



2022 COVID-19 Frequently Asked Questions (FAQs)

Information included here may change as further information is released or as circumstances change due to the pandemic.

Contents

- Workplace Safety, Face Coverings, PPE, Workplace Cleaning..... 1
- Vaccine Incentives and Vaccines 3
- Testing, Close Contact & Reporting 4
- Testing Positive and Isolation Guidance 5
- Employee Leave & Absence Guidance..... 7
- Medical Exceptions/Reasonable Accommodation 9
- COVID-19 Care and Monitoring Program – CareATC and Apricity@Work..... 9
- RTW Final Phase IV 11
- Health and Wellness Resources..... 12
- Travel Guidance 12

Workplace Safety, Face Coverings, PPE, Workplace Cleaning

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

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](#).

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

Symptoms are still within the [symptoms of COVID-19 list](#). However, most common symptoms appear to be more in line 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.

3. In December 2021, Paxlovid became the first oral treatment authorized by the FDA to treat mild-to-moderate COVID-19 cases. You may now be hearing about a symptom-rebound effect with the latest COVID-19 variant. What is causing the rebound effect for some who take Paxlovid?

Research continues but it is likely that Paxlovid curtails the initial replication of the virus and allows the immune system to get an upper hand but, for some individuals (about 5%), when the treatment ends, the infection has not fully run its course and their immune system is not completely able to eliminate it causing a short uptick in symptoms likely associated with viral replication.

4. How does taking Paxlovid impact the isolation guidelines?

[For initial isolation](#), it doesn’t. If you take Paxlovid and have no recurrence of symptoms, you can follow return to work



guidelines returning after day five as long as symptoms are improving, you are without fever, and are willing to voluntarily wear a mask through day 10. If symptoms re-appear, the CDC recommends going back into isolation for five days and wearing a mask for 10 days to avoid spreading to others.

5. How does the community level of COVID-19 impact the guidelines regarding wearing a face covering in public?

[COVID-19 Community Levels](#) are a CDC tool to help communities decide what prevention steps to take based on the latest data. 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. Take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area.

6. How should an employee handle a COVID-19 related concern in the workplace, such as employees or visitors not following established protocols, or employees that appear to have COVID-19 related symptoms at the office?

Employees who feel uncomfortable in the workplace or have any concern related to COVID-19 protocols or adherence to the established protocols, please speak with your Supervisor or Manager. You may also contact COVID19@dallas.gov, CODEmployeeSupport@dallas.gov, or your HR Partner if you have further questions or concerns. Our priority is your safety as well as ensuring our residents receive needed services.

7. Where can I find more information relevant to City of Dallas employees?

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.

<https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>

For general information regarding COVID-19, see links to CDC and DCHHS see links below:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus.php>

8. Am I required to wear a face covering at work?

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

- All are strongly encouraged to use face coverings while in contact with co-workers, customers, and others;
- Get vaccinated as soon as possible; and receive boosters as recommended for your age and health considerations; 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.

Please note: Employees who wish to return to work after 5 days of isolation, after testing positive for COVID-19, must agree to voluntarily wear a well-fitting face covering at work during day 6 through 10. See question 25.

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



More information: Emergency Regulations for Wearing Face Coverings in City Buildings and Facilities [English](#) | [Spanish](#)
[City of Dallas : Coronavirus \(COVID-19\) \(dallascityhall.com\)](#) | [CDC Resource Your Guide to Masks](#)

People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. If you are immunocompromised, learn more about [how to protect yourself](#).

9. Can larger meetings/events be hosted at City Hall?

In person meetings are allowable, but we recommend virtual options if suitable. There is no set maximum number of on-site participants in a meeting but continue to be mindful of social distancing and ventilation. Maximum number should be determined based on size of room and ability to social distance and the ventilation capabilities of the meeting space. For additional specific questions, please talk with your Director and Assistant City Manager to confirm.

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

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

See CDC recommendations for [Cleaning and Disinfecting your Facility](#) <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

11. What if COVID-19 related decontamination is needed in my work area?

In May 2022, COVID-19 related decontamination services were centralized to the Office of Procurement Services (OPS). Contact your supervisor or manager if COVID-related decontamination services are needed. Coordinate with OPS via OPSdecon@dallas.gov. Also see the CDC [Cleaning and Disinfecting Your Facility](#).

12. Some may have started to hear more about monkeypox. What is it, how is it transmitted and how do I avoid getting it?

See the [World Health Organization](#) for answers to these questions and more and consult your primary care physician, if you want to discuss preventive treatments and is anything is recommended, based on your individual medical history.

