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Letter from the Superintendent

Welcome to the new school year, Dallas ISD staff. Thanks to those of you who worked throughout the weeks our schools and offices were closed due to the coronavirus crisis. Food Services, Human Capital Management, Maintenance, Teaching and Learning and School Leadership are just some of the departments whose service was essential to continuing district operations during the crisis.

As we prepare to welcome students back to distance learning on September 8, central staff are being asked to return to the office under new protocols. As you know, based on the guidance of health authorities, the school year will open with classes conducted under a distance learning model through at least October 6. As always, the work of central staff in support of campuses will be critical to delivery of quality instruction.

This reentry playbook spells out the protective measures and procedures designed to ensure the safety of all staff. Employees are asked to carefully review the contents and follow the recommendations, which include wearing masks, enhanced cleaning and sanitizing and social distancing. Working together, and following the recommended safety protocols, we will get through this crisis, reconnect with our students and provide the support they need to thrive and grow.

Respectfully,

Michael Hinojosa, Ed.D.
Superintendent of Schools
Introduction

The safety and well-being of all staff and visitors are a priority for Dallas ISD as the district begins to shift from working at home to working in the office. Various changes in the way the workplace looks as well as new practices and protocols have been implemented to follow recommended safety guidelines. The goal is to collaboratively ensure that all employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of a “new normal.”

The measures being implemented include more frequent sanitizing of public and work areas, access to hand sanitizer throughout the building, and flexible work schedules to avoid large congregations of people, and others detailed in this playbook. The cooperation of all staff in maintaining a safe environment as the district and the community continue to fight the spread of COVID-19 is appreciated.

As always, Dallas ISD staff will continue to meet the challenges of the COVID-19 pandemic with creativity and perseverance, embodying the commitment of educating all students for success—no matter the circumstances.

This playbook is the Dallas Independent School District’s (District’s) guidance on re-entry into the workplace. Guidance concerning the coronavirus (COVID-19) is regularly updated. The information in this playbook outlines the current best practices provided by federal, state and local health officials for removing or preventing COVID-19 in the work environment. The District will update this guidance as additional information becomes available. This plan will be reviewed weekly by the Re-entry committee for effectiveness and revised as needed to meet the needs of our stakeholders, students and staff.

Phases and Timeline

The district will implement a phased re-entry. This phased re-entry will be differentiated based on the needs of each department and/or division and designed to meet the unique needs of our District.
General Guidelines

Building Hours
District buildings will be open from 7 a.m. to 7 p.m.
Employees should arrive 20-30 minutes prior to their start time to allow time for the screening process.
The building, offices, and workstations will undergo a frequent germ blasting and intensive cleaning, which requires that staff and visitors be clear of the building no later than 7 p.m.
No exceptions will be granted.
Operation Services will post, in a designated area, the last date the building has been treated with a germ blast.

Check In/Check Out
Employees will be required to certify their attendance. [See DK(REGULATION)] Exempt employees must communicate and check in daily with their supervisors. Additional information regarding certifying of attendance while working remotely, on-site or a combination of both will be forthcoming in future communications. The check-in procedure will be at the discretion of the supervisor.
Nonexempt employees and rehired retirees will be able to check in and check out using one of the following procedures:
- Biometric clock
- Onsite computer workstation
  Additional information on this option will be provided by the Payroll Services department.
- Attendance form
If an employee takes time off, the supervisor is responsible for ensuring the attendance form is submitted. The total hours of the workweek may be a combination of both on-site work and at-home work based on the employee’s work arrangement with their supervisor.
Vendors and Deliveries

Couriers will not be allowed to make deliveries to department floors. All couriers will be instructed to make deliveries at the back dock.

A representative from the department will be responsible for picking up the shipment or Security will place the items in a designated location.

Employees should limit food deliveries and arrange to receive couriers outside the front entrance of the building.

Employees will need to be re-screened to re-enter the building.

Health and Employee Safety

The Dallas Independent School District continues to monitor the progression of the coronavirus. With more than 22,000 employees across the District, we all play an important role in minimizing the risk and impact to each other and our operations.

Your health and safety remain our top priority. As a result, the District continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe.

