



In light of the emergence of the Omicron variant and the rise in COVID-19 cases throughout the area, we want to remind you of the information, tools, and resources available to you, as well as some important City of Dallas updates in response to the evolving pandemic.

### The City of Dallas Phase III Return to Work Plan

The City of Dallas Employee Return to Work Plan remains in Phase III, meaning:

- If you are ill or exhibiting any cold and/or flu symptoms, please consult your healthcare provider or contact CareATC.
- Limit on-site staff to less than 75% of employees for appropriate departments.
- Maintain abbreviated schedules, staggered shifts, and alternating workdays.
- Limit in-person meetings to a maximum of eight people to allow for social distancing and ensure proper cleaning and disinfection between meetings.
- Continue to offer virtual meeting options for internal business purposes.
- Official City meetings will be offered virtually until further notice.
- Fitness centers are to remain closed.

### Available Support for Employees During the Pandemic

- Quarantine Leave is available for civilian employees who are fully vaccinated and submit verification of a positive COVID-19 test to [COVID19@dallascityhall.com](mailto:COVID19@dallascityhall.com).
- Temporary Workplace Accommodation (including Medical and Religious) may be requested. Contact [CODemployeesupport@dallascityhall.com](mailto:CODemployeesupport@dallascityhall.com) for more information.
- Access to Apricity@Work™, a digital tool that monitors an employee's activity and symptom risk. For more information, [click here](#).
- Magellan EAP (Employee Assistance Program) provides important mental health, financial, and other support services.

### Vaccine Incentive Leave

Vaccine Incentive Leave ended November 1, 2021. The number of Vaccine Incentive Leave hours awarded is solely based on the date that you uploaded proof of vaccination into Apricity@Work™. The awarded hours are not based on when you completed your vaccinations. If you believe your awarded hours are incorrect, please submit a request to ServiceNow.

### Anxiety Regarding COVID-19

In our region, there is a high anxiety regarding COVID-19 and, particularly, the highly contagious Omicron variant. Should you wish to be vaccinated, visit [www.vaccines.gov](http://www.vaccines.gov) to find a location near you.

If you feel unsafe or have concerns about COVID-19 in the workplace, please know that we take your concerns seriously. Please make your supervisor aware and allow your department leader an opportunity to address those concerns.

You may also contact [COVID19@dallascityhall.com](mailto:COVID19@dallascityhall.com), [CODemployeesupport@dallascityhall.com](mailto:CODemployeesupport@dallascityhall.com), or your HR Partner if you have further questions or concerns.