CITY OF DALLAS

COVID-19 Frequently Asked Questions for Employees

Information included here may change as further information is released or as circumstances change due to the pandemic.

Contents

Vaccine Incentives and Vaccines

1. Is the City of Dallas subject to the OSHA Emergency Temporary Standard regarding Vaccines and Testing?
The city is not subject to OSHA regulations or rules. OSHA only applies to public employers in states that have adopted OSHA through their state legislature, which is not the case in Texas.

2. Am I still eligible for the City Vaccine Incentive?
Employees were eligible to receive Vaccine Incentive leave by registering their vaccination status between August 27, 2021, and November 1, 2021. Beginning November 2, 2021, employees are encouraged to log their proof of vaccination in Apricity@Work online program. Beginning November 2, 2021, civilian employees will only be eligible for 80 hours of Quarantine Leave Civilian if they test positive for COVID-19 and they have registered their vaccination status in the Apricity@Work online program.

3. How do I log proof of vaccination?

After November 2, 2021, employees are encouraged to register, proof of vaccination d into Apricity@Work online application.   See instructions in the CareATC and Apricity@Work section of these FAQs. Questions 61-63.

The Tiered vaccine incentive program eligibility ended effective November 2, 2021, at 12:01 A.M.

4. Will employees receive a confirmation that their proof of vaccination submission was successful?

At the time proof is loaded onto Apricity@Work, employees will see confirmation on the screen.   The information can be doublechecked by selecting menu, then vaccines.   Employees concerned about verification can also take a screen shot of their upload which includes a time/date stamp.

5. If I was fully vaccinated prior to November 2ⁿᵈ, but upload proof of vaccine after November 2nd, will I still receive Vaccine Incentive leave based on the date of my 2ⁿᵈ vaccine?

No. Vaccine Incentive leave is only awarded to employees who were fully vaccinated and uploaded their proof of vaccination into Apricity@Work prior to November 2ⁿᵈ.

6. When will the vaccine incentive leave bank be available?

Vaccine incentive leave balances will be loaded between December 15-31, 2021.   Vaccine Incentive Leave hours will be available for use beginning January 2022 and are subject to the same approval process as vacation hours.   Vaccine Incentive Leave hours do not expire. **Will the leave bank be actual 40, 24 or 8 hours, regardless of the length of a scheduled shift?**

Yes, the leave bank will be 40, 24 or 8 hours, regardless of scheduled hours on shift. Part-time employees' incentive hours will be pro-rated 50 percent.

7. Are temporary and seasonal employees eligible for the vaccine incentive leave?

No, temporary and seasonal employees are not eligible for this benefit, however, are encouraged to get vaccinated and upload their proof of vaccination into Apricity@Work.

8. What if an employee is terminating employment prior to the availability or use of the Incentive Leave time?
COVID Vaccine Incentive Leave will not be paid out upon termination of employment. If the leave time is not used prior to the employee's termination date, then the incentive leave will be forfeited.

9. Where can I find more information on the free COVID-19 Vaccine and who has access to receive one right now?

Approval has now been given for a COVID-19 vaccine for children ages 5 to 12, so everyone age 5 and older is eligible to receive a COVID-19 vaccine in Texas.

The most updated information about the COVID-19 Vaccination in Texas is available at the COVID-19 Vaccination website, which is maintained by the Texas Department of State Health Services.

10. How do I register to get the free COVID-19 vaccine?

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.
https://dallascityhall.com/departments/humanresources/DCH%20Documents/COVID%20Vaccine%20Information%20Final%204.12.21.pdf

11. How do I know whether the COVID-19 vaccine is safe?

Safety is a top priority while federal partners work to make COVID-19 vaccines available. The new COVID-19 vaccines have been evaluated in tens of thousands of volunteers during clinical trials. The vaccines are only authorized for use if they are found to be safe.

Even though they found no safety issues during the clinical trials, CDC and other federal partners will continue to monitor the new vaccines. They watch out for serious side effects (or "adverse events") using vaccine safety monitoring systems, like the new V-safe After Vaccination Health Checker app.

For the most up-to-date information, see the Vaccine Safety section of the CDC website. To learn about CDC's new

vaccine safety monitoring system, see the V-safe After Vaccination Health Checker section of the CDC website. More information and answers to other FAQs can be found at: https://www.dshs.texas.gov/coronavirus/immunize/vaccine.aspx

12. What are the key things to know about COVID-19 Vaccines?

A summary of key information can be found at: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html?ACSTrackingID=USCDC_2067-DM50192&ACSTrackingLabel=Key%20Things%20to%20Know%20About%20COVID-19%20Vaccines%20%7C%20COVID-19&deliveryName=USCDC_2067-DM50192

13. Can I get vaccinated against COVID-19 while I'm currently sick with COVID-19?

No. People with COVID-19 who have symptoms should wait to be vaccinated until they have recovered from their illness and have met the criteria for discontinuing isolation; those without symptoms should also wait until they meet the criteria before getting vaccinated. This guidance also applies to people who get COVID-19 before getting their second dose of vaccine.   At the point of vaccination, you may be asked if you've had COVID-19 in the last 10 days (same as isolation period).   See this and other CDC FAQs at: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html#:~:text=People%20with%20COVID%2D19%20who,the%20criteria%20before%20getting%20vaccinated.

14. If I already had COVID-19 and recovered, do I still need to get vaccinated?

Yes, you should be vaccinated regardless of whether you already had COVID-19. That's because experts do not yet know how long you are protected from getting sick again after recovering from COVID-19. Even if you have already recovered from COVID-19, it is possible—although rare—that you could be infected with the virus that causes COVID-19 again. Learn more about why getting vaccinated is a safer way to build protection than getting infected.
If you were treated for COVID-19 with monoclonal antibodies or convalescent plasma, you should wait 90 days before getting a COVID-19 vaccine. Talk to your doctor if you are unsure what treatments you received or if you have more questions about getting a COVID-19 vaccine.

Experts are still learning more about how long vaccines protect against COVID-19 in real-world conditions. CDC will keep the public informed as new evidence becomes available.   See this and other CDC FAQs at: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html#:~:text=People%20with%20COVID%2D19%20who,the%20criteria%20before%20getting%20vaccinated

15. How are the COVID-19 vaccines different from other vaccines?

Different types of vaccines work in different ways to offer protection. But every type of vaccine works by teaching our bodies how to make cells that trigger an immune response. That immune response, which produces antibodies, is what protects us from getting infected if the real virus enters our bodies.

Currently, there are two main types of COVID-19 vaccines in the United States:

a.   mRNA vaccines (ex: Pfizer and Moderna)
b.   Vector vaccines (ex: Johnson & Johnson)

COVID-19 vaccines do not use the live virus and cannot give you COVID-19. The vaccine does not alter your DNA. COVID- 19 vaccination will help protect you by creating an immune response without having to experience sickness.

Learn more about how COVID-19 vaccines work on the Understanding How COVID-19 Vaccines Work section of the

Centers for Disease Control and Prevention (CDC) website. More information and answers to other FAQs can be found at: https://www.dshs.texas.gov/coronavirus/immunize/vaccine.aspx
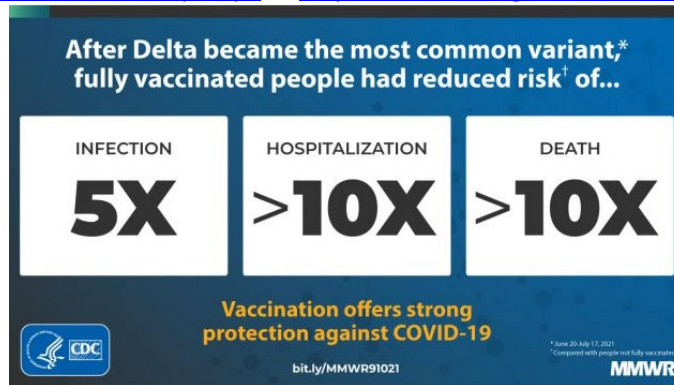
16. What about the COVID-19 variants discovered in other countries that are now also in the US?

Viruses constantly change through mutation, and new variants of a virus are expected to occur over time.   These variants seem to spread more easily and quickly than other variants, which may lead to more cases of COVID-19. An increase in the number of cases will put more strain on health care resources, lead to more hospitalizations, and potentially more deaths.

The Delta Variant is currently the dominant variant in the US and other parts of the globe. Vaccines are highly effective against severe illness, but the Delta variant causes more infections and spreads faster than earlier forms of the virus that causes COVID-19.
So far, studies suggest that antibodies generated through vaccination with currently authorized vaccines recognize these variants. This is being closely investigated and more studies are underway.   More information

The Delta variant has become the most prevalent in recent cases in the US. Read more about it here: https://dshs.texas.gov/coronavirus/variant-faqs.aspx or https://www.cdc.gov/mmwr/volumes/70/wr/mm7037e1.htm

17. What if I have additional questions about my specific health situation regarding the vaccine?

Please contact your healthcare provider or CareATC at 800-993-8244 or dallascityhall@careatc.com for guidance regarding your specific health situation.

Testing, Close Contact & Reporting

18. What's the difference between exposure and close contact with regard to COVID-19?

Close Contact - Being less than 6 feet (2 meters) of a person with COVID-19 for 15 minutes or more over a 24-hr period; or having significant exposure to shared spaces with them (like conference rooms, break rooms, kitchens, bathrooms, or being coughed or sneezed on. Examples: living in the same household, sharing a meal or public transportation and not able to be at least 6 feet apart, riding in a car or on a flight. Can include being in extended contact in a closed room such as a conference room.
Exposure – Contact with a person with COVID-19 for less than 15 minutes over a 24-hr period (usually minimal/incidental). Examples: riding in the elevator, passing by in the breakroom or common area, waiting room of a doctor's office, shopping in the grocery store, or a brief conversation at a distance.