In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

Transmission of Covid-19

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads.

Persons at Higher Risk

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with compromised immune systems.

Symptoms of Covid-19

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever (≥100.4°F), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever (≥100.4°F), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.

Site Facilitators

Site facilitators will be responsible for the following:

- Screenings (temperature checks and health questions before entering a work site)
- Face masks
- Social distancing
- Personal protection equipment for employees and guests
- Cleaning supplies
- Signage standards
- Parking lot procedures
- Entrances, exits, and unidirectional traffic flow for employees and guests
- Lobby, elevator, and visitor processes
- Shared area protocols
- Other safety procedures and protocols

Site facilitators will also collaborate with department leaders to implement safety protocols and procedures within the department and/or floor.
Department Leaders

Each department will have a department leader who will be responsible for implementing and monitoring the safety protocols and procedures within the department while ensuring that the specified percentage of staff, as determined by the District and based on state and local guidelines, are on site at any given time. Department leaders will judge the specific needs of their department by conducting daily evaluations of the department’s functionality in the work areas, supporting individuals in finding the appropriate services, and effectively communicating directly to the staff.

Department leaders will collaborate with site facilitators in mapping unidirectional traffic in their work spaces, ensuring directional arrows and signage are installed, reconfiguring office space usage as needed to promote appropriate distancing/spacing, and implementing practices regarding the safe use of any specialty areas or equipment, such as copiers. Department leaders will ensure an enhanced cleaning regime is visible and will report any additional cleaning needs or supplies to the appropriate staff member.

Enhanced Cleaning

Operation Services has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

Utilization of EPA Registered chemical for disinfection, focus on proper dwell time (contact time) of 10 minutes for proper disinfection of chemicals and increased frequency of disinfecting high touch surfaces.

- Doorknobs
- Elevator buttons
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones
Areas of enhanced focus
- Restrooms
- Offices
- Elevators
- Kitchen and/or break areas
- Vending machines
- Copier/printers
- Front desk and lobby areas
- Equipment

Suggested personal area cleaning
- Desks
- Computer keyboards and mouse
- Phone
- Remote control
- Chair arms
- File cabinet drawer handles
- Personal microwaves, refrigerators and appliances including coffee machines

Providing excess amount of PPE for all Custodial Staff
- Masks
- Gloves
- Thermometers
- Hand Sanitizer
- EPA Registered disinfectants

Shared Areas
Everyone (visitors, vendors, parents, tenants, employees, etc.) approved to enter a District facility will be required to follow established safety protocols while on district property in accordance with district and Dallas County guidelines.
- Social distancing is required in all areas at all times.
- Face masks are required in all areas at all times.

Face masks and gloves will be given upon entry to the building if the employee or visitor does not have any.

Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.

Doors in shared areas may need to remain open to avoid multiple persons touching the handles.
Stop the Spread of Germs

Employees can do their part to help prevent the spread of respiratory diseases by following these guidelines:

**Social Distancing**

The District will implement social distancing protocols within buildings. Individuals should keep a six-foot minimum distance.

The specified percentage of maximum capacity, as determined by the District and based on state and local guidelines, will be permitted in buildings.

Work schedules for staff will be determined to ensure social distancing can be maintained.

**Face Masks**

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone (visitors, vendors, parents, tenants, employees, etc.) approved to enter a District facility will be required to wear face masks while on district property in accordance with district and Dallas County guidelines.

Employees are required to wear their own personal face masks (over the nose and mouth) to work. If needed, the District will provide them.

As a reminder, face masks do not replace the need to maintain social distancing and frequent handwashing.
**Personal Face Masks**

Personal face masks must adhere to the following guidelines:

- Must fit snugly over the nose bridge, mouth and chin.
- Must be secured to minimize the need to adjust frequently.
- Must be work-appropriate, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the District’s dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc).
- Should not be loose material that could get caught in machinery or cause injury.
- Do not need to be medical grade.
- Masks or respirators with exhalation valves are not recommended, since they are not effective as source control and decrease protection of persons around the wearer.
- Gaiter type neck fleece are not advised as face coverings for COVID-19 prevention, as there is evidence they offer little protection, and may increase transmission and dispersion of small droplets.
- Should be worn prior to entering the building at all times.
- Personal face masks should be placed in a bag or bin until they can be washed (recommended daily).

