

City of Dallas Return to Work Plan Phase IV

Ad Hoc Committee on COVID- 19 Recovery and Assistance

Thursday, March 3, 2022

Kimberly Bizer Tolbert,
Deputy City Manager

Nina Arias, Director
Human Resources



City of Dallas

Overview



- Return-to-Work Phases 1-3 Review
- Workplace Lessons Learned and Outcomes to Date
- Return to Work Phase IV
- Update on Building Access, PPE and Signage
- Current Offerings
 - Accommodations
 - Telework
 - Q-Leave
- Reminders: Employee Resources and Support
- Next Steps



Return to Work: Phases 1-3 Review



Phase One: June 8, 2020

- Maximum 25% on-site staffing
- Municipal Center courts reopen
- Resume advisory boards and commissions; other boards continue virtual meetings
- Separate Employee and Visitor Entrances at City Facilities
- Continue telework status (departments not in Phase One)
- Public & committee meetings via videoconferencing
- Focus on ongoing core services and restarting key public-facing services
- Limited in-person interaction
- By appointment only
- Employee fitness centers remain closed

Phase Two: September 8, 2020

- 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

Phase Three: May 10, 2021

- 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





Workplace Lessons Learned During COVID Pandemic and Outcomes to Date



Workplace Lessons Learned:

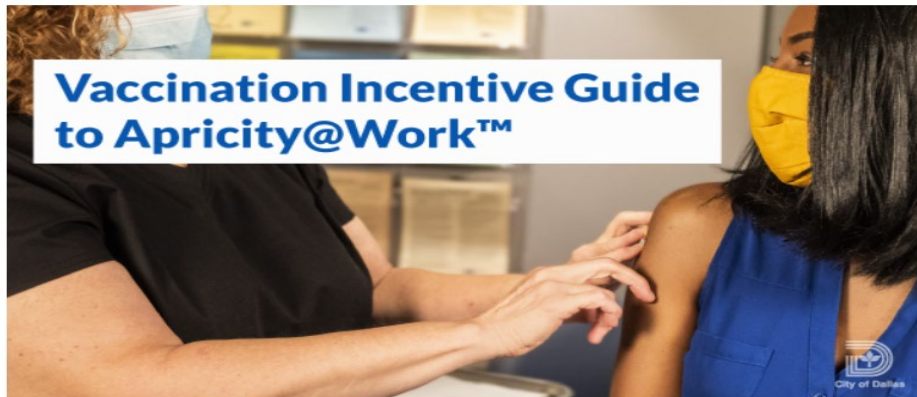


- According to the CDC, vaccines reduce your risk of severe illness, hospitalization, and death from COVID-19
- **Vaccines** protect people from COVID-19, slow transmission, and reduce the likelihood of new variants emerging
- **Masks** or facing coverings offer protection against all variants
- **Testing** assist detecting those currently infected with COVID-19

All City of Dallas employees (excluding temporary and seasonal employees) were eligible to register for the Vaccination Incentive. Employees needed to provide their name, date of birth, email and work phone number at registration.

Vaccination Incentive leave was loaded in a separate leave bank from your regular vacation hours between December 15-31, 2021. Beginning January 2022, employees were able to use the Vacation Incentive hours.

Outlined below is the tiered incentive approach used to encourage COVID-19 vaccinations for City employees.



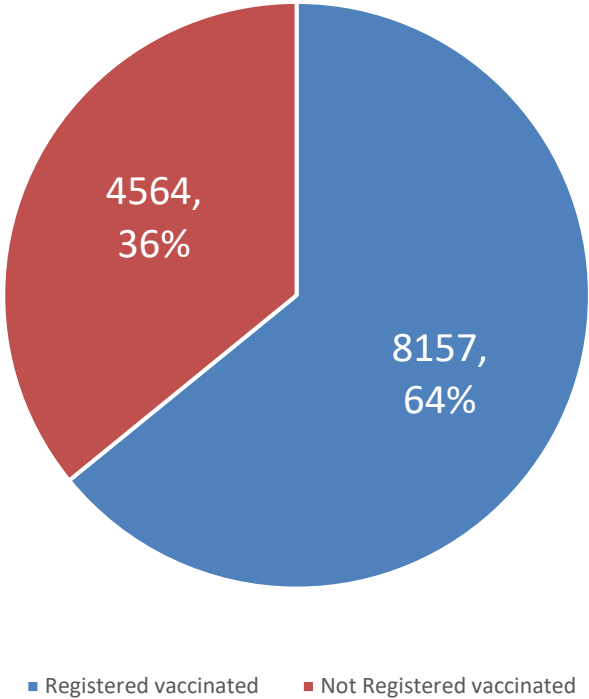
WHO	INCENTIVE
All City employees who become fully vaccinated & upload proof to Apricity@Work™ by September 1, 2021 at 11:59 p.m. (CST)	40 hours of additional paid leave
All City employees who become fully vaccinated & upload proof to Apricity@Work™ between September 2 and September 30, 2021	24 hours of additional paid leave
All City employees who become fully vaccinated & upload proof to Apricity@Work™ between October 1 and November 1, 2021	8 hours of additional paid leave