19. Do I need to report a close contact to COVID-19?

Yes. Employees who are well but who have had a close contact with a person who is infected with COVID-19 should 1. Contact CareATC at 800-993-8244 or dallascityhall@careatc.com for health assessment; 2. Notify their Supervisor for operational and timekeeping purposes and 3. Email HR at COVID19@dallascityhall.com.   If you have tested positive for COVID-19 and recovered in the last 90 days or are fully vaccinated, quarantine is not needed unless new symptoms develop. However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative. Contact CareATC at 800.993.8244 or dallascityhall@careatc.com or your provider for assistance. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

Note: CareATC has been contracted to assist with medical evaluation and monitoring of employees who may have had a close contact, have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation. In addition, CareATC, in partnership with US Wellness, is providing COVID-19 support and care management through a program called Apricity@Work. Apricity@Work is an online digital program that monitors an employee's activity and symptom risk through a series of questions the employee answers on a secure website. The program will be available for all employees for a daily check in to assess risk of COVID-19 and confirm status to report to work. Your department will advise if required. More information about Apricity@Work can be found in the COVID-19 Care section below.

20. Am I required to report a COVID-19 diagnosis?

Yes, 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.

21. Will information about a positive COVID-19 test be kept confidential?

Yes. Supervisors and the City must maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and other applicable law.

22. What if I had close contact with a co-worker that tested positive for COVID-19?

If the City is notified that an employee has tested positive for COVID-19, the City will follow CDC and/or DCHHS guidelines in notifying employees who have been in close contact with a person with COVID-19. The City will maintain confidentiality regarding individual employees as required by the ADA and other applicable law. Employees who've had close contact with a co-worker with confirmed COVID-19 should: 1. Contact CareATC at 800-993-8244 or dallascityhall@careatc.com for virtual assessment, 2. Notify their Supervisor for operational and timekeeping purposes and 3. Email HR at COVID19@dallascityhall.com .

If you have tested positive for COVID-19 and recovered in the last 90 days or are fully vaccinated, quarantine is not needed unless new symptoms develop.   However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative. Contact CareATC at 800.993.8244 or dallascityhall@careatc.com or your provider for assistance. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

23. **What do I do if someone in my household has tested positive for COVID?**
Employees who've had close contact with someone in their household with a confirmed COVID-19 case should:
   1. Contact CareATC at 800-993-8244 or dallascityhall@careatc.com for virtual assessment,
   2. Notify their Supervisor for operational and timekeeping purposes and
   3. Email HR at COVID19@dallascityhall.com.

If you have tested positive for COVID-19 and recovered in the last 90 days or are fully vaccinated, quarantine is not needed unless new symptoms develop.   However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative. Contact CareATC at 800.993.8244 or dallascityhall@careatc.com or your provider for assistance. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

24. Should I stay home if I am sick?

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.

Note: If you are utilizing the Apricity@Work program, you will complete the daily check and be provided with instructions based on your level of risk for how to proceed to work.

25. Am I required to report sick family or household members?

Employees who are well but who have a sick family or household member with COVID-19 should 1. Contact CareATC at 800-993-8244 or dallascityhall@careatc.com for health assessment, 2. Notify their Supervisor for operational and timekeeping purposes and 3. Email HR at COVID19@dallascityhall.com .

26. Will I be required to stay home? If so, how will I be paid?

An employee who is infected with COVID-19 and has a positive COVID-19 test, may be eligible for Q Leave Civilian Paid Lave. A separate leave code has been created for COVID-19 leave, Q Leave Civilian – Paid Leave. See the Leave section in this document for more details.

Face Coverings, PPE, Workplace Cleaning & Keeping Safe

27. If I'm fully vaccinated, do I still need to wear a face covering and socially distance in the workplace?
Employees are encouraged to continue wearing a face covering as a precaution, for public safety, and for coworkers and residents' peace of mind. The CDC still recommends a face covering for anyone that's not fully vaccinated or is at high-risk for COVID-19. https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html   The CDC also recommends face coverings for fully-vaccinated also in some cases and especially inside. See more info in the question directly below.

28. Am I required to wear a face covering at work?
Pursuant to the most recent guidance issued by the Centers for Disease Control and Prevention (CDC), Governor Greg Abbott's Executive Order GA-36, issued May 18, 2021, and Mayor Eric Johnson's rescission of the face covering requirement in city buildings and facilities, issued May 19, 2021, City of Dallas employees are not required to wear face coverings while at work.
 Through this pandemic, we continue to follow the CDC's guidance, while focusing on personal responsibility and accountability. Therefore, we encourage employees to do the following:

- o   If you choose, continue to wear a face covering while at work;
- o   If you are not vaccinated, you are strongly encouraged to use face coverings while in contact with co-workers, customers, and others;

6

Updated 11/16/2021 – COVID-19 FAQs for All Employees - *Information included here may change as further information is released by the U.S. Department of Labor or as circumstances change due to the pandemic.*

- The CDC recommends face coverings for fully-vaccinated also in some cases and especially inside
  - Get vaccinated as soon as possible; and
  - Respect the views and preferences of others regarding usage of face coverings.

Employees who must enter private homes to perform their job duties, and are requested to wear face coverings, or enter private businesses, or courthouses/courtrooms that have face covering requirements or instructions, are expected to comply with such requests, requirements, or instructions. City employees who enter or work in or on an airport, enter a federal building that is governed by federal law, or enter or work in a court room with face covering requirements must follow those requirements.

