

SHELTER IN PLACE: Safer at Home Order

City of Dallas FAQs¹

I. ESSENTIAL ACTIVITIES.

Individuals may leave their residence only to perform any of the following:

- To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (for example, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies needed to work from home).
- To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others (for example, food, pet supply, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences).
- To engage in outdoor activity, provided the individuals comply with social distancing requirements of six feet (for example, walking, biking, hiking, running, and tennis).
- To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order. Employees of Essential Businesses, whose physical presence at the workplace is not essential to operations, are directed to use telecommuting to the fullest extent possible.
- To care for a family member or pet in another household.
- To move to another residence either in or outside Dallas County.
- To engage in “Essential Travel,” which includes travel for any of the following purposes: (1) travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, Essential Critical Infrastructure, and Minimum Basic Operation; (2) travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons; (3) travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services; (4) travel to return to a place of residence from outside the jurisdiction; (5) travel required by law enforcement or court order; (6) travel by church staff or clergy for the purpose of production of remote delivery of religious services and other ministries requiring travel; (7) travel related to attending a funeral service; or (8) travel required for non-residents to return to their place of residence outside the County.

¹ These FAQs are the City of Dallas’ interpretation of its Emergency Regulations which include the regulations contained in Executive Order GA-14 of Governor Greg Abbott and the orders of Dallas County Judge Clay Jenkins related to the COVID-19 Pandemic. Please note that if these interpretations differ from interpretations of these Emergency Regulations by either Governor Abbott or Dallas County Judge Jenkins, those interpretations shall control.

II. ESSENTIAL SERVICES/BUSINESSES.

ESSENTIAL HEALTHCARE OPERATIONS. This exemption is meant to be viewed broadly to avoid any impacts to the delivery of healthcare.

- Hospitals, clinics, dentists, chiropractors, physical therapy, optometry offices, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, mental health providers, substance abuse service providers, blood banks, medical research, laboratory services, certified doulas, or any related and/or ancillary healthcare services.
- Home-based and residential-based care for seniors, adults, or children.
- Essential healthcare operations do not include elective medical, surgical, and dental procedures.
- Veterinary care is included under this exception, but not elective veterinary medical, surgical, and dental procedures.
- There is no requirement that essential healthcare operations be provided via telemedicine.
- Support therapy groups, such as Alcoholics Anonymous, are mental health and/or substance abuse services. Support therapy groups are encouraged to have virtual meetings. If in-person meetings are conducted, the DCHHS Social Distancing Recommendations should be followed.

ESSENTIAL GOVERNMENT FUNCTIONS.

- All services provided by local governments needed to ensure the continuing operation of the government agencies to provide for the health, safety, and welfare of the public.
- Vehicle towing from public rights-of-way.

INFRASTRUCTURE, TRADES, AND CONSTRUCTION.

ESSENTIAL CRITICAL INFRASTRUCTURE.

- Electricity, gas, water and wastewater, roads and highways, public transportation, solid waste and recycling collection and removal, oil refining, defense and national security-related operations, and manufacturing.
- Manufacturing operations supplying essential items to Essential Businesses, Essential Government Functions, and Critical Infrastructure.
- Wholesale warehouse companies that distribute and sell to residential home builders, commercial general contractors, home flippers, and other non-retail customers.
- All manufacturers and distributors shall comply with the Rules for Manufacturers and Distributors set out in Exhibit C.
- The U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0, can be found here: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

TRANSPORTATION.

- Operation, maintenance, and repair of airlines, taxis, and other private transportation providers (such as Uber and Lyft) that provide transportation services necessary for the performance of essential activities and essential travel.
- Airlines and airports.

GAS STATIONS AND BUSINESSES NEEDED FOR TRANSPORTATION.

- Gas stations, auto-supply stores, auto-repair, and bicycle repair.
- Auto-dealerships, for in-person mechanical services or to complete an online transaction on an appointment basis only.
- Vehicle towing in conjunction with auto repair.
- Gas stations and convenience stores are prohibited from selling self-service food items.
- Must comply with the Rules for Essential Retail Establishments in Exhibit A.

CRITICAL TRADES.

- Plumbers, electricians, exterminators, janitors, lawn care services, pool cleaners, maintenance, and security.
- Service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operations of residences, Essential Businesses, Essential Government Functions, and Critical Infrastructure.
- Union representatives and their staff for the purpose of performing critical labor union functions, including the maintenance of health and welfare funds and checking on the well-being and safety of members.
- Critical Trade does not include discretionary maintenance or improvements.

