

# Memorandum



CITY OF DALLAS

DATE March 5, 2021

TO The Honorable Mayor and City Councilmembers

SUBJECT **Return to Work Phase III Implementation Update**

This week, Governor Abbott stated that he will be allowing businesses to expand pandemic limitations on capacity as well as lift the mask mandate. The order allows for 100% capacity in restaurants, retail stores, office buildings, gyms, and museums beginning March 10. Currently, it is management's decision to remain in Phase II until more employees are vaccinated. As restrictions are relaxing around the state, we want to remain diligent about opening gradually. Our priority is the safety of our residents and ensuring they are receiving the services they need.

Dallas County's COVID-19 Risk Level is currently at Stay Home Stay Safe and we would prefer to see 14 days of improvement in these indicators, before implementing Phase III. If the metrics are met for a 14-day period, the level can be safely downgraded from orange to yellow, etc. The complete Dallas County COVID-19 Related Health Guidance for the Public can be found [here](#).



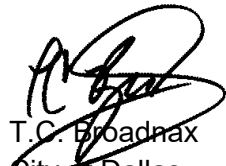
We will continue with virtual committee, city council, and briefing meetings. As previously communicated City staff has been working hard to ensure you feel safe returning to the workplace. Following guidance from the Centers for Disease Control (CDC) and State direction, we decided to reopen in a three-phased approach. Phase I began on June 8 and Phase II was executed on September 8. Planning is currently underway to move to Phase III by May 3. We will also be implementing a Phase IV in which 100% of employees will be able to work combining on-site and remote. The Phase IV date is to be determined. Please see the attached summary of the highlighting the Return to Work phases. Below are the updates for Phase III.

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Phase III ~ May 3

- 75% of employees able to work combining on-site and remote to include
  - Abbreviated schedules
  - Alternating workdays
  - Staggered shifts
  - Hybrid working arrangements
- Public facing departments increase capacity for in-person meetings from 4 to 8 people
- If in-person meetings are needed for internal purposes, continue to offer virtual options for staff. Attendance is a maximum of 8 people with social distancing
- For all meetings scheduled in city facilities ensure a buffer of 1-2 hours for appropriate cleaning
- Continue telework for qualified employees in compliance with ADA & HIPAA
- Fitness centers to remain closed
- Official City meetings will continue with video conferencing until further notice

We are encouraging directors to be open and transparent with employees about all changes. If employees have questions related to their health, our HR Cares Team is available to help and provide guidance.



T.C. Broadnax  
City of Dallas

c: Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development & Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# Phased Reopening - Update



Employees and visitors are required to wear face coverings.

## Phase Two: **Implemented** September 8

- Maximum 50% on-site staffing
- Public-facing departments increase capacity for in-person meetings by appointment only
- If in-person meetings are required, limit conference room capacity and attendance to maximum 4 people with social distancing, and schedule buffers in-between meetings for appropriate cleaning
- Telework for qualified employees in compliance with ADA & HIPAA
- Open fitness centers for uniformed personnel by appointment only. Civilian employee fitness centers remain closed.
- Implement or retrofit touchless features



**Current Phase**

## Phase Three: ~May 3

- 75% of employees able to work combining on-site and remote to include
  - Abbreviated schedules
  - Alternating workdays
  - Staggered shifts
  - Hybrid working arrangements
- Public facing departments increase capacity for in-person meetings from 4 to 8 people
- If in-person meetings are needed for internal purposes, continue to offer virtual options for staff. Attendance is a maximum of 8 people with social distancing
- For all meetings scheduled in city facilities ensure a buffer of 1-2 hours for appropriate cleaning
- Continue telework for qualified employees in compliance with ADA & HIPAA
- Fitness centers to remain closed
- Official City meetings will continue with video conferencing until further notice

## Phase Four: ~TBD

- 100% of employees able to work combining on-site and remote to include
  - Abbreviated schedules
  - Alternating workdays
  - Staggered shifts
  - Hybrid working arrangements
- Implement cashless & contactless payment
- Limit in-person meetings & services
- Continue to utilize technology alternatives to in-person meetings, i.e. town halls
- Assess and reimagine employee fitness offerings
- Codify enhanced remote work capabilities
  - Job requirements
  - Family caregiving
  - Health risks