We encourage all employees to get vaccinated and get informed about the facts regarding the COVID-19 vaccine. Here is a link from the CDC with related information: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html

More information: Emergency Regulations for Wearing Face Coverings in City Buildings and Facilities
English | Spanish   City of Dallas : Coronavirus (COVID-19) (dallascityhall.com)

29. What do I do if I need access to protective equipment and cleaning supplies like sanitizer?

The Office of Emergency Management is working with department directors to ensure an adequate supply of sanitizer, signage and standard personal protective equipment is available for City of Dallas employees. If you need sanitizer or other protective equipment, please contact your department director for assistance. The City of Dallas encourages all departments to support the implementation of good hygiene practices, including regularly cleaning work areas and ensuring sanitizer is available to employees.

30. How should an employee handle a COVID-19 related concern in the workplace, such as employees or visitors not following established protocols?

Employees with any concern related to COVID-19 protocols or adherence to the established protocols, or even with an idea regarding enhancing protocols in the workplace, should talk with their Supervisor or Manager. Employees who want to escalate beyond that should contact their HR Partner or Elaine Chandler in Employee Relations. The CDC offers resources to safely address customer non-compliance. https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/limit-workplace-violence.html

31. Where can I find more information relevant to City of Dallas employees?

The following webpage provides City employees with information about the COVID-19 outbreak including, FAQs, guidance, and point-of-contacts, and to link you to resources developed for the public. https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx

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

> https://www.cdc.gov/coronavirus/2019-ncov/index.html
> https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus.php

32. How do I best protect people in my bubble (family/household) from COVID-19?

It's important to protect the people in the bubble (family/household) from COVID-19. The articles below include helpful tips and information:

> https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html
> https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/going-out.html

Testing Positive and Quarantine/Isolation Guidance

33. I tested positive for COVID-19, what are next steps?

An employee who tests positive for COVID-19 should already be isolating awaiting the test results.
a. *Continue self-isolation and continue to monitor for symptoms.*
b. *Contact CareATC at 800-993-8244 or dallascityhall@careatc.com if not already in contact.*
c. *Notify Supervisor you will not be at work for operational and timekeeping purposes.*
d. *Here's a link to CDC information that may be helpful during isolation:* https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html *and* https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
e. *Email HR at COVID19@dallascityhall.com to report your COVID-19 status, for questions regarding leave eligibility and for assistance in receiving additional information regarding COVID-19. If you test positive for COVID-19, you will need to request the Q Leave Civilian Paid Leave code and additional documentation of a positive COVID-19 test will be required. A request form is also available https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx*

The employee will remain out until 10 days since the onset of symptoms (if symptoms present or date known) or the date of the COVID-19 test; and at least 24 hours with no fever and no fever reducing medications; and symptoms have improved. Employees using the Apricity@Work program, you will have an opportunity to report this information in the daily check. CareATC will monitor employees medically during isolation period. Employees who meet the criteria to return to work, should contact their supervisor regarding return to work planning.

Note: The City has contracted with CareATC to assist with medical evaluation and monitoring of employees who may have had a close contact, have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

ALERT: If at any time the employee is having trouble breathing, has blue lips, or feels very sick, call 911.

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34. I have been advised by my Supervisor/Manager or a Public Health Official that I have been in close contact with a person that has tested positive and need to quarantine. What are next steps?

An employee who has been notified that they have been in close contact with a person that has tested positive will be asked to:
a. *Quarantine for up to 10 days and self-monitor for symptoms for 14 days. Employees may be able to complete a PCR test about Day 5 and if negative and no symptoms, may return after Day 7. (see questions regarding exceptions for those fully vaccinated or recently recovered from COVID-19)*
b. *Contact CareATC at 800-993-8244 or dallascityhall@careatc.com if not already in contact.*
c. *Notify Supervisor you will not be at work for operational and timekeeping purposes.*
d. *Here's a link to CDC information that may be helpful during quarantine: https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html. If employee would like to get tested, contact CareATC also for options.*
e. *Employees need to have a positive, current COVID-19 test clearly identifying the employee and the date of the test to be eligible for Q Leave Civilian AND have full vaccination status uploaded in Apricity@Work online*

program. Employees will need to email COVID19@DallasCityhall.com to submit a request for the Q Leave Civilian Paid Leave code. Additional documentation may be required. A request form is also available at: *https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx* Once approved, the Time Entry Code for Civilians: Q-Leave Civilian Time Off.

f. Reminder that close contact occurs when an employee is less than 6 feet (2 meters) of a person with COVID-19 for 15 minutes or more over a 24-hr period; or having significant exposure to shared spaces with them (like conference rooms, break rooms, kitchens, bathrooms, or being coughed or sneezed on. Remember that infected people can spread the virus 48 hours before the onset of symptoms.

g. The employee will remain out until the quarantine period referenced above is completed. If employee develops symptoms, see question on this topic. If you are using the Apricity@Work program, you will have an opportunity to report this information in the daily check. CareATC will monitor employees medically during quarantine period. Employees who meet the criteria to return to work, should contact their supervisor regarding return-to-work planning.

h. Note: If you have tested positive for COVID-19 and recovered in the last 90 days or are fully vaccinated, quarantine is not needed unless new symptoms develop.