CONSTRUCTION.

- Construction for public works, residential, commercial, and schools.
- Elective additions and maintenance are prohibited. New projects for additions or remodels are not allowed. Projects already in progress may be completed.
- Landscaping companies are essential to the construction of residential, commercial, and school properties.
- Tile manufacturing is a necessary operation for residential, commercial, and school construction.
- Sign installation at Essential Businesses only.
 - All construction sites must follow the COVID-19 Safety Recommendations issued by the Construction Industry Safety Coalition, including, but not limited to, the Rules for Construction Industry in Exhibit B.

PROFESSIONAL, FINANCIAL, AND TECHNICAL SERVICES.

PROFESSIONAL SERVICES.

- Attorneys, together with their clients, shall determine what legal services are necessary to comply with legally mandated activities.
- Accounting professionals, together with their clients, shall determine what accounting services are necessary to comply with legally mandated activities.

- Real estate and inspection services (including appraisers and the leasing of residential properties) as long as they comply with the rules in Exhibit F.

FINANCIAL INSTITUTIONS.

- Banks and other financial institutions, credit unions, insurance companies, title companies, and payroll and accounting services. Check cashing businesses and pawn shops as long as they comply with the rules in Exhibit D. A copy of Exhibit D must be prominently displayed in each establishment in English and Spanish and a copy must also be provided to each customer in the customer’s preferred language. **Inquiries related to enforcement of Dallas County’s Order regarding interest, fees, and terms will be referred to Dallas County.**

INFORMATION TECHNOLOGY SERVICES/TELECOMMUNICATIONS SERVICES.

- IT and IT services and their essential service vendors, including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services, and critical manufacturing.
- Telecommunications services, internet access and broadband/communications services.

STORES AND RESTAURANTS.

STORES THAT SELL GROCERIES AND OTHER ESSENTIAL SUPPLIES.

- Grocery stores, supermarkets, warehouse stores, big-box stores, bodegas, liquor stores, convenience stores, and farmers’ markets that sell food products and household consumer products (such as cleaning and personal care products).
- The sale of self-service food items is prohibited.
Must comply with the Rules for Essential Retail Establishments in Exhibit A.

DELIVERY OF GROCERIES AND ESSENTIAL SUPPLIES.

- Businesses that ship or deliver groceries, food, hygiene products, and essential supplies directly to residences or essential businesses.

RESTAURANTS.

- Restaurants with or without drive-in or drive-through services and microbreweries, micro-distilleries, or wineries may only provide take out, delivery, or drive-through services.
- Customers may order and pay inside but are prohibited from waiting inside the restaurant for their food. All food must be brought outside to customers.
- Customers are permitted to walk through a drive-through.
- All restaurant dining rooms are closed.

FOOD CULTIVATION.

- Food cultivation, including farming, fishing, and livestock.

DELIVERY OF GROCERIES AND ESSENTIAL SUPPLIES.

- Businesses that ship or deliver groceries, food, hygiene products, and essential supplies directly to residences or essential businesses.
- All businesses that deliver groceries and essential supplies shall comply with the rules in Exhibit E.

ESSENTIAL RETAIL.

- Laundromats, dry cleaners, and laundry service providers, and related facilities.
- Firearm and ammunition suppliers and retailers for purposes of safety and security.
- Hardware stores and business that sell electrical, plumbing, and other materials necessary to support Essential Businesses, Essential Government Functions, and Critical Infrastructure.
- Pet food and pet supply stores.
- Florist shops must be closed to customers but may take phone and online orders and provide delivery, curbside pick-up, or drive-through services.
- The following retail stores that sell *food products and/or household staples* are included as essential:
 - Department stores.
 - Neighborhood markets.
 - Retail stores located within a hotel.
- Pawn shops are included as essential retail that sells firearms and products needed for people to work from home.
- Car washes are essential to the extent they provide services that are necessary to the safety, sanitation, and essential operations of residents and essential businesses.
- Plant nurseries are essential businesses that supply other Essential Businesses with the support of supplies needed to operate.
- Must comply with the Rules for Essential Retail Establishments in Exhibit A.

SUPPLIES TO WORK FROM HOME. Businesses that supply products needed for people to work from home (i.e. office supply stores, cellular device retail stores).

EDUCATION, CHILD CARE, AND ANIMAL CARE.

PUBLIC AND PRIVATE EDUCATION.