Vaccine Incentives and Vaccines

13. How can I use my vaccine incentive hours?

Vaccine incentive hours can be used as paid time off following your department or work group's guidelines for requesting and using paid time off. Vaccine incentive hours do not expire; however, they cannot be transferred to another employee, and they will not be paid out when an employee retires or leaves employment with the City.

14. Can I still earn vaccine incentive hours?

No. The vaccine incentive hours incentive program to earning incentive hours ended on November 1, 2021. You must have been vaccinated **before** November 1, 2021, and entered your vaccine information into Apricity@Work **before** November 1, 2021 to be eligible for vaccine incentive hours.

15. I still have questions about the amount of vaccine hours I earned. What should I do?



Please contact the Service Desk at 214-670-1234 and submit a Service Now request to HR Benefits to review your specific issues concerning vaccine incentive hours.

16. How do I demonstrate proof of vaccination?

Proof of vaccination is required for Q Leave eligibility also for civilian employees. Employees may indicate that their vaccination status is registered in Apricity@Work or they can send a picture of their vaccination proof with their application for Q Leave along with their positive COVID-19 test results.

Note: Vaccine Incentive ended November 1, 2021. The City of Dallas Vaccine Incentive hours were awarded based upon the date the employee actually uploaded documentation of their fully vaccinated status in the Apricity@Work App prior to November 1, 2021. Incentive hours are not awarded based upon the date the employee may have received or become fully vaccinated. Proof of vaccination is required for Q Leave eligibility also for civilian employees.

17. Where can I find a vaccine or booster?

Please visit [Vaccines.gov](https://www.vaccines.gov) to find a vaccine location near you. *Please use this link for the latest information regarding vaccination information in Dallas.* [Coronavirus \(COVID-19\) Vaccine Information \(dallascounty.org\)](https://www.dallascounty.org/coronavirus/vaccine)

Several other options, including through CareATC are also highlighted here.

<https://dallascityhall.com/departments/humanresources/DCH%20Documents/COVID%20Vaccine%20Information%20Final%204.12.21.pdf>

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

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

Testing, Close Contact & Reporting

19. Where can I get an Over the Counter (OTC) COVID-19 test?

City of Dallas employees enrolled in our health plan may also obtain up to eight (8) “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. Employees may access the Blue Cross / Blue Shield employee website for the reimbursement form. This coverage will remain in place through the end of the federal public health emergency.

Access to Provider-Administered Covid Tests - City of Dallas employees who are exhibiting symptoms, working on site and need a COVID test may also contact **CareATC at 800.993.8244**, dallascityhall@careatc.com or see [other testing resources](#) for free testing locations in our area.

The City also maintains a list of testing locations here. [City of Dallas: Coronavirus \(COVID-19\) \(dallascityhall.com\)](https://www.dallascityhall.com/coronavirus).

20. Do I need to report a close contact to COVID-19?

No. If you were a close contact to someone that tests positive for COVID-19, the CDC recommends you wear a high-quality mask for 10 days and get tested on day 5. If you develop symptoms at any time during the 10-day period, contact your Provider or CareATC and get tested again, if needed.

You can also check in on Apricity@Work digital monitoring program and follow instructions provided, which may include



a referral to CareATC at 800-993-8244 or dallascityhall@careatc.com for virtual assessment.

Note: CareATC has been contracted to assist with medical evaluation and monitoring of employees who may have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation. In addition, CareATC, in partnership with US Wellness, is providing COVID-19 support and care management through a program called Apricity@Work. Apricity@Work is 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 program will be available for all employees for a daily check in to assess risk of COVID-19 and confirm status to report to work. Your department will advise if required. More information about Apricity@Work can be found in the COVID-19 Care section below.

21. Am I required to report a COVID-19 diagnosis?

Yes, if an employee is confirmed to have COVID-19, the employee and the employee's supervisor are required to notify Human Resources at COVID19@dallas.gov.

22. Will information about a positive COVID-19 test be kept confidential?

Yes. Supervisors and the City must maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and other applicable law.

Testing Positive and Isolation Guidance

23. I tested positive for COVID-19, what are next steps?

An employee who tests positive for COVID-19 should already be isolating awaiting the test results.