i. Note: The City has contracted with CareATC to assist with medical evaluation and monitoring of employees who may have had a close contact, have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

35. I have developed symptoms of COVID-19, what are next steps?

An employee who has developed COVID-19 symptoms should:

a. Self-isolate and continue to monitor symptoms.

b. Contact CareATC at 800-993-8244 or *dallascityhall@careatc.com* if not already in contact.

c. Notify Supervisor you will not be at work for operational and timekeeping purposes.

d. Here's a link to CDC information that may be helpful during isolation: *https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html* and *https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html*

e. Employees need to have a positive, current COVID-19 test clearly identifying the employee and the date of the test to be eligible for Q Leave Civilian AND have full vaccination status uploaded in Apricity@Work online program. Employees will need to email COVID19@DallasCityhall.com to submit a request for the Q Leave Civilian Paid Leave code. Additional documentation may be required. A request form is also available at *https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx* Once approved, the Time Entry Code for Civilians: Q-Leave Civilian Time Off.

f. The employee will remain out until 10 days since the onset of symptoms (if symptoms present or date known) or the date of the COVID-19 test; and at least 24 hours with no fever and no fever reducing medications; and symptoms have improved. If you are using the Apricity@Work program, you will have an opportunity to report this information in the daily check. CareATC will monitor employees medically during isolation period. Employees who meet the criteria to return to work, should contact their supervisor regarding return-to-work planning.

g. Note: The City has contracted with CareATC to assist with medical evaluation and monitoring of employees who may have had a close contact, have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

ALERT: If at any time the employee is having trouble breathing, has blue lips, or feels very sick, call 911.

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36. I have been isolating due to COVID-19 symptoms and/or a positive test. When can I return to work from Isolation?

An employee who has been isolating at home due to COVID-19 symptoms or a positive test, may be cleared to return to work when they meet the criteria below:

At least ten (10) days have passed since symptoms began or date of positive test if symptom date not known, and

1. At least 24 hours with no fever and no fever reducing medications; and
2. Symptoms have improved.

37. I have been in quarantine due to close contact with a person that tested positive for COVID-19. When can I return to work from quarantine?

An employee who has been in quarantine due to close contact with a person that tested positive for COVID-19, may be cleared to return to work when they meet the criteria below:

After Day 7 with a negative PCR test, or after Day 10 if not tested; and
1. No fever or symptoms developed (otherwise would convert to isolation criteria); and
2. Continue to monitor for symptoms for fully 14 days.

38. If I had a close contact but tested negative, do I still have to quarantine?

An employee who has been notified that they have been in close contact with a person that has tested positive will be asked to: *Quarantine for up to 10 days and self-monitor for symptoms for 14 days. Employees may be able to complete a PCR test about Day 5 and if negative and no symptoms, may return after Day 7.*

a. *Contact CareATC at 800-993-8244 or dallascityhall@careatc.com if not already in contact.*

b. *Notify Supervisor you will not be at work for operational and timekeeping purposes.*

Note: See questions regarding quarantine and also exceptions to quarantine for those who are fully vaccinated or recently had COVID-19 and recovered.

39. Do I need a negative test to return to work, if I have traveled?

A person returning from International travel may be eligible for early release from quarantine after travel with a negative test and should consult CareATC at 800-993-8244 or dallascityhall@careatc.com for more information.

40. Do I need a negative test to return to work, if I have been in isolation due to COVID-19?

A person in isolation recovering from COVID-19 does not need a negative test to return to work.

41. Do I need a negative test to return to work, if I have been in quarantine due to COVID-19?

A person in quarantine may be eligible for an early release from quarantine with a negative test and should consult CareATC at 800-993-8244 or dallascityhall@careatc.com for more information.

42. If I tested positive and recovered, do I need to quarantine if I have had a close contact?

The CDC currently indicates that people who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.   See also: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

43. If I have been fully vaccinated for COVID-19, do I need to quarantine if I had a close contact?
The CDC indicates that people who have been fully vaccinated will not have to quarantine if they have been exposed to someone with COVID-19, according to newly-updated guidance from the CDC. However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative. Contact CareATC at 800.993.8244 or dallascityhall@careatc.com or your provider for assistance.

The new rules mean people can skip quarantine if they:
• Got the second dose of a Pfizer or Moderna vaccine, or the single dose of J&J more than 2 weeks ago
• Experienced no symptoms of COVID-19 since they were exposed.

Note: A person is deemed fully vaccinated 2 weeks after the date of their final COVID-19 vaccine shot.

44. When I'm fully vaccinated, what activities can I return to?

The CDC indicated that once you are fully vaccinated, you can start doing many things that you had stopped doing because of the pandemic.   This link offers more information: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html

45. If I have been partially vaccinated for COVID-19, do I need to quarantine if I had a close contact?

The CDC does not currently have a recommended exception for a person that's been partially vaccinated, so an employee who had been notified that they have been in close contact with a person that has tested positive would be asked to contact CareATC and follow the recommended guidelines for quarantining.   See also: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

46. How long is COVID-19 contagious?

The CDC symptom-based strategy the City of Dallas is using will help ensure that anyone who has COVID and is contagious will remain at home until they are safe to return to work. Even though someone can test positive for weeks, even months after getting COVID, they are not infectious or contagious if they meet the following CDC criteria: 1. It's been at least 14 days since they were exposed. 2. It's been at least 10 days since symptoms were first noticed or the collection date of 1st positive test AND 3. It's been 24 hours without a fever AND symptoms are better. If these 3 things are met, the CDC indicates the person is safe to be at work. Everyone should continue to wear face coverings and keep at least 6 feet apart at all times.