- Public and private educational institutions, only for the purposes of facilitating distance learning or performing essential functions, provided compliance with the Social Distancing Rules is maintained.
- Schools and other entities that typically provide free services to students or members of the public on a pick-up and take-away basis only. In addition, obtaining necessary supplies for family or household members is an essential activity.

CHILD CARE SERVICES.

- Child care facilities providing services or community service providers offering child care services under the following mandatory conditions:
 - Child care services shall only be provided to employees of Essential Businesses.

- Child care must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
- Children shall not change from one group to another.
- If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
- Child care providers shall remain solely with one group of children.

ANIMAL CARE SERVICES.

- Animal shelters, veterinary care, and pet food and supply stores.
- Grooming, if necessary, for the health and wellbeing of the animal. Pet daycare, but only for employees of Essential Businesses.
- Pet food and pet supply stores must comply with the Rules for Essential Retail Establishments in Exhibit A.

HOTELS AND MOTELS.

- Hotels and motels, to the extent used for lodging or delivery or carry-out food services.
- Dallas County Order: Short-term rental of all or part of a residential property to a person who is not a permanent resident is prohibited. Within the meaning of this Order, a “permanent resident” is a person who has the right to use or possess a room at the residential property for at least 30 consecutive days, so long as there is no interruption of payment for the period. This Order does not prohibit short-term rental to hospital employees or other licensed healthcare professionals, military personnel, law enforcement personnel, government employees, or Dallas County residents who need a place to self-quarantine away from their family and/or roommates. Renters currently occupying short-term rental properties (April 8) shall be permitted to complete the current rental contract but are required to follow the requirements of this order. **Inquiries related to enforcement of this Order will be referred to Dallas County.**
- Social gatherings in hotels, motels, and short-term rentals are prohibited.

PROVIDERS OF BASIC NECESSITIES TO ECONOMICALLY DISADVANTAGED POPULATIONS.

- Businesses and organizations that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals.
- Food pantries.
- Resale stores that receive clothing and household item donations for shelters.
- Transportation for the economically disadvantaged (i.e. transportation to a domestic violence shelter).

ESSENTIAL SERVICES NECESSARY TO MAINTAIN ESSENTIAL OPERATIONS OF RESIDENCES OR OTHER ESSENTIAL BUSINESSES.

- Mail, shipping, and delivery services, warehouse/distribution and fulfillment, storage moving services, janitorial services, laundry services, computer, audio or video electronics, sanitary equipment, and medical equipment.
- Cleaning services necessary to maintain essential operations of residences or other Essential Businesses.
- Print shops that provide services to Essential Businesses.

- The leasing of residential properties, including apartment leasing offices.
- Pool service companies are essential to the operation of residences.
- Management companies for public improvement districts are essential for the operation of residences and other Essential Businesses.
- The towing of illegally parked vehicles from residences and Essential Businesses is necessary to obtain essential operations.
- Computer and cell phone repair businesses supply other Essential Businesses with the support of supplies needed to operate.
- All employers that are common carriers, motor carriers, private carriers, shippers, delivery services, moving companies and contract carriers that load or unload cargo, supplies, equipment or goods at any point located in Dallas County shall comply with the rules in Exhibit E.

NEWS MEDIA.

- Newspapers, television, radio, and other media services.

RELIGIOUS AND WORSHIP SERVICES.

- Services should be provided through remote telework from home unless they cannot be provided through remote telework. If religious services cannot be conducted from home or through remote services, they should be conducted consistent with the Guidelines from the President and the CDC by practicing good hygiene, environmental cleanliness, and sanitation, and by implementing social distancing to prevent the spread of COVID-19.

FUNERAL SERVICES. Funeral, mortuary, cremation, burial, cemetery, and related services may continue as long as social distancing guidelines are followed.

III. NON-ESSENTIAL BUSINESSES.

- Employees of non-essential businesses may conduct the following minimum basic operations at their workplaces:
 - The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
 - The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
- The following is a non-exclusive list of non-essential businesses:
 - Estate sales/garage sales.
 - Commercial amusement.
 - Country clubs and golf clubs.
 - Arts and crafts stores
 - Fabric stores
 - Weight loss centers, except to the extent that food is being sold for curbside pick-up or delivery. In-person consultations are prohibited.
 - Gyms, personal training, gymnastics studios, and similar facilities.
 - Dallas County Order: Door-to-door solicitation creates an unnecessary face-to-face situation for residents who are home in greater numbers due to the closure of schools and businesses, potentially endangering the health of residents. Under this

Order, door-to-door solicitation is prohibited, including the leaving of written materials on the door or mailbox of a residence. This provision does not apply to any business in the grocery supply chain or any non-profit providing community resources for those effected by the coronavirus. Nothing in this Order prohibits utility companies or government agencies from contacting individuals at their residences to perform their normal business functions. **Inquiries related to enforcement of this Order will be referred to Dallas County.**

- Vape shops, smoke shops, and CBD oil shops.
- Beauty supply stores.
- Hair salons.
- Nail salons.
- Spas.
- Tattoo and piercing studios.