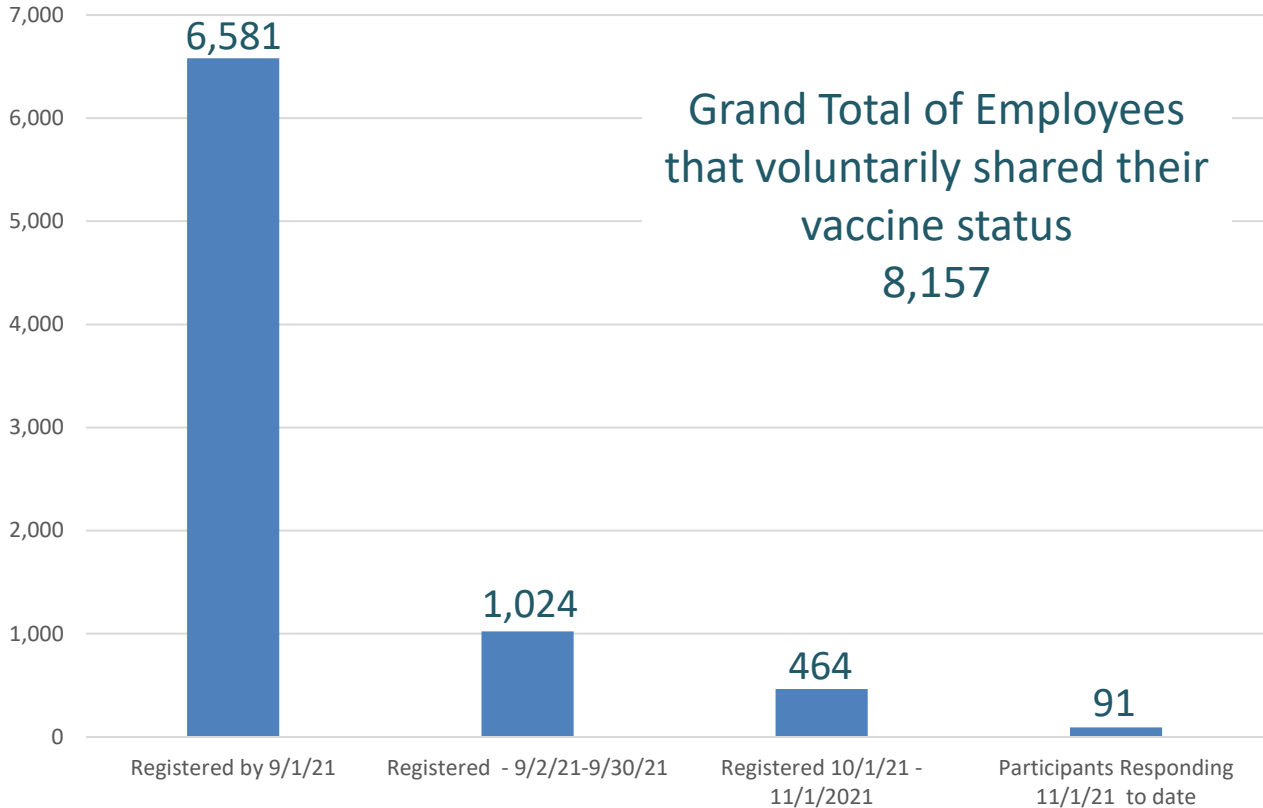
Employee Vaccine Incentive Participation Estimated Rates*