Employee Leave & Absence Guidance

47. What types of leave related to COVID-19 are available to city employees?

With the expiration of the Families First Coronavirus Response Act (FFCRA) on 12/31/2020, and COVID21 Paid Leave, civilian employees in need of leave related to COVID-19 may be eligible for 80 hours of Q Leave Civilian Paid Leave.   Below are the changes that have been made to place a civilian employee on Q Leave Civilian after November 2, 2021

A. Employees need to have a positive, current COVID-19 test clearly identifying the employee and the date of the test to be eligible for Q Leave Civilian AND have full vaccination status uploaded in Apricity@Work online program.
B. Employees will need to email COVID19@DallasCityhall.com to submit a request for the Q Leave Civilian Paid Leave code.
   Additional documentation may be required. A request form is also available at
   https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx
C. Once approved, the Time Entry Code for Civilians: Q-Leave Civilian Time Off

   Traditional Family and Medical Leave (FMLA) is also available to eligible employees and may be appropriate for employees who need leave for themselves or to care for a family member. Employees may refer to Administrative Directive 3-72 for more information about traditional FMLA.

COVID-19 Extension leave for up to a maximum of 40 hours of additional paid leave is available on a case-by-case basis for an employee who has used all available paid leave for a self-related COVID-19 condition reason and requires additional time off. Requests for this leave can be made to the COVID19@dallascityhall.com email and are subject to review and approval by the employee's department director and the Director of Human Resources.

Q Leave Uniform is available for emergency responders.

Explanation of differences between FFCRA leave and City-sponsored Q Leave Civilian: **see chart on next page.**

Type of Leave Criteria	2020 – FFCRA (EPSL 2 and EPSL5) Families First Corona Virus Response Act (FFCRA) Expired 12-31-2020	2021 – COVID21 City of Dallas sponsored, department funded Effective January 1, 2021 through November 1, 2021	Q-Leave-Civilian Effective November 2, 2021
Authority	Federal law	Approved by City Manager	Approved by City Manager
Funding	Coronavirus Aid, Relief, and Economic Security Act (CARES) funding	Funded through each department's budget	Funded through each department's budget
Dates Effective	April 1 - December 31, 2020	January 1, 2021 through November 1, 2021	November 2, 2021
Eligibility – Part Time or Full Time	Part-time and full-time City employees eligible	Part-time and full-time City employees eligible	Part-time and full-time City employees eligible
Agency temporary staff	Not eligible for leave	Not eligible for leave	Not eligible for leave
Paid sick leave coverage for COVID-19 illness	Emergency Paid Sick Leave 5 (EPL5) can cover need to quarantine or isolate, self-related care or to care for family member	Paid leave COVID21 only available for self-related COVID care after a **positive COVID test.** Leave related to family members and household members does not qualify	Paid leave Q-Leave Civilian only available for self-related COVID care after a **positive COVID test.** Leave related to family members and household members does not qualify
Documentation required paid leave	Follows FFCRA requirements	Documentation of a positive COVID test, clearly identified for the employee from a medical provider is required	Documentation of a positive COVID test, clearly identified for the employee from a medical provider is required **AND registration of full vaccination status in Apricity@Work**

48. Are City of Dallas part-time employees eligible for Q Leave Civilian paid leave?

Yes, part-time employees may be eligible for 40 hours of paid leave. See question above for instructions to request.

49. For Q Leave Civilian, after November 2nd, is the up to 80 hours of leave time available only for a positive test result or also for close contact?

After November 2, 2021, Q Leave Civilian is only available for a positive test and documentation of full vaccination status. Based on current CDC guidelines, a person that is fully vaccinated does not need to quarantine as a result of a close contact; however, if they test positive for COVID, they would need to isolate, which may include Q Leave Civilian for up to 80 hours. Employees may also still use sick or other paid leave, if available.

50. **Is the City accepting at home test kits for the purposes of granting Q Leave Civilian leave?**

Yes, the City the at home tests as proof of a positive test result for the purposes of granting leave. However, we are requiring that the employee's name and the date they took the test be written physically on the test itself somewhere, as well as sending a picture of how to read the test results if it is not obvious.

51. **For leave approved due to COVID19 or Q Leave Civilian, are those hours included in hours worked for purposes for calculating overtime?**

No. Leaves approved due to COVID19 and Q Leave Civilian are forms of sick leave. Because sick leave hours are not included in hours worked for purposes of calculating overtime, COVID21 and Q Leave Civilian Paid Leave codes are also not included in hours worked for purposes of calculating overtime.