IV. EXHIBITS LIST.

- Exhibit A: Rules for Essential Retailers
- Exhibit B: Rules for the Construction Industry
- Exhibit C: Rules for Manufacturers and Distributors
- Exhibit D: Rules for Financial Institutions
- Exhibit E: Rules for Common Carriers, Shippers, Delivery Services, and Related Companies
- Exhibit F: Rules for Real Estate Agents

V. OTHER IMPORTANT FACTS.

All employees, including employees of Essential Businesses, are instructed to remain home if sick.

In addition, if someone in a household has tested positive for coronavirus, the household is ordered to isolate at home. Members of the household cannot go to work, school, or any other community function, except for workers included in Essential Healthcare Operations who may continue to work in accordance with CDC guidance.

To the greatest extent possible, all Essential Activities and work at Essential Businesses must be performed in compliance with the DCHHS Social Distancing Recommendations, including maintaining six feet social distancing for both employees and the general public.

The Order does not require that Essential Businesses keep their employees below a specified maximum number.

Non-essential businesses may continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e. working from home). Individuals may return to a non-essential business to pick up mail.

Hotels are a “place of residence” under the Order and are considered an Essential Business. The Order applies only to individuals currently living within Dallas County; any individual “living” in a hotel must shelter in place at the hotel and abide with the order for the duration of the order. As to those individuals not currently living in Dallas County i.e., out of town visitors, these individuals are not subject to the order.

Because the order specifically applies to all individuals currently living within Dallas County, an individual must shelter in place unless an exemption applies. This includes all individuals who live within Dallas County but work in another county.

Any manufacturer who retools so that a substantial part of its business is for the purpose of manufacturing and producing ventilators, masks, personal protective equipment, or any supply necessary for Essential Healthcare Operations may apply for an “essential business” exemption under this Order. Submit requests for an exemption to BusinessCOVID19@dallascounty.org.

All delivery hour restrictions for transport to or from any entity involved in the selling or distribution of food products, medicine, or medical supplies are suspended in Dallas County for the next 60 days.

All sales of bath or toilet tissue occurring are limited to the greater of: (a) 12 rolls per purchase; or (b) one package per purchase. This provision does not apply to the sale of bath or tissue paper to a government organization or Essential Business.

Nursing homes, retirement, and long-term care facilities are prohibited from allowing non-essential visitors to access their facilities unless to provide critical assistance or for end-of-life visitation.

The order does not require individuals to carry documentation as proof that they are employed by an Essential Business.

The order does not require Essential Businesses to take the temperature of employees that report to work. **EXCEPTION:** Contractors and workers at construction sites, essential retail workers, and manufacturer and distributor workers must take their temperature before arriving to work.

Employers may not implement any rules making a negative COVID-19 test or a note from a healthcare provider a requirement before a COVID-19 recovered employee can return to work.

Social gatherings of any number of people are not permitted under the order unless it is to care for a family member or pet in another household.

For purposes of determining a person’s right to possession of and access to a child under a court-ordered possession schedule, the existing trial court order shall control in all instances. Possession of and access to a child shall not be affected by any shelter-in place order or other order restricting movement issued by a governmental entity that arises from the COVID-19 pandemic (pursuant to Supreme Court of Texas order dated March 24, 2020).

For further inquiries or to report possible violations in the City of Dallas please call **3-1-1**.

For other city information related to the COVID-19: <https://dallascityhall.com/Pages/Corona-Virus.aspx>

For more information from the County, please visit: <https://www.dallascounty.org/government/comcrt/jenkins/covid-19.php>

For further reference, see The U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

For more information on religious and worship services, see the Texas Attorney General's Guidance for Houses of Worship During the COVID-19 Crisis that can be found at www.texasattorneygeneral.gov/sites/default/files/images/admin/2020/Press/AG%20Guidance%20for%20Houses%20of%20Worship%20During%20the%20COVID-19%20Crisis.pdf.