Vaccinated Employees Registered in Apricity
as of 1/7/22



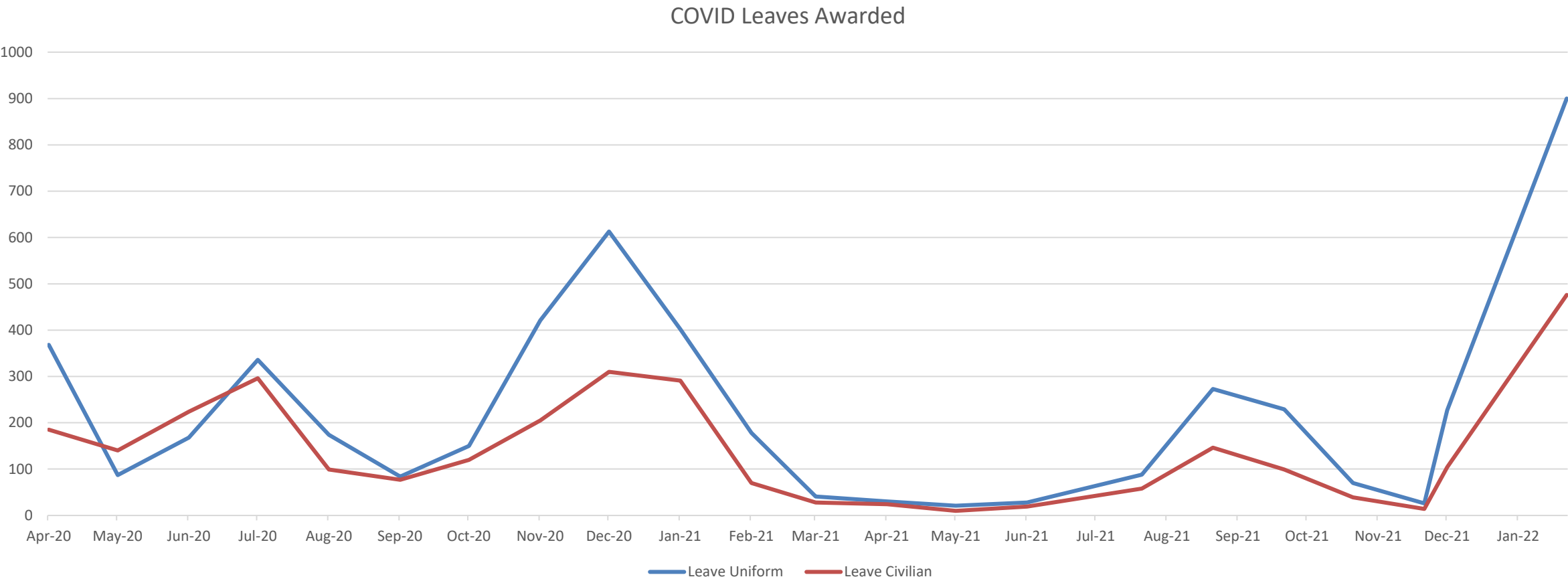
Vaccinated Employees Registered in Apricity@Work as of 1/7/22



*Data does not include vaccinated employees that failed to provide documentation



COVID-19 Leaves Granted for Uniform and Civilian Employees



Leave Type: Uniform = COVID19 Leave, Q-Leave Uniform (Police Officers, Firefighters and Detention Officers)

Leave Type: Civilian = EPL2, EPL5, COVID21, Q-Leave Civilian



Total Number of COVID Leave Requested and Approved by Civilian and Uniform

March 2020 –
January 2022

	Leave Uniform	Leave Civilian
Mar-20	36	3
Apr-20	368	185
May-20	87	140
Jun-20	168	224
Jul-20	336	296
Aug-20	174	99
Sep-20	84	77
Oct-20	150	120
Nov-20	421	205
Dec-20	613	310
Jan-21	402	291
Feb-21	178	70
Mar-21	41	28
Apr-21	30	24
May-21	21	10
Jun-21	28	19
Jul-21	88	58
Aug-21	273	146
Sep-21	229	99
Oct-21	70	39
Nov-21	26	14
Dec-21	227	104
Jan-22	900	476
Total	4050	2561

Return to Work: Phase IV



Effective Date: March 4, 2022

- Reminder all services and 100% of employees working on-site and remote. Continue to provide:
 - Abbreviated schedules
 - Alternating workdays
 - Staggered shifts
 - Hybrid working arrangements
- Continue to implement cashless & contactless payment
- Limit in-person meetings & services, where social distancing can be maintained, including Boards and Commissions
- Continue to utilize technology alternatives to in-person meetings, i.e., town halls
- Full access to City facilities; Maintaining security precautions
- Prepare employee fitness centers to reopen by FY2023
- Define future work requirements

We're Still in a Pandemic

Face coverings continue to be recommended for employees and visitors.



