

# Memorandum



CITY OF DALLAS

DATE June 5, 2020

TO City of Dallas Employees

SUBJECT **Return to Work Phases at City Facilities**

Welcome back employees! We are excited to begin seeing your faces once again. When you return, there will be changes and new policies in place. City staff has been working hard to ensure you feel safe returning to the workplace. Following guidance from the Centers for Disease (CDC) and state direction, we will reopen in a phased approach. Some departments will return on Monday in Phase 1, others June 22 in Phase 2 and July 6 in Phase 3. The return dates are based on your department. Your director or supervisor will share plans and guidelines which may be specific to your department. This memo serves as a brief look into changes employees can expect to see throughout City facilities. For the City's overall Return to Work Plan, you can access that [here](#).

## Before you Return

- If you are sick stay home
- Take your temperature at home
- Complete COVID-19 Return to Work Plan Course at <http://cityuniversity.learningzen.com>

## What to Expect

- Designated specific access points to all City facilities – Employee Only and Public Only Entrances (one way where feasible)
- Employees with garage access will enter through Red/Blue entrances. Employees that do not have garage access will enter through Blue on the plaza through the Exit only door
- Visitors will enter through Blue 1 entrance or Green L1 conference room entrance
- We will be retrofitting high-touch areas
- Signage – we will have signs and foot markers reminding you to keep social distancing, and please no more than two individuals per elevator
- Your desk and workspace may have shifted – this is to keep you at least 6 feet from coworkers

## While at Work

- All employees are required to wear a face covering except when in private workspace, and including when riding in cars, trucks, public transportation, etc.
- Other Personal Protective Equipment such as face shields may be provided to you based on departments and position
- Varied industry specific departments (such as DPD/DFR) will also be taking temperatures with handheld thermometers
- Best practice is to wash hands frequently with soap and water
- Breakrooms can be used to store food, but please no congregating
- We are not returning to normal – shifts may be staggered, we are discouraging in person meetings, online services are still available to residents

As this is all new, we are encouraging your directors to be open and transparent with you about all changes. If you have questions related to your health, our HR Cares Team is here to help you

DATE June 5, 2020

SUBJECT **Return to Work Phases at City Facilities**

and guide you. We are aware that there is still no cure for COVID-19, but we are doing what we can to prevent the spread and keep you safe.



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  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Dr. Eric A. Johnson, Chief of Economic Development & Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors