



**City of Dallas**

**COVID-19  
Employee Health  
and Safety  
Orientation**

**09/06/2022**

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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?

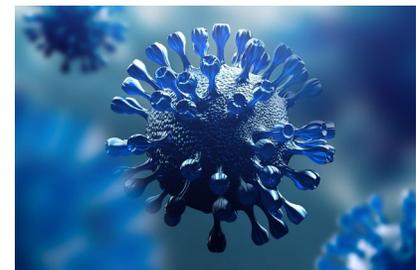
The same protocols apply to BA.5 that have applied to every other variant and subvariant of the coronavirus: **The best preventive measures include getting vaccinated and boosted, wearing a mask during times of high transmission, staying 6 feet apart, washing hands often and avoiding people who are sick.**

✓ **How COVID-19 symptoms are changing:** Overall, 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: sore throat and hoarse voice, along with fever, night sweats, fatigue, cough. Varies by individual.

✓ **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. As of 9/4/22 – Dallas County is listed as LOW

### ✓ Recommendations when LOW

- ✓ Stay up to date with COVID-19 vaccines
- ✓ Get tested if you have symptoms
- ✓ Additional precautions may be needed for people at high risk for severe illness



# Definitions:



- **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.
- **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
  - **Note:** Having an exposure to a person that had a close contact is not a close contact.
- **Up to date:** a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.
- **Fully vaccinated:** a person has received their primary series of COVID-19 vaccines.
- **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.
- **Rapid Antigen Test:** 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.
- **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.



# 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



## Increased 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. 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](mailto: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 \(COVID-19\) \(dallascityhall.com\)](#).



# 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 up to date on vaccines and boosters..



- 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:

- 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.

Emergency Regulations for Wearing Face Coverings in City Buildings and Facilities

[English](#) | [Spanish](#)

[City of Dallas : Coronavirus \(COVID-19\) \(dallascityhall.com\)](https://www.dallas.gov/Coronavirus)



# 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 Omicron 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.



# CareATC Services



CareATC services available at Dallas City Hall for provision of specific clinical services by appointment only. Call 800-993-8244 to discuss services offered and appointment options.

- Annual Wellness & Biometrics
- Chronic Disease Management
- Diabetes Management
- Annual Laboratory Draw & Prescription Refill

Knowledge is power. The more informed you are, the better your decision-making will be for you and your family. If you have vaccine questions, are hesitant and/or have had a possible close contact, please reach out to your healthcare provider, CareATC at 800-993-8244 or [dallascityhall@careatc.com](mailto:dallascityhall@careatc.com) for guidance. We have medical experts on our team and at our disposal to support your needs.



# 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](mailto:dallascityhall@careatc.com).

Note: This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

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

Permitted on Site

Have a good day. Stay safe and healthy. Check-in again tomorrow.

Yellow  
(Intermediate)

If you have symptoms **STAY HOME** today and check in tomorrow. Call CareATC at 800-993-8244 or [dallascityhall@careatc.com](mailto:dallascityhall@careatc.com) or contact your doctor.

Orange  
(High)

Not Permitted on Site

Please contact CareATC or your doctor to begin your COVID-19 care plan. CareATC: 800-993-8244 or email [dallascityhall@careatc.com](mailto:dallascityhall@careatc.com)

Red  
(Confirmed)

Not Permitted on Site

Please contact CareATC or your doctor to begin your COVID-19 care plan. CareATC: 800-993-8244 or email [dallascityhall@careatc.com](mailto:dallascityhall@careatc.com)

Gray  
(Isolation/Quarantine)

Not Permitted on Site

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

# 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 medical or activity information employees enter.



Step 5: You will be asked a series of questions to complete the one-time registration and complete your daily survey Check-in.



Once registered, you can log in daily to complete your check-in. Each time you check-in, you will be assigned a COVID-19 risk status with instructions regarding your ability to enter the workplace.



# Log Proof of Vaccination(s)



## Log your vaccine information in Apricity@Work

Although not required, employees that have been vaccinated can upload that 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. **If you have not yet completed the one-time registration**, follow the instructions on the previous page before proceeding.

In Apricity@Work on the Check-in Screen and select COVID-19 Vaccine Report

then Enter the date you received your most recent dose of vaccine and which vaccine you received.

**Check In**  
*If you have a medical emergency, call 9-1-1.*

---

Good Morning, Whispers. Welcome to **Apricity@Work Check-in**. Please answer the following questions.