The list of essential services, as specified in Governor Abbott's Executive Order, GA-14, may be expanded with the approval of the Texas Division of Emergency Management (TDEM). TDEM maintains an online list of essential services and any approved additions. Requests for additions should be directed to TDEM at EssentialServices@tdem.texas.gov or by visiting www.tdem.texas.gov/essentialservices.

For further inquiries or to report possible violations of the County Shelter in Place Order, please call **2-1-1**.

Physicians may call the DCHHS 24/7 answering service at **1-877-605-2660** for consultation.



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EXHIBIT A

Rules for Essential Retailers

This document provides guidance for persons and business associated with essential retail on the meaning and application of Order issued by Dallas County Judge Clay Jenkins on March 31, 2020 (the "Order").

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus and protective measures to be taken in all establishments.

Definition of Essential Retailers.

1. Stores that Sell Groceries and Other Essential Supplies. Grocery stores, supermarkets, warehouse stores, big-box stores, bodegas, liquor stores, convenience stores, and farmers' markets that sell food products and household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products.
2. Gas Stations and Businesses Needed for Transportation. Gas stations, auto-supply stores, auto-repair, and bicycle repair. Auto-dealerships, for in-person mechanical services or to complete an online transaction on an appointment basis only.
3. Other Essential Retailers. Pet food and supply stores. Laundromats, dry cleaners, and laundry service providers, hardware stores, and related facilities. Firearm and ammunition suppliers and retailers for purposes of safety and security. Hardware stores and business that sell electrical, plumbing, and other materials necessary to support Essential Businesses, and Essential Government Functions, and Critical Infrastructure.

Safety Rules for All Essential Retailers. All employers involved in essential retail activity must follow the requirements set forth in the rules below:

1. All workers must take their temperature at their residence before going to an Essential Retailer. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to an essential retailer or other place of business, and must remain at their residence;
2. To the greatest extent possible and as equipment becomes available, an Essential Retailer must implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
3. Gatherings during meals or breaks are prohibited;
4. Workers must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
5. Employers must allow non-essential personnel to work from home when possible;
6. Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms and food preparation areas. Ensure that adequate supplies are maintained;



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7. Workers must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift.
8. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines;
9. There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
10. Employers must designate both a member of management as the COVID-19 Safety Monitor and a senior hourly worker (that is not a member of management) as the COVID-19 Vice Safety Monitor on each store to have the authority to work together to enforce these rules. Employers in unionized workplaces should consult with the employee's representatives on this designation.

General Rules for Essential Retailers.

1. Employers shall implement an organized line system where workers, customers, and other persons are not less than six feet apart at all times;
2. To the greatest extent practicable, designate shopping times for at risk populations (seniors, pregnant people, and people with underlying health conditions);
3. To the greatest extent possible, implement a system to restrict the number of customers who are physically present at an Essential Retailer so that six foot spacing may be maintained;
4. Employers shall implement purchase limits on high-demand items (toilet paper, soap, hand sanitizer);
5. To the greatest extent possible, employers shall offer pick up services or delivery services of grocery items and other essential supplies; and
6. Self-service food stations are prohibited. Self-service stations are defined as items that customers use common serving utensils to serve themselves, including but not limited to, salad bars, hot dog stands, self-service bulk food items, and other related food items. This section does not apply to self-checkout stations, so long as the checkout stations are cleaned at least every 30 minutes.

Enforcement. Failure to strictly comply with this Order can result in penalties described below. Additionally, any essential retailer who fails to comply with these rules can be removed from the essential business list.



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EXHIBIT B

Rules for the Construction Industry

This document provides guidance for persons and business associated with the building and construction industries and trades on the meaning and application of Order issued by Dallas County Judge Clay Jenkins on March 29, 2020 (the “Order”).

Reason for Construction Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

Construction as Critical Infrastructure. The Order classified construction for public works, residential, commercial, and schools as critical infrastructure. Elective additions and maintenance are prohibited.