52. **Am I eligible for Attendance Incentive Leave (AIL) for a fiscal year quarter if I use either COVID-19 leave COVID21 Paid Leave, or Q Leave Civilian during that quarter?**

No. Because COVID-19 leave, COVID21, and Q Leave Civilian Paid Leave are forms of sick leave, use of these types of leave during any fiscal year quarter will render you ineligible for AIL for that quarter.

53. **Will I be eligible for FMLA?**

Traditional Family and Medical Leave (FMLA) is also available to eligible employee and may be appropriate for employees who need leave for themselves or to care for a family member. Employees may refer to Administrative Directive 3-72 for more information about traditional FMLA.

FMLA Source manages the FMLA program for the City. You may contact them between the hours of 7:30 AM and 9:30 PM Central Time at 833-515-0767. You can also email them at fmlacenter@fmlasource.com and or contact them at any time by logging on to www.fmlasource.com.

Medical Exceptions/Reasonable Accommodation and Telework

54. **How do I request a medical exception or reasonable 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 . 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.

For questions regarding what conditions are considered as high risk, please see the link below for an updated list of conditions according to the Centers for Disease Control:

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

55. **What if I need to continue working remotely for an extended period due to COVID?**
Employees seeking a reasonable accommodation to continue working remotely for an extended period should contact HR at CODemployeesupport@dallascityhall.com to obtain a reasonable accommodation form to submit to COVID19@dallascityhall.com .

56. Does the new Teleworking Administrative Directive apply to me during the emergency declaration due to COVID?

No. The Interim Administrative Directive 3-80 Teleworking describes a regular work schedule not related to COVID-19 conditions. If you are interested in a Teleworking schedule not related to the COVID-19 pandemic, please review Interim Administrative Directive 380 for Telework and discuss this work schedule with your supervisor. Questions can be sent to Telworking@dallascityhall.com.

COVID-19 Care and Monitoring Program – CareATC and Apricity@Work

57. Who is CareATC?

CareATC, is the primary care provider contracted by the City of Dallas to care for employees and retirees. You may contact CareATC at 1-800-993-8244 or Dallascityhall@Careatc.com. CareATC, in partnership with US Wellness, is providing COVID-19 support and care management. US Wellness offers Apricity@Work, an online digital program that monitors an employee's activity and symptom risk through a series of questions the employee answers on a secure website. CareATC may also assist with medical evaluation and monitoring of employees who may have had a close contact, have COVID-19 symptoms or are ill. This does not preclude an employee's right to contact their own Primary Care Provider for evaluation.

58. Who is US Wellness and what is Apricity@Work?

CareATC, in partnership with US Wellness, is providing COVID-19 support and care management. US Wellness offers Apricity@Work, an online digital program that monitors an employee's activity and symptom risk through a series of questions the employee answers on a secure website. As a result of this check in, employees are provided a risk probability for COVID-19 and directed to next steps, which may include contacting CareATC for support. CareATC will use Apricity@Work to initiate follow-ups with employees in isolation, quarantine or at an elevated risk status when the employee has been referred to remain home. The City of Dallas will NOT receive medical, or activity information employees enter in Apricity@Work or medical information provided to CareATC.

59. Am I required to use the Apricity@Work Program?

The City of Dallas will use Apricity@Work with employees/departments that may interact with other employees or the community during their daily work. Checking in on Apricity@Work daily is an added tool used to educate regarding assessing the risk of COVID-19 and includes information that can be used to minimize risk for employees, their families, and the community at large. The City has added this tool for your benefit and expects that the daily check-in will provide value for you, along with recommendations regarding the availability to work onsite or in the community. Individual Departments may specify Apricity@Work use based upon their business operations.

60. How do I log in to my Apricity@Work Program?

You can access your Apricity@Work employee portal here: https://dallas.apricity-health.com/login. Please see instructions below:

a. *If this is your first time accessing the site, you will need to create an account by selecting the "Register" option.*

b. *Complete the account registration form by entering your email (personal or work), password of your choice, and mobile number (used for password resets if needed). The "Next" option will then be available for you to proceed.*

c. *To continue with registration, you will need to enter your first name, last name and DOB exactly as listed in your employee record.*

d. *Once registered, you will be prompted to read and accept Apricity Health's terms and conditions, privacy policy and consent. After reviewing the information, click the check box next to each option and proceed by selecting*

"Accept" in the bottom right corner.

e. *You will be asked a series of questions to complete the one-time registration and complete your daily survey Check-in.*

f. *After completing your daily check-in, you will be assigned a COVID-19 risk status probability status with instructions. Risk status takes into account severity of symptoms noted in relation to COVID-19 known symptoms as well as close contact exposure to someone who is COVID-19 positive.*

61. Who do I contact if I have issues with my Apricity@Work login, or need additional support?
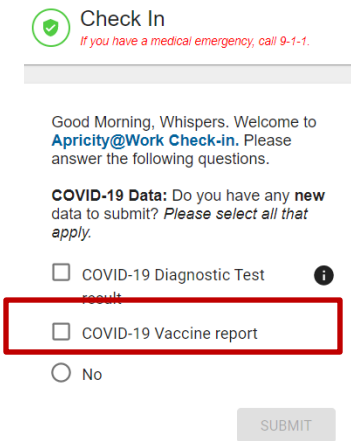
You may contact support@uswellness.com or dial 888-926-6099, ext. 900

62. How do I log proof of my COVID-19 vaccines?

Employees that have been vaccinated can upload that information using the instructions below. The City of Dallas will receive a periodic report that acknowledges your completion. The actual photo of your proof of vaccine will not be shared. **If you have not yet completed the one-time registration,** see question 52 for registration instructions.

