
- Consider installation of plexiglass screens at counters where employees have face to face interaction with the public.
- Encourage the use of kiosks to minimize cash handling. Discourage employees from sharing workstations, phones, desks, offices, etc.
- Limit the number of employees per floor and spreading out workstations to allow more space between employees.
- Consider temporarily assigning employees to specific workstations for a specified period.
- Employees should be encouraged to wipe down their workstation including the desk, monitor, keyboard, laptop, chair etc. multiple times during the day.
- Work designs should avoid face-to-face operations with less than the minimum requirement (2 meters or 6 feet apart).
- If this condition cannot be met, employees should be provided with alternative measures to mitigate their exposure, such as face coverings, shields, or physical barriers installed where practical (cubicles, desks facing back-to-back, or at least 6 feet apart at minimum).

Establish a plan to maintain 6-foot physical distancing* guidelines for employees. Ideas include:

- Work designs should avoid face-to-face operations with less than the minimum requirement (2 meters or 6 feet apart) and remove chairs and desks to ensure spacing.
- If this condition cannot be met, employees should be provided with alternative measures to mitigate their exposure, such as face coverings, shields, or physical barriers installed where practical (cubicles, desks facing back-to-back, or at least 6 feet apart at minimum Create professional 6-foot line markings on the floor to encourage employee and customer spacing.
- Consider more appropriate spaces that allow for 6-foot spacing between employees (breakrooms, conference rooms, team huddles or stretching, etc.).
- Consider establishing restroom controls: Limit the number of employees in a restroom to two at a time. If there are multiple urinals, block every other one to maintain physical separation.
- Assign time slots for each department to visit on-site cafeterias or coffee stations or encourage more employees to eat at their desk or bring their lunch.
- Consider eliminating the following practices: Self-serve or communal food (such as lunch buffets, candy dishes, etc.).

   *Physical distance is just one component of how to protect yourself and others.   It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance.

Work Schedule Changes

- Continue to use flexible or remote work strategies as part of a phased return of employees to the workplace.
- Identify employees who are at high-risk of severe illness from COVID-19 and may need to continue to work from home for an extended period. These employees may include those who:
  - Have underlying health conditions
  - Are 65 years of age and older
  - Live with someone who is high-risk

For critical job functions required to initially reopen the workplace:
  - Do all employees need to return to the workplace for the business to be considered fully functional?
  - Are there critical job functions that need to come back immediately?

- For non-critical job functions returning to the workplace:
  - Implement hybrid work schedules to split time between being physically present at the workplace and working remotely
  - Introduce a small percentage of employees during the initial phase of returning to the workplace
  - Set up a weekly schedule to rotate employees into the workplace
  - Use different days to have a new group of employees return to the workplace
- Stagger employee and customer traffic to reduce interaction and increase distancing:
- Staggered start times/days for employees to arrive and leave.
- Staggered opening times for customers and clients.
- Consider if practical and effective to do away with punching in and out for a few weeks and pay employees an automatic 40 hours and reconcile the time by the Team Leader or Supervisor.
- When working in a group atmosphere, as few employees should be assigned to a task as possible.
- Reduce the number of and staffing at reception or security desks throughout the workplace.

Transport

- Employees working within vehicles should use disinfectant wipes on commonly used surfaces (gear shifter, wheel) before and after every shift.
- For those that must travel together, ensure the appropriate PPE (see *Face Covering Guidance* chart) and disinfectants are always available to the employee. Also reference the CDC Your Guide To Masks https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html#:~:text=In%20general%2C%20you%20do%20not,who%20are%20not%20fully%20vaccinated.
- Encourage drivers to maintain distance* inside their vehicles when possible, such as driver with second person in back seat and opposite side, when an option.
- Install barriers, such as plexiglass or a plastic barrier of some sort (shower curtain affixed to vehicle ceiling with Velcro, etc.) where possible or add individual face shield.
- Use fresh air mode instead of circulated air and crack a few windows for air flow.

Facility Changes/Engineering Controls

- Determine key "touch points" and determine possible changes to reduce touch.
- Consider and evaluate the benefits of converting to automated or touchless controls for items such as lighting, restroom fixtures, trash receptacles, etc.
- Install physical barriers, such as clear plastic sneeze guards, where feasible (cubicles, doors, vehicles, etc.).
- Block off spaces for no entry, including common areas/kitchens/break rooms or designate alternate entry and exit doors where feasible.
- Inspect/change air filters and mechanical systems (HVAC, broilers, etc.).