**COVID-19 Data:** Do you have any **new** data to submit? *Please select all that apply.*

COVID-19 Diagnostic Test result

COVID-19 Vaccine report

No

**Check In**  
*If you have a medical emergency, call 9-1-1.*

---

Please enter the date when you received your most recent dose of the **COVID-19 vaccine**.

mm/dd/yyyy

Date:

**Check In**  
*If you have a medical emergency, call 9-1-1.*

---

Which COVID-19 vaccine did you receive?

Pfizer-BioNTech

Moderna

Johnson & Johnson



# Log Proof of Vaccination(s) continued



Confirm which dose you are reporting and upload a picture

 **Check In**  
*If you have a medical emergency, call 9-1-1.*

---

Which dose are you currently reporting?

Dose #1

Dose #2

Booster

**SUBMIT**

 **Check In**  
*If you have a medical emergency, call 9-1-1.*

---

For documentation purposes, you may take a photo of your **Vaccination record card** and upload it here. *Be sure to capture the entire report in the photo.*



**SUBMIT**

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

Note: Acceptable Proof 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.

# 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**

**NO**

- \*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!
- 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](mailto:Apricity@Work) and follow the next step instructions, then notify Supervisor if you will not be at work.



# 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.**

- \*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!
- 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 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. Otherwise, follow the recommendations for a positive COVID-19 test.

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](mailto: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](mailto:COVID19@dallascityhall.com).

Self-monitor for fever and/or symptoms.

- \*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!
- 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**

**NO**

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.

11/9/2022



# 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**

**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!**



# 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](mailto: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](mailto: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](mailto:COVID19@dallascityhall.com).**



# Modifications You Will See to Minimize Risk



- Signage throughout buildings promoting proper preventative measures and/or new protocols in place.
- 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.
  - Consider distance needed between people per room when scheduling meetings. Select a larger room or use teleconferencing if appropriate distance cannot be maintained.
- Reduced number of chairs in breakrooms, conference rooms, etc. to allow for 6-foot distance.
- Sanitation materials available for frequent wipe down of equipment, desks and common areas along with enhanced cleaning of public areas and restrooms.
- Determine key "touch points" and determine possible changes to reduce touch, such as Automatic doors.
- Designated workspace modifications and social distancing within departmental areas.
- Timekeeping related adjustments, such as staggered start times, altered Kronos processes.

**For additional retrofits, submit requests to [BuildingServices@dallascityhall.com](mailto:BuildingServices@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 where the public is anticipated to return. Departments are reminded that they are responsible for maintaining their PPE inventory and are encouraged to order what is necessary for ongoing support. Detailed [COVID-19 PPE Request form](#) should be completed and emailed to [ebc@dallascityhall.com](mailto: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](mailto: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 for civilian employees who are fully vaccinated and submit verification of a COVID-19 test to [COVID19@Dallascityhall.com](mailto:COVID19@Dallascityhall.com)
2. Continuous or Intermittent FMLA (Sick or Family Member) – Must 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](mailto:fmlacenter@fmlasource.com) and or contact them at any time by logging on to [www.fmlasource.com](http://www.fmlasource.com).
3. Request Temporary Workplace Accommodation (including Medical and Religious) Contact [CODEmployeeSupport@DallasCityHall.com](mailto: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](mailto: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](mailto:COVID-19@dallascityhall) if you have additional questions.

See Full List of FAQs on the [HR Microsite](#) - FAQs Updated: 07/22/2022



# 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.



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.



# 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](mailto:CODemployeesupport@dallascityhall.com) to obtain a request form to submit to [COVID19@dallascityhall.com](mailto: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 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](mailto:Telworking@dallascityhall.com).



# Employee Well-Being and Support



There are programs and resources available for support, including

## Magellan EAP:

- Phone: Call Anytime, 1-800-424-1729
- Website: Login to [www.Magellanascend.com](http://www.Magellanascend.com)

## CareATC:

- 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](mailto:dallascityhall@careatc.com) for virtual assessment and assistance.

## City of Dallas Human Resource COVID-19 Microsite:

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

## Apricity@Work:

- During Registration – [support@uswellness.com](mailto:support@uswellness.com) or 888-926-6099, ext. 900
- Ongoing – select "Feedback" on the main screen

[dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx](http://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx)





[COVID19@dallascityhall.com](mailto:COVID19@dallascityhall.com)

# Training Completion



**Thank you for completing the  
COVID-19 Health & Safety Orientation.**

## **Next Steps**

Return to the LearningZen window and click the Review & Completion tabs to complete the course & receive your Certificate of Completion.