If you have already registered for Apricity@Work, go to the check-in screen and

1. Select COVID-19 Vaccine report

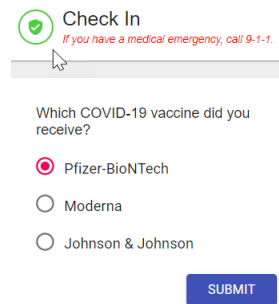2. Enter the date you received your most recent dose of vaccine and which vaccine you received.
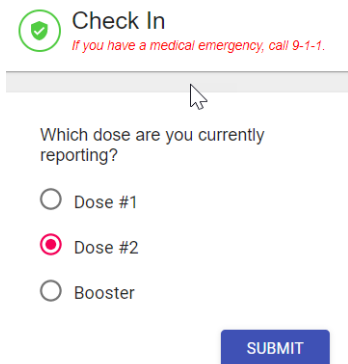
3. Confirm which dose you are reporting and upload a picture.
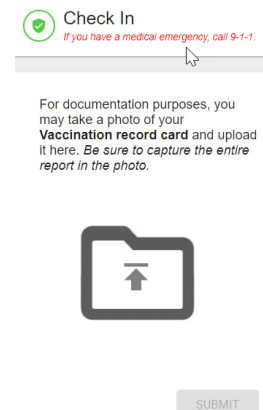
4. (optional) Continue with the daily check-in process to update abbreviated clinical and activity related risks to receive a daily status.

Note: Acceptable Proof includes images that include proof of vaccination status that show the individual's name on that record. That may include their CDC card, doctor's note or record from a pharmacy app (Walgreens has a record of vaccine status within a person's user account on the Walgreens mobile app. The US Wellness team will review the images to ensure proper documentation and outreach for updates if needed.

63. What measures does US Wellness have in place to protect the information loaded into Apricity@Work and how is the proof of vaccination verified?

- Apricity is a HIPAA compliant secure data center that has been approved by Federal and City authorities for its security standards
- Data input about your vaccine is **not shared** with any outside entity that is not directly involved in the City's COVID-19 management team
- Verification of your vaccine card image or Imtrac image checks to ensure that vaccine dates and documentation is valid based on current clinical standards

Health and Wellness Resources

64. Are there telehealth resources for City of Dallas employees that have the City's Blue Cross/Blue Shield health insurance?

Yes. To access Telehealth for Blue Cross/Blue Shield call 1-800-400-MDLIVE or go to www.MDLIVE.com.

65. Are there any resources for City of Dallas employees that do not have the City's health insurance?

Here are some options for City of Dallas employees without health insurance:
a. *CareATC: 800-993-8244 or dallascityhall@careatc.com*
b. *Remedy Health (Texas & California)*
https://get.myremedy.com/?patient-selection
$49 for a video visit appointment; patient can use the code: new10 to get $10 off of the first visit
c. *Dispatch Health: Licensed providers in over 25 states: https://www.dispatchhealth.com/*
$275 Direct to consumer cost (Includes onsite care at home, if warranted, and in a service location)
d. *Text-based On Demand Primary Care – Connects with Physician once symptoms are assessed online/through application*
https://www.98point6.com/ App based program - $20 / year subscription, $1 per visit
e. *K Health https://www.khealth.ai/ App based program - $19 / visit or $39 unlimited visits per year*

66. What if an employee is having trouble coping with this current event?

All City of Dallas employees may contact EAP Magellan at (800) 424-1729 or login to www.Magellanascend.com to access EAP resources.

Travel Guidance

67. Should I travel?

In March 2020, work travel was suspended due to concerns over the spread of COVID-19. This was one of many measures taken to keep our City of Dallas family safe. The ban on employee domestic work-related travel when there is a business case approved by your supervisor, has been lifted effective Monday, May 10, 2021.

68. Can I travel?

The City will follow the CDC and the DCHHS's guidelines on travel. The City will also follow any mandatory orders issued by federal, state, or local authorities with respect to travel, and any employees who travel to any area subject to a mandatory quarantine will not be allowed to return to work until the end of the quarantine period.

Links to CDC Resources:
- Travel recommendations by destination: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html
- Travel during COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html
- Travel safety tips: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

See also a list of risk level for common activities: https://www.dallascounty.org/Assets/uploads/docs/covid- 19/community/070220-COVID-19-RiskAssessmentChart.pdf

69. If I've been fully vaccinated, do I still need to get tested and self-quarantine before and after travel?

This depends on Domestic vs International Travel. People who have been vaccinated should still follow CDC's travel recommendations and requirements before, during, and after travel. This includes all travel-related testing and quarantine recommendations and requirements. When returning to the US from international travel, see the recommended stay-at-home (self-quarantine) period after travel. Fully vaccinated travelers should also follow all state, territorial, tribal, and local travel recommendations and requirements. See also: https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html