**MY FACE COVERING
PROTECTS YOU!**



**YOUR FACE COVERING
PROTECTS ME!**



Continue to Share Keys to Minimize Risk and Reduce Spread of COVID-19



There are many precautions that can be taken to minimize risk and reduce the spread of COVID-19. Six key ways include:


- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wear a Face Mask.
- Maintain at least a 6-foot (2 meter) distance from others.
- Wash hands frequently with soap and water for at least 20 seconds.
- If you are sick, stay home.



Update: Building Access, Department Cleaning Kits, PPE and Signage Request



- Building Access
 - All doors will be available for employees to access City Hall and City buildings with their City ID Card.
 - The authorized visitor's parking and entrance will remain at the current location, which is the door to the conference rooms on L1 of Dallas City Hall
 - Dallas City Hall lobby area will be opened as the general entrance for visitors. Employee entrances on the ground floor will remain the same and employees can enter with their ID cards or use the public entrance on the first floor.
- Replenishing Department Cleaning Kits and PPE
 - BSD will replenish cleaning supply kits to larger City departments in areas with a high level of public interface. Each requesting Department is responsible for maintaining their PPE inventory and are encouraged to order what is necessary to be prepared to resume 100% of their service operations by March 4, 2022.
- Detailed [COVID-19 PPE Request form](#) should be completed and emailed to ebc@dallascityhall.com.
- Signage
 - [Signage inventory available](#) or you can [print your own from this link](#)

 **COVID-19 PPE Request Form (2022)**

Pick up date: _____
First and Last Name (print) _____
Department (print) _____ Phone# _____

* Funding provided is for internal use only, departments will not be charged for PPE items.

Fund _____ Agency _____ Org _____ Object Code _____

Order only what you estimate you will need for 1 to 3 months. First responders will take precedence over other requests.

CITY OF DALLAS PPE			
DESCRIPTION	Quantity needing	Quantity received	Notes
Surgical Masks (disposable) (1 each)			
KN95 Masks (1 each)			
N95 Masks (first responders only) (1 each)			
Cloth Masks (1 each)			
Glove, Nitrile, Blue, 4mil PF, SM Box (100 box)			



Reminder of Current Offerings/Resources

- ✓ **Request for Medical Accommodations/Exceptions**
- ✓ **Telework Process for Departments**
- ✓ **Quarantine Leave (Q-Leave Civilian and Uniform)**

Request for Temporary Workplace Accommodation



- Employees who need an accommodation because the employee is in a high-risk category and must take extra precautions to avoid exposure to COVID-19, can contact HR at CODemployeesupport@dallascityhall.com to obtain a request form to submit to COVID19@dallascityhall.com

Please see the link below for a list of conditions that the Centers for Disease Control considers high risk:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

- Other than employees aged 65 or older, documentation from a physician will be required for all requests, which will be evaluated on a case-by-case basis. Once an employee requests an accommodation, the City will engage with the employee in an effort to determine what, if any reasonable accommodation can be provided.
- Future of Work: Departments interested in offering a Teleworking schedule not related to the COVID-19 pandemic, please review Administrative Directive 380 for Telework.

Questions? Teleworking@dallascityhall.com.



Teleworking at the City of Dallas



ESSENTIAL CONCEPTS

Managed, voluntary performance of job duties at a location other than the City of Dallas (COD) facilities

Mutually agreed by the employee and the supervisor, to telework on **specified days** and **hours**

Offered or made available **at the COD's sole discretion**

Does not provide an entitlement and is **not an organization-wide benefit**

Does not change the terms and **conditions of employment** with the COD

COD **may terminate** the teleworking work programs for any reason, at any time

As City services expand from 75% to 100% in Phase IV, City Departments are encouraged to consider positions that can be accomplished via telework.



