



## City of Dallas COVID-19 Procedures for City Employees

### 1. Purpose:

To provide employees with information regarding the coronavirus COVID-19 (“COVID-19”) and to provide guidance to employees regarding procedures in the event of a COVID-19 exposure, infection, or outbreak. These procedures apply to all City of Dallas employees, including City temporary staff, and are subject to change as more information becomes available regarding COVID-19. These procedures do not apply to temporary staff working through temporary staffing agencies.

### 2. General Guidelines:

The Centers for Disease Control and Prevention (“CDC”) is working with local health and human services departments including, Dallas County Health and Human Services (“DCHHS”) in its response to COVID-19. The City of Dallas is currently following the guidelines established by the CDC and DCHHS in addressing COVID-19. In addition, the City will follow the guidelines below in the event of a COVID-19 exposure, infection, or outbreak.

### 3. Working Remotely:

- 3.1. In the event of a required quarantine (those who have been exposed to COVID-19), isolation (those who are infected with COVID-19), an outbreak, or as determined by the City, employees may be able to work remotely. Department directors will determine the feasibility to work remotely for employees in their departments. Employees are not allowed to work remotely without authorization from their department.
- 3.2. Employees authorized to work remotely must check in with their supervisor every day. Supervisors must address and establish expectations regarding work output, communication, and schedules.
- 3.3. Due to the limited number of City-owned electronic devices, employees who have been approved to work remotely may be required to use their personal devices. Please note that any work performed as part of an employee’s job duties on behalf of the City on a personal device may be subject to disclosure under the Texas Public Information Act (“the Act”). Employees who use personal devices while working remotely should store all City-related work separately from their personal information and forward or transfer the information to the City server to be preserved in accordance with the Act.
- 3.4. In the event of a forced shutdown of a City facility due to a widespread outbreak, employees displaced by the shutdown who are not in quarantine or isolation, will be required to report to an alternate work location as designated in the department’s Continuity of Operations Plan (“COOP”), or if necessary and authorized, to work remotely.
- 3.5. All employees authorized to work remotely are required to enter their hours worked in the HRIS timekeeping system on the same day of hours worked, or as soon as feasible thereafter. Supervisors are responsible for ensuring that time entries are made for their employees working remotely.

### 4. Leave Procedures:



- 4.1. An employee who has been exposed to or infected with COVID-19 and is required to be in quarantine or isolation, may be granted up to 14 days of paid leave to cover the duration of the quarantine or isolation. A separate leave code will be created for COVID-19 leave. Additional instructions on how to enter the COVID-19 leave will be provided. Employees who have not been released to return to work after the 14-day quarantine or isolation period, may use their accrued sick leave in accordance with Section 34-22(g) of the Personnel Rules. If necessary, employees may use other accrued leave (vacation, AIL, compensatory, etc.) once they exhaust sick leave.
- 4.2. An employee who has been infected with COVID-19 or an employee who must care for an infected family member may be eligible for leave under the Family and Medical Leave Act (“FMLA”). Please see attached AD 3-72 regarding FMLA.
- 4.3. If an employee is confirmed to have COVID-19, the employee and the employee’s supervisor are required to notify Human Resources at [COVID19@dallascityhall.com](mailto:COVID19@dallascityhall.com). Supervisors must maintain confidentiality as required by the Americans with Disabilities Act (“ADA”) or other applicable law. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- 4.4. For any other illnesses or injuries, employees may only use their accrued leave and may be approved for leave without pay once they exhaust their accrued leave, in accordance with the Personnel Rules.
- 4.5. Any employee who misrepresents or falsifies the reason for a paid leave of absence, including the COVID-19 related absence, may be subject to disciplinary action, up to and including termination of employment.

**5. Information Regarding COVID-19:**

- 5.1. In accordance with CDC guidelines, employees who have symptoms of acute respiratory illness will be required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- 5.2. In accordance with CDC guidelines, employees who think they have been exposed to COVID-19 and develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, should call their healthcare provider immediately.
- 5.3. If traveling, employees are encouraged to check the CDC’s Travel Health Notices for the latest guidance and recommendations and check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- 5.4. The City will follow the CDC and the DCHHS’s guidelines regarding travel. Employees who travel to Level 3 countries or take cruises for personal reasons, will be required, upon return from travel, to use their accrued leave or take leave without pay for a minimum of 14 days prior to returning to work.



5.5. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

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

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

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