- a. *Continue self-isolation and continue to monitor for symptoms.*
- b. *Contact CareATC at 800-993-8244 or dallascityhall@careatc.com if not already in contact.*
- c. *Notify Supervisor you will not be at work for operational and timekeeping purposes.*
- d. *Here's a link to CDC information that may be helpful during isolation: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>*
- e. *Email HR at COVID19@dallas.gov to report your COVID-19 status, for questions regarding leave eligibility and for assistance in receiving additional information regarding COVID-19. If you test positive for COVID-19, you will need to request the Q Leave Civilian Paid Leave code and additional documentation of a positive COVID-19 test and proof of vaccination will be required. A request form is also available <https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>*
- f. *Due to the increasing rates of COVID-19 in our region, and because the city is prohibited from requiring its employees to wear masks at work, city management is requiring a full 10-day isolation period for employees who test positive for COVID-19.*
 - *The following exception is now allowed for employees who:*
 - *cannot work remotely, and*
 - *voluntarily agree to wear a well-fitted mask during the remaining 6-10 days.*
 - *These employees may return to work,*
 - *if they are asymptomatic, and*
 - *have provided verification of their vaccine status in Apricity@Work.*
 - *This modification of the 10-day isolation period is for those who voluntarily agree to wear a mask.*

Employees using the Apricity@Work program, you will have an opportunity to report this information in the daily



check. CareATC will monitor employees medically during isolation period. Employees who meet the criteria to return to work, should contact their supervisor regarding return-to-work planning. If the criteria above are met, the employee is not required to have a negative COVID-19 test.

Note: The City has contracted with CareATC to assist with medical evaluation and monitoring of employees who have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

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

24. I have developed symptoms of COVID-19, what are next steps?

An employee who has developed COVID-19 symptoms should:

- g. Self-isolate and continue to monitor symptoms.*
- h. Contact CareATC at 800-993-8244 or dallascityhall@careatc.com if not already in contact.*
- i. Notify Supervisor you will not be at work for operational and timekeeping purposes.*
- j. Here's a link to CDC information that may be helpful during isolation: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>*
- k. Employees need to have a positive, current COVID-19 test clearly identifying the employee and the date of the test to be eligible for Q Leave Civilian AND have full vaccination status uploaded in Apricity@Work online program or emailed with your request form. Employees will need to email COVID19@dallas.gov to submit a request for the Q Leave Civilian Paid Leave code. Additional documentation may be required. A request form is also available at <https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx> Once approved, the Time Entry Code for Civilians: Q-Leave Civilian Time Off.*
- l. Due to the increasing rates of COVID-19 in our region, and because the city is prohibited from requiring its employees to wear masks at work, city management is requiring a full 10-day isolation period for employees who test positive for COVID-19.*
 - The following exception is now allowed for employees who:*
 - cannot work remotely, and*
 - voluntarily agree to wear a well-fitted mask during the remaining 6-10 days.*
 - These employees may return to work,*
 - if they are asymptomatic, and*
 - have provided verification of their vaccine status in Apricity@Work.*
 - This modification of the 10-day isolation period is for those who voluntarily agree to wear a mask.*
 - If you are using the Apricity@Work program, you will have an opportunity to report this information in the daily check. CareATC will monitor employees medically during isolation period. Employees who meet the criteria to return to work, should contact their supervisor regarding return-to-work planning.*
- m. Note: The City has contracted with CareATC to assist with medical evaluation and monitoring of employees who may have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.*

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



25. I have been isolating due to COVID-19 symptoms and/or a positive test. When can I return to work from Isolation?
An employee who has been isolating at home due to COVID-19 symptoms or a positive test, may be cleared to return to work when they meet the criteria below:

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

- The following exception is now allowed for employees who:
 - cannot work remotely, and
 - voluntarily agree to wear a well-fitted mask during the remaining 6-10 days.
 - These employees may return to work,
 - if they are asymptomatic, and
 - have provided verification of their vaccine status in Apricity@Work.
 - 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 or provided proof of vaccine via email 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>

26. Do I need to quarantine if I had a close contact?

As of 8/11/22, the CDC updated recommendations after a close contact to eliminate quarantine period and instead wear a high-quality mask for 10 days and get tested on day 5. If you develop symptoms at any time during the 10-day period, contact your Provider or CareATC and get tested again, if needed.

Employee Leave & Absence Guidance

27. What types of leave related to COVID-19 are available to city employees?

Civilian employees in need of leave related to COVID-19 may be eligible for 80 hours of Q Leave Civilian Paid Leave one time in a fiscal year (October through September).