*Physical distance is just one component of how to protect yourself and others. It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance.

Dept Specific COVID-19 Plans (cont'd)

Sanitation in the Workplace

- Disinfect site prior to anyone returning to work. Consider developing protocols to ensure that all high-touch or high-traffic surfaces such as doorknobs, railings, frequently used drawer handles, and instrument/appliance controls are sanitized frequently.
- Implement a checklist for cleaning staff to help reduce the risk of the spread of infection.
- Prepare and stock hygiene stations with hand soap, sanitizers, and paper towels. Provide hand sanitizer and wipes near common areas and high-touch surfaces.
- Add no-touch biohazard waste receptacles for discarded wipes, gloves, masks, etc.
- Post CDC hygiene protocols and make easily visible.
- See CDC guidelines updated on 11/15/2021 at https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Community & Public Access

- Create measures designed to ensure minimal contact with customers, and ensure public-interacting employees have necessary protective supplies such as gloves, masks, etc.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Limit non-essential visitors.
- Interact remotely with non-essential visitors, vendors, others.
- Establish essential visitor protocols (hours of entry, notifications/registration, face coverings).
- Maintain contact log for future tracking.

Weblinks and Resources

- **Human Resources COVID-19 Website**. Continuously updated with information and resources for City of Dallas Employees.
  - https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx
- **Dallas Area Rapid Transit COVID-19 Website.** DART provides information about transit closures in and around the metroplex.
  - https://www.dart.org/health/default.asp
- **Centers for Disease Control and Prevention Website**. Provides information from the CDC regarding what to do if you are sick and guidelines for how to prevent becoming sick.
  - https://www.cdc.gov/coronavirus/2019-nCoV/index.html
- **Dallas County Health and Human Resources Website**. Information about COVID-19 at the County level.
  - https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus.php
- **Texas Department of State Health Services (DSHS) Website**. State level information and response to COVID-19.
  - https://dshs.texas.gov/coronavirus/
- **Texas Council on Family Violence**. Information and resources for safety during the COVID-19 crisis.
  - https://tcfv.org/covid-19/

Appendix C
US Wellness – Apricity@Work

- Departments currently using Apricity@Work, please continue to encourage employees to enter their status daily.
- Departments interested in adding Apricity@Work, contact COVID19@Dallascityhall.com.

How to Register for Apricity@Work™

You can access your Apricity@Work™ employee portal here: https://dallas.apricity-health.com/login

Step 1: If this is your first time accessing the site, you will need to create an account by selecting the "Register" option.

Step 2: Complete the account registration form by entering your email (personal or work), password of your choice, and mobile number (used for password resets if needed). The "Next" option will then be available for you to proceed.

Step 3: To continue with registration, you will need to enter your first name, last name , and DOB exactly as listed in your employee record.

Step 4: Once registered, you will be prompted to read and accept Apricity Health's terms and conditions, privacy policy and consent. After reviewing the information, click the check box next to each option and proceed by selecting "Accept" in the bottom right corner. The City of Dallas will NOT receive any medical or activity information employees enter.

Step 5: You will be asked a series of questions to complete the one-time registration.