Requirements for Construction. All employers involved in construction activity must follow the requirements set forth in the COVID-19 Safety Recommendations issued by the Construction Industry Safety Coalition, including the rules below:

1. All workers and contractors (hereafter referred to as “workers”) must take their temperature at their residence. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible, implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker or contractor has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
3. To the greatest extent possible, shift work must be implemented such that each shift shall have no more than fifty percent (50%) of the workers who were on shift on March 16, 2020. Once assigned to a shift, workers shall not change from one shift to another;
4. To the greatest extent possible, limit crossover of subcontractors;
5. Gatherings during meals or breaks are prohibited;
6. Workers must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
7. Workers must not use a common water cooler. Employers shall provide individual water bottles or instruct workers to bring their own;
8. Employers must allow non-essential personnel to work from home when possible;
9. Employers must provide soap and water and hand sanitizer in the workplace, including all restrooms. Ensure that adequate supplies are maintained;
10. If running water is available at the site, workers must wash their hands for at least twenty (20) seconds before beginning work, when they remove gloves, and before and after the use of shared items such as tools or multi-user devices, before and after any meal or restroom breaks, and when their shift or work time ends.
11. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines;



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12. Employers must provide one (1) working flushing toilet for every fifteen (15) workers on site or one (1) outdoor portable toilet for every 10 workers on site;
13. There shall be no adverse action taken against an employee who has been quarantined, or advised to self-quarantine, due to possible exposure to coronavirus; and
14. Employers must designate a COVID-19 safety monitor on each site who has the authority to enforce these rules;

Enforcement. Failure to strictly comply with this Order can result in penalties described below. Additionally, the general contractor and non-compliant subcontractor can be removed from the essential business list.

EXHIBIT C



Stay Home Stay Safe

Rules for Manufacturers and Distributors

This document provides guidance for persons and business associated with the building and construction industries and trades on the meaning and application of Order issued by Dallas County Judge Clay Jenkins on April 02, 2020 (the "Order").

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

Definition of Critical Manufacturers and Distributors. This Order defines Critical Manufacturing and Distribution as the industries listed in the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0.

Rules for Manufacturers and Distributors. All employers involved in critical manufacturing and distribution activity must follow the requirements set forth in the rules below:

1. All employees must take their temperature at their residence before going to work at a manufacturing or distribution center. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors check the temperature of all employees before the employee begins work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are not permitted to work and must be sent home immediately;
3. Gatherings during meals or breaks are prohibited;
4. Employees must keep a six (6) foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the employees;
5. To the extent practicable, employers shall adjust shift timing to allow for greater physical distance between employees;
6. Employers must allow non-essential personnel to work from home when possible;
7. Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms. Employers shall ensure that adequate supplies of soap and hand sanitizer are maintained;

EXHIBIT C



8. Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to departing the work site.
9. Employers shall discourage employees from sharing work tools when possible.
10. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so employees may follow hygiene guidelines;
11. There shall be no adverse action taken against an employee who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
12. Employers must designate both a member of management as the COVID-19 Safety Monitor and a senior hourly employee (that is not a member of management), or a non-management employee if an hourly employee is not available, as the COVID-19 Vice Safety Monitor at each site to have the authority to work together to enforce these rules. Employers in unionized workplaces should consult with the employee's representatives on this designation.

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any manufacturer or distributors who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT D

Rules for Financial Institutions

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

1. Check Cashing Businesses

Application. For the purpose of this Order, “Check Cashing Business” means a person or entity that for compensation engages, in whole or in part, in the business of cashing checks, drafts, money orders, traveler’s checks or other instruments for the transmission or payment of money. This Order does not apply to a retail seller engaged primarily in the business of selling consumer goods, including consumables, to retail buyers that cash checks or issue money orders as a service to its customers that is incidental to its main purpose or business.

Interest and Fees. Fees shall not exceed 2% of the amount of the check, draft, or money order, or \$2, whichever is greater. Interest on a loan or advance of money shall not exceed 15% per annum of the total amount of the advance, provided that total fees associated with the loan do not exceed \$75, regardless of the name or type of charge. A check cashing business may charge only those charges expressly authorized in this Order in connection with a loan or advance issued.

Safety Rules. All check cashing businesses must follow the requirements set forth in the rules below:

- a) All employees must take their temperature at their residence before going to work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
- b) To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
- c) Employees must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
- d) Employers shall restrict the number of customers physically present in the store to only those people necessary to complete the transaction as determined by the customer. All other individuals must remain outside the store while the transaction is completed;
- e) Employers must allow non-essential personnel to work from home when possible;
- f) Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms and food preparation areas. Employers must ensure that adequate supplies are maintained;
- g) Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift;



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- h) Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines; and
- i) There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy.

2. Pawnshops

Application. These rules apply to all locations or premises at which a pawnbroker regularly conducts business.