- A. Employees need to have a positive, current COVID-19 test clearly identifying the employee and the date of the test to be eligible for Q Leave Civilian AND have full vaccination status uploaded in Apricity@Work online program or provide proof of vaccination. Vaccination boosters are not required at this time for eligibility for Q-Leave for civilians.



- B. Employees will need to email COVID19@dallas.gov to submit a request for the Q Leave Civilian Paid Leave code. Additional documentation may be required. A request form is also available at <https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>
- C. Once approved, the Time Entry Code for Civilians: Q-Leave Civilian Time Off. If employees have not received approval for Q-Leave when completing time for payroll processing, employees should use their accrued time off starting with Sick leave. If the employee receives approval for Q-Leave after payroll has processed, the employee may request a time correction through Workday and their supervisor.
- D. Employees should use their accrued leave starting with Sick leave to take care of a family member who is COVID-19 positive.

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

28. Are City of Dallas part-time employees eligible for Q Leave Civilian paid leave?

Yes, part-time employees may be eligible for 40 hours of paid leave. See question above for instructions to request.

29. Is the City accepting at home test kits for the purposes of granting Q Leave Civilian leave?

Yes, the City accepts at home tests as proof of a positive test result for the purposes of granting leave. However, we are requiring that the employee's name and the date they took the test be written physically on the test itself somewhere, as well as sending a picture of how to read the test results if it is not obvious.

30. Is absence on a holiday considered holiday or Q-Leave?

It should be coded as holiday, per the Personnel Rules (34-22 (k)).

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

No. Q-Leave for Civilians is only available one time per fiscal year for a maximum of 80 hours for full time employees, and 40 hours for part time employees.

32. What if I am having problems entering Q-Leave?

Please work with your supervisor or department timekeeper first to resolve any issues with Q-leave time entry. If the issue cannot be resolved, please have the supervisor or timekeeper contact COVID19@dallas.gov

33. Is Q-Leave approval automatic for civilians?

No. There is an approval process through HR (through the COVID19@dallas.gov email address) that includes a Q-Leave request form, documentation of a positive COVID test, verification of vaccination status and approval by the department director.

34. How do I enter time if I have not yet received approval for Q-Leave?

Please enter sick leave or other leave type until you have received the result of your Q-Leave request. If necessary, your department can adjust your time if you are approved for Q-Leave.

35. Can an employee on initial probation take sick leave or be eligible for Q-Leave if they test positive for COVID-19?

Employees who are on initial probation who meet the requirements for Q-Leave may be eligible for Q-Leave. Every



permanent employee accrues and may use sick leave upon initial appointment. (Personnel Rules 34-22 (a))

36. Does Q-Leave count against Attendance Incentive Leave (AIL)?

No, Q-Leave does not impact the ability to earn AIL.

Medical Exceptions/Reasonable Accommodation

37. How do I request a medical exception or reasonable 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 COVID19@dallas.gov to obtain a request form to submit to FamilyLeave@dallas.gov. Other than employees aged 65 or older, 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.

For questions regarding what conditions are considered as high risk, please see the link below for an updated list of conditions according to the Centers for Disease Control:

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

COVID-19 Care and Monitoring Program – CareATC and Apricity@Work

38. Who is CareATC?

CareATC, is the primary care provider contracted by the City of Dallas to care for employees and retirees. You may contact CareATC at 1-800-993-8244 or Dallascityhall@Careatc.com. CareATC, in partnership with US Wellness, is providing 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. CareATC may also 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.

39. Who is US Wellness and what is Apricity@Work?

CareATC, in partnership with US Wellness, is providing 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. As a result of this check in, employees are provided a risk probability for COVID-19 and directed to next steps, which may include contacting CareATC for support. CareATC will use Apricity@Work to initiate follow-ups with employees in isolation, quarantine or at an elevated risk status when the employee has been referred to remain home. The City of Dallas will NOT receive medical, or activity information employees enter in Apricity@Work or medical information provided to CareATC.

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

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

41. How do I log in to my Apricity@Work Program?

You can access your Apricity@Work employee portal here: <https://dallas.apricity-health.com/login>. Please see instructions below:



- n. If this is your first time accessing the site, you will need to create an account by selecting the “Register” option.
- o. 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.
- p. To continue with registration, you will need to enter your first name, last name and DOB exactly as listed in your employee record.
- q. 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.
- r. You will be asked a series of questions to complete the one-time registration and complete your daily survey Check-in.
- s. After completing your daily check-in, you will be assigned a COVID-19 risk status probability status with instructions. Risk status takes into account severity of symptoms noted in relation to COVID-19 known symptoms as well as close contact exposure to someone who is COVID-19 positive.

