

# Memorandum



CITY OF DALLAS

DATE September 4, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Return to Work Phase II Implementation**

For the first time since May, Dallas County lowered the COVID-19 risk level from 'Stay Home Stay Safe' (red level) to Extreme Caution (orange level). According to Dallas County, each level after red becomes less restrictive and corresponds to improvement by having fewer hospitalizations, ICU admissions, and deaths. After 14 days of improvement in these indicators, the risk will be downgraded from red to orange. If the metrics are met for another 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](#).



The City will be implementing the start of Phase II beginning Tuesday, September 8<sup>th</sup>. I want to stress this does not mean return to normal or that we need to have 50% on site staffing. Below is a reminder of what the phases entail; we are encouraging directors to continue with staggering schedules and allowing employees to work in a telework status where applicable.

## Phase II

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 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

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We will continue with virtual committee, 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 1 began on June 8<sup>th</sup>, since then Phases II and III have been delayed due to the increased number of positive cases

### Phase III

100% employees able to work combining on-site and remote to include:

- Abbreviated schedules and workdays, staggered shifts and hybrid working arrangements
- Implement cashless and contactless payments
- Access and reimagine employee fitness offerings
- Codify enhanced remote work capabilities

The Building Services Department has completed approximately 46% of nearly 3,800 specific retrofit items in various City facilities. Examples include converting 322 toilets/urinals to handsfree, installing over 400 handsfree faucets, soap dispensers, and paper towel dispensers, replacing over 230 water fountains, and installing almost 200 plexiglass shields. Building Services has also completed the retrofitting of the Council Chambers that include the installment of plexiglass. We will be reaching out to each of you to see which councilmembers would like to start meeting in the chambers for council agenda and briefing meetings. We will then begin a staggered schedule that will include councilmembers participating in person, remote or from their offices. This work, funded by the CARES Act, is all part of the City's multi-pronged approach to help employees feel safe returning to the workplace.

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

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