Interest and Fees. Interest on a loan of money extended pursuant to a pawn transaction shall not exceed 15% per annum of the total amount of the advance, provided that total fees associated with the loan do not exceed \$75, regardless of the name or type of charge. A pawnshop may charge only those charges expressly authorized in this Order in connection with a pawnshop loan.

Minimum Term Length. A pawnshop shall hold the goods pledged as collateral for at least 120 days after the end of the Emergency Declaration issued by Judge Jenkins or the end of the Emergency Declaration issued by Governor Abbott, whichever is later.

Safety Rules. All pawnshops must follow the requirements set forth in the rules below:

- a) All employees must take their temperature at their residence before going to work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
- b) To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors must check the temperature of all workers and contractors with a forehead thermometer before the worker begins work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are to be sent home immediately;
- c) Employees must keep a 6 foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the workers;
- d) Employers shall restrict the number of customers so that only one customer is physically present in the store at a time;
- e) Employers must allow non-essential personnel to work from home when possible;
- f) Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms and food preparation areas. Employers must ensure that adequate supplies are maintained;
- g) Employees must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift;
- h) Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines; and
- i) There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) have not reported to



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work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy.

3) **Enforcement**

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any financial institution who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT E

Rules for Common Carriers, Shipper, Delivery Services, and Related Companies

Reason for Rules. The purpose of these rules is to outline the steps that every employer and employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, and cleaning and disinfecting procedures.

Definition of Common Carriers. All employers which are common carriers, motor carriers, private carriers, shippers, delivery services, moving companies and contract carriers which load or unload cargo, supplies, equipment or goods at any point located in Dallas County.

Rules for Common Carriers. All employers involved in trucking, shipping, delivery and moving services, and related industries must follow the requirements set forth in the rules below:

1. All employees must take their temperature at their residence before going to work. If a worker has a temperature above 99.6 degrees Fahrenheit, then they are prohibited from going to work and must remain at their residence;
2. To the greatest extent possible and as equipment becomes available, employers must implement a system whereby supervisors check the temperature of all employees before the employee begins work. If an employee has a temperature above 99.6 degrees Fahrenheit, then they are not permitted to work and must be sent home immediately;
3. Gatherings during meals or breaks are prohibited;
4. Employees must keep a six (6) foot distance between people at all times, unless the work being performed requires multiple individuals for the safety of the employees;
5. To the extent practicable, employers shall adjust shift timing to allow for greater physical distance between employees, including coordination between dispatch and scheduling so that there is no overlap between crews traveling to different locations;
6. Employers must allow non-essential personnel to work from home when possible;
7. Employers must provide soap and water, or hand sanitizer if no soap or water is available, in the workplace, including all restrooms. Employers shall ensure that adequate supplies of soap and hand sanitizer are maintained. Hand sanitizer must be available in each vehicle;
8. Workers must wash their hands for at least twenty (20) seconds before beginning work, before any food preparation, before and after the use of shared items, after any meal or restroom breaks, and immediately prior to the end of the work shift;
9. Employers must ensure that employees use gloves when handling shared tools or equipment (such as dollies, dock plates, and controls) and that employees wash their hands for at least 20 seconds after handling such tools or equipment;
10. To the greatest extent possible, drivers and other personnel should stay in their vehicles while the vehicles are being loaded and unloaded, unless required for employee safety;



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11. To the greatest extent possible, receipts, bills of lading, acknowledgements and other such documentation should be electronic so as minimize the need for personnel to physically sign and exchange documents;
12. Rest breaks of at least fifteen (15) minutes for every four (4) hours worked must be provided so workers may follow hygiene guidelines;
13. There shall be no adverse action taken against a worker who has, due to possible exposure to coronavirus, (1) been quarantined or advised to self-quarantine; (2) has not reported to work because the worker has a temperature of 99.6 degrees or higher; and (3) requested to use paid sick leave under the employer's policy; and
14. Employers must designate both a member of management and an employee who is not a member of management COVID-19 safety monitors at each of the business's warehouses, yards or other locations who have the authority to work together to enforce these rules. Employers in unionized workplaces should consult with the employee's representatives on this designation.

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any common carrier or related business who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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EXHIBIT F

Rules for Real Estate Agents

Reason for Rules. The purpose of these rules is to outline the steps that every Agent/Employee must take to reduce the risk of exposure to COVID-19. The rules describe how to prevent exposure to coronavirus and protective measures to be taken in all real estate showing.