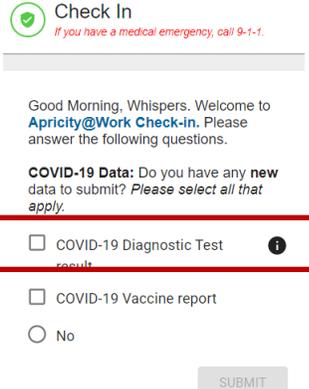
42. Who do I contact if I have issues with my Apricity@Work login, or need additional support?

You may contact support@uswellness.com or dial 888-926-6099, ext. 900

43. How do I log proof of my COVID-19 vaccines?

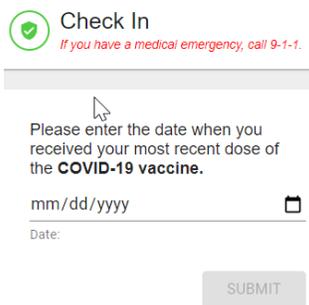
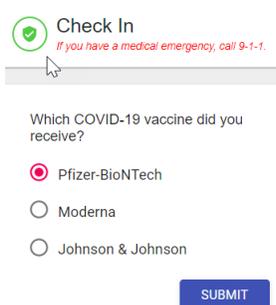
Employees that have been vaccinated can upload that information using the instructions below. The City of Dallas will receive a periodic report that acknowledges your completion. The actual photo of your proof of vaccine will not be shared. **If you have not yet completed the one-time registration**, see question 40 for registration instructions.

If you have already registered for Apricity@Work, go to the check-in screen and



1. Select COVID-19 Vaccine report

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



3. 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

4. (optional) Continue with the daily check-in process to update 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.

RTW Final Phase IV

44. Is Phase IV (4) the final phase, or will there be a Phase 5 later?

This concludes our Return to Work – it is now time to move towards planning for the future of work!

45. In Phase IV, what does building access look like?

All doors will be available for employees to access City Hall and City buildings with their City ID Card. The authorized visitor’s parking and entrance will remain at the current location, which is the door to the conference rooms on L1. The lobby area will be opened as the general entrance for visitors. Employee entrances on the ground floor will remain the same and employees can enter with their ID cards or use the public entrance on the first floor.

46. Do I need my ID to enter the building during normal business hours?

Employees are able to access City facilities as permitted by their assigned employee I.D. badge. Employees that present in their workplace and do not have a valid ID will be required to scan to enter the building and given instructions on how to receive assistance in replacing the I.D. badge. There may be a fee associated with the replacement.

47. Will other departments that are mostly remote be returning to the office on a more regular basis?

Most Departments should work with your ACM/CMO/DCM to determine how services should be managed for your Department and develop staffing plans to support those functions.

48. Are appointments still required to access City facilities?

Please work with your ACM/CMO/DCM to determine how services should be managed for your Department.

49. If I have temporary permission to park in the parking garage, will that continue?

Please reach out to Security Services for specific instructions regarding continued parking access if you have temporary



permission.

Health and Wellness Resources

50. What other resources are available for City of Dallas employees that need health and wellness related support, such as Telehealth or employee assistance?

There are programs and resources available for support, including

- Magellan EAP:
 - Phone: Call Anytime, 1-800-424-1729; Website: Login to www.Magellanascent.com
- Blue Cross Blue Shield Telehealth:
 - Call 1-800-400-MDLIVE or go to www.MDLIVE.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 for virtual assessment and assistance.
- City of Dallas Human Resource COVID-19 Microsite:
 - Use COVID19@dallas.gov for questions regarding leave or other HR related questions
 - dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx
- Apricity@Work:
 - During Registration – support@uswellness.com or 888-926-6099, ext. 900
 - Ongoing – select "Feedback" on the main screen

Travel Guidance

51. Where can I find information about travel?

The City will follow the CDC and the DCHHS's guidelines on travel. The City will also follow any mandatory orders issued by federal, state, or local authorities with respect to travel, and any employees who travel to any area subject to a mandatory quarantine will not be allowed to return to work until the end of the quarantine period.

Links to CDC Resources:

- Travel recommendations by destination: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>
- Travel during COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- Travel safety tips: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

For questions not addressed in this document, please email the question to COVID19@dallas.gov