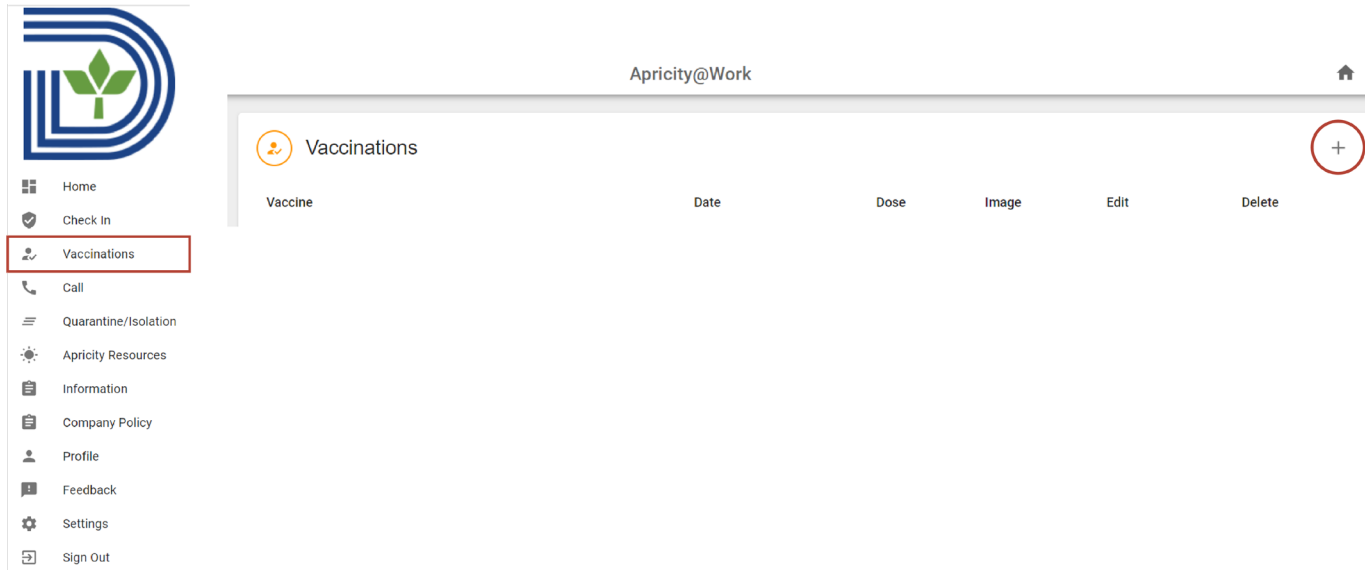For Help – support@uswellness.com or 888-926-6099, ext. 900 or select "Feedback" on the main screen

Submitting Your Vaccination Information

Upload vaccine information using the instructions below. The City of Dallas will receive a periodic report that acknowledges your completion The actual photo of your proof of vaccine will not be shared.

1. Log into your Apricity@Work™ account.
2. Select the "Vaccinations" tab on the left menu bar and click the "+" button to add a new vaccination.

For Help – support@uswellness.com or 888-926-6099, ext. 900 or select "Feedback" on the main screen.

Hours: Mon to Fri - 9 am to 7 pm Central Time. Troubleshooting tip: try using Chrome, Edge, or Safari web browser.

3. Enter the type, date, and dose of your vaccination. You are also required to upload documentation of your vaccination (vaccine card). We recommend using a PDF document for upload; however, a JPEG image can also be accepted. We recommend using a light background, such as a white wall or a cropped image of your vaccination card, for best results.

Optional - Continue with the check-in process to update an abbreviated clinical and activity related risks to receive a daily status.

Note: Acceptable proof of vaccination includes images that include proof of vaccination status that show the individual's name on that record. That may include their CDC card, doctor's note or record from a pharmacy app (Walgreens has a record of vaccine status within a person's user account on the Walgreens mobile app. The US Wellness team will review the images to ensure proper documentation and outreach for updates if needed.

COVID-19 Management Process Summary

START

When an employee checks in on the Apricity@Work program, the employee will receive a color status shown below and follow the instructions provided on the badge.

Blue (Low)	Yellow (Intermediate)	Orange (High)	Red (Confirmed)	Gray (Isolation/Quarantine)
Permitted on Site		Not Permitted on Site	Not Permitted on Site	Not Permitted on Site
Have a good day. Stay safe and healthy. Check-in again tomorrow.	If you have symptoms STAY HOME today and check in tomorrow. Call CareATC at 800-993-8244 or dallascityhall@careatc.com or contact your doctor.	Please contact Care ATC or your doctor to begin your COVID-19 care plan. CareATC: 800-993-8244 or email dallascityhall@careatc.com	Please contact CareATC or your doctor to begin your COVID-19 care plan. CareATC: 800-993-8244 or email dallascityhall@careatc.com	Isolate for 5 days. If you agree to wear a mask, you may return to work on day 6 only if you have no symptoms or fever.

CareATC will proactively reach out to employees in Red, Orange and Yellow status to further triage, provide virtual assessment, and/or establish care plan during isolation/quarantine (Gray) until employee meets CDC criteria to return to work

COVID19@dallascityhall.com