Definition of Real Estate Activity. For the purposes of this Order, real estate activity includes any activity governed by the Texas Real Estate License Act, the Inspector Act, the Residential Service Company Act, and the Timeshare Act.

Safety Rules for All Real Estate Agents/Employees. All realtors and their employees involved in essential real estate activity must follow the requirements set forth in the rules below:

1. Open Houses are prohibited;
2. All realtors and their employees (hereafter referred to as “realtors”) must take their temperature at their residence prior to any real estate showing. If an agent has a temperature above 99.6 degrees Fahrenheit, they are prohibited from participating in any real estate showings and must remain at their residence;
3. Realtors and clients must travel to showings in separate vehicles;
4. Realtors, clients, and homeowners must follow the six-foot social distancing rule at all times;
5. Realtors and staff should limit in person contact and conduct business remotely as much as possible;
6. Realtors must wear a protective mask and provide new, unused protective masks to clients when touring a site;
7. Employers must designate a COVID-19 safety monitor at each real estate office who has the authority to enforce these rules;

Enforcement. A violation of this Order is a misdemeanor punishable by a fine not to exceed \$1,000 and/or confinement in jail for a term not to exceed 180 days. Additionally, any realtor who fails to strictly comply with these rules can be removed from the essential business list and prohibited from operating in Dallas County.



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DCHHS Social Distancing Rules

1) Vulnerable Populations: Limit Outings

- Vulnerable populations include people who are:
 - 60 years old and older.
 - People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems.
- For vulnerable populations, don't go to gatherings unless it is essential. Stay home. Avoid people who are sick.

2) Workplace and Businesses: Minimize Exposure

- Suspend nonessential employee travel.
- Ensure employees practice social distancing and do not work within six feet of one another.
- Urge essential employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Do not require a doctor's note for employees who are sick.
- Maximize telecommuting options.
- Persons who need to be at work to provide essential services of great benefit to the community must take steps in their workplace to minimize risk.

3) Cancel Non-essential Events

- Cancel non-essential events.
- Do not attend any events or gatherings if sick.
- For events that aren't cancelled, we recommend:
 - Having hand washing capabilities, hand sanitizers and tissues available.
 - Frequently cleaning high touch surface areas like counter tops and hand rails.
 - Finding ways to implement social distancing..

4) Schools: Safety First

- Do not have your child attend school if sick.
- If you have a child with chronic health conditions, consult the child's doctor about school attendance.
- Schools should equip all classrooms with hand sanitizers and tissues.
- Recommend rescheduling or cancelling events that are not essential.
- Explore remote teaching and online options to continue learning.
- Schools should develop a plan for citywide school closures, and families should prepare for further closures.

5) Transit: Cleaning and Protection

- Increase cleaning of vehicles and high touch surface areas.
- Provide hand washing/hand sanitizers and tissues in stations and on vehicles.
- Ensure social distancing practices are implemented to the full extent possible.



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6) Health Care Settings: Avoid as possible, protect the vulnerable

- Long-term care facilities should have a COVID-19 plan in accordance with CDC or state guidelines.
- Long-term care facilities should restrict all visitation except for certain compassionate care situations, such as end of life situations.
- The general public should avoid going to medical settings such as hospitals, nursing homes and long-term care facilities, even if you are not ill.
- If you are ill, call your health care provider ahead of time, and you may be able to be served by phone.
- Do not visit emergency rooms unless it is essential.
- Follow guidance and directions of all facilities.

7) Everyone: Do your part

The best way for all Dallas County residents to reduce their risk of getting sick, as with seasonal colds or the flu, still applies to prevent COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cough or sneeze into your elbow or a tissue. Throw the tissue in the trash.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like an elbow bump or wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials and CDC guidance.
- There is no recommendation to wear masks at this time to prevent yourself from getting sick.

You can also prepare for the disruption caused by an outbreak. Preparedness actions include:

- Prepare to work from home if that is possible for your job, and your employer.
- Make sure you have a supply of all essential medications for your family.
- Prepare a child care plan if you or a caregiver are sick.
- Make arrangements about how your family will manage school closures.
- Plan for how you can care for a sick family member without getting sick yourself.
- Take care of each other and check in by phone with friends, family and neighbors that are vulnerable to serious illness or death if they get COVID-19.
- Keep common spaces clean to help maintain a healthy environment for you and others. Frequently touched surfaces should be cleaned regularly with disinfecting sprays, wipes or common household cleaning products.