Teleworking Criteria



The supervisor determines if:

- The position is appropriate for teleworking
- The assignment does not negatively impact the delivery of services and programs

The employee

- Demonstrates the ability to work independently, communicate effectively with managers and other employees, and maintain a high degree of self-motivation and productivity
- Is not on a probationary period, performance improvement plan, under investigation or under any disciplinary action
- Has not received formal discipline within the preceding 12 months

The position has some or all the following characteristics:

- Face-to-face interactions are not part of the job duties or can be scheduled on specified days
- The employee's work does not require them to be readily available on a face to-face basis to address problems that arise or to deliver services
- Workflow can be controlled, and work-product measured
- Quiet or uninterrupted time would enhance employee productivity
- The employee can provide a work environment free of interruptions and distractions and is safe and healthy

As you think about the future of work, consider positions that can be accomplished via telework. Also determine onsite positions that need to be onsite as the City returns to 100% of services. Telework AD3-80 is being finalized and is open for comments from Directors through March 8, 2022. Email comments to hilda.sallack@dallascityhall.com.



Quarantine Leave for Uniform and Civilian Employees



- November 2, 2021, COVID-19 Leave was replaced by Quarantine Leave (Q Leave Uniform*) for:
 - Police Officers
 - Firefighters
 - Detention Officers
- November 2, 2021, COVID-21** Leave was replaced by Civilian Quarantine Leave (Q Leave Civilian) for:
 - Civilian City employees who present proof of full vaccination via Apricity@Work and a positive COVID-19 test.
 - Q-Leave cannot be granted for those who fail to provide proof of full vaccination via Apricity@Work.
 - Employees with medical or religious objections to the COVID vaccine may contact CODEmployeeSupport@DallasCityHall.com to request an accommodation.

*Q Leave Uniform - for sworn employees as required by new state law

**COVID-21 leave was offered most of 2021 to employees with COVID19



COVID-19 Vaccine Resources



Knowledge is power

The more informed City of Dallas employees are regarding the COVID-19 vaccine, the better their decision-making can be for them and their family.

The City of Dallas has strived to ensure employees have access to the latest information regarding the COVID-19 vaccine via the resources below:

- City of Dallas [COVID-19 microsite](#) on vaccinations
- Texas Department of State Health Services [COVID-19 Vaccination](#) website
- [Vaccines.gov](#) (maintained by Centers for Disease Control and Prevention, or CDC)

Where and how to get Vaccinated:

Here's the link for assistance with registering over the phone and general information about the vaccine for residents of Dallas. The site includes answers to several frequently asked questions as well.

<https://dallascityhall.com/Pages/Coronavirus-Vaccine-Information.aspx>

[Several registration options](#), including through CareATC are also highlighted here.



We're Still in a Pandemic: COVID-19 Testing Resources



Increased Access to COVID “Over-the-Counter” Tests

- As recently released by the United States Postal Services (USPS), every home in the U.S. is eligible to order free at-home COVID-19 tests. You may go to www.covidtests.gov to place your order. The tests are completely free, and USPS will usually ship in 7-12 days.
- City of Dallas employees enrolled in our health plan may also obtain up to eight (8) “over-the-counter” COVID-19 tests at an “in-network” pharmacy at no expense to the employee. If the covered employee purchases the COVID-19 tests at “**non-network or out-of-network**” pharmacy, they may be eligible for reimbursement through the health plan for up to \$12 per test. Reimbursement forms are available on the BC/BS member website. This coverage will remain in place through the end of the federal public health emergency.

Access to Provider-Administered Covid Tests

- City of Dallas employees who are exhibiting symptoms, working on site and need a COVID test may also contact **CareATC at 800.993.8244**, dallascityhall@careatc.com or see [other testing resources](#) for free testing locations in our area.



Employee Well-Being and Support Providers



- **Magellan EAP:**
 - Phone: Call Anytime, 1-800-424-1729
 - Website: Login to www.Magellanascent.com
- **CareATC:**
 - Contracted to assist with medical evaluation and monitoring of employees who may have had a close contact, questions about the vaccine, have COVID-19 symptoms, or are ill. Call 800.993.8244, or email dallascityhall@careatc.com for virtual assessment and assistance.
- **City of Dallas Human Resource COVID-19 Microsite:**
 - Virtual Healthcare Options (insured and uninsured)
 - Family Support Tips during COVID-19
 - Use COVID19@dallascityhall.com for questions regarding leave or other HR related questions
- **Apricity@Work:**
 - During Registration – support@uswellness.com or 888-926-6099, ext. 900
 - Ongoing – select "Feedback" on the main screen

dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx



Next Steps



- March 4, 2022 - Full Implementation of Phase IV
- Continue to monitor and track COVID-19 Data
- Continue to update employee toolkits and information, as needed
- May 2022 - Future Work Pilots with key departments