**How to Remove a Face Mask**

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
- Follow the instructions below for the type of mask you are using.
  - Face Mask with Ear Loops: Hold both ear loops and gently lift and remove the mask.
  - Face Mask with Ties: Untie the bottom bow first, then untie the top bow and pull the mask away from you as the ties are loosened.
  - Face Mask with Bands: First, lift the bottom strap over your head, and then pull the top strap over your head.
- Disposable or paper-based face masks may be thrown in the trash. Personal face masks should be placed in a bag or bin until they can be washed (recommended daily).
- Clean your hands with soap and water or hand sanitizer after touching the face mask.

**Who May Not be able to Wear a Face Mask**

- Anyone who is unable to remove a face mask without assistance due to mobility disability
- Anyone with a respiratory disability that causes difficulty breathing
Face Shields

Face shields may be worn in addition to face masks. Face shields do not replace the requirement of wearing a face mask while on District property.

Following are guidelines for the use of a face shield:

- Clean your hands with soap and water or hand sanitizer before touching the face shield.
- Do not touch eyes, nose and mouth when removing the face shield.
- Disposable shields should only be worn one time.
- Reusable face shields may be cleaned with alcohol or according to the manufacturer’s recommendations.

Gloves

All employees will be supplied with gloves. Additional gloves will be available at the front entrance.

Follow these tips:

- Clean your hands before putting the gloves on.
- Remove hand jewelry prior to use.
- Make sure gloves fit properly.
- Be aware that sharp objects can puncture gloves.
- Always change your gloves if they rip or tear.
- Never reuse, share, wash or disinfect gloves.
How to Remove Gloves

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.
- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With your ungloved hand, slide your fingers under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
- After removing gloves, wash your hands thoroughly with soap and water or alcohol-based hand sanitizer.

Main Lobby

No loitering or congregating will be allowed in any lobby areas. Barriers/safe zones will be established around the front desk/receiving areas. Spaces will be reconfigured to achieve social distancing. This will include the removal of seats and the closure of lounges within open areas, and the use of spacing tables at reception areas.

Linus D. Wright Administration Building Welcome Center

All visitors will be required to follow established safety protocols including visiting the first-floor Welcome Center (WC) prior to visiting departmental lobby areas. The WC will check the visitor in and ask if they have an appointment.

Appointment Scheduling

Dallas ISD staff are encouraged to set appointments between the hours of 9:00 a.m. and 4:00 p.m. to avoid increased lobby, hallway, and elevator traffic during employee entry and departure times.

Visitors with an Appointment

If a visitor has an appointment, the WC staff will suggest that the department representative come to meet with the visitor in a provided space on the first floor. However, the final decision on whether to allow the person to go to the department will be left with the department representative.

Visitors without an Appointment

If a visitor does not have an appointment, the department will be contacted to determine whether someone is available to assist the visitor. If the specific staff member is not available, the visitor may be asked to schedule an appointment or attempt to conduct their business via phone or other means.
Elevators

Elevator processes will be marked with designated standing locations on each floor. Security will operate the elevators on the 1st floor. Employees must follow the same procedures on other floors. Standing locations will be marked on the floor of the elevator. The maximum capacity allowed in the elevator will be determined by the site facilitator.

Wear gloves or use a tissue or paper towel when touching the elevator buttons.
Conference and Training Rooms
The following guidelines will apply to the use of conference rooms and shared workspaces:

- Conference rooms and shared workspaces will be CLOSED or may be repurposed. Teams are encouraged to continue the use of electronic channels to conduct group meetings.
- For special circumstances, permission may be obtained from an assistant superintendent, deputy chief or chief to conduct in-person meetings. Should permission be granted:
  - All persons in attendance should wear proper protective gear throughout the duration of the meeting.
  - Capacity will only be approved at the specified percentage of maximum capacity, as determined by the District and based on state and local guidelines, for the space (two to six persons in most cases).
  - Seating, if used, should be situated so that persons are always at least six feet apart.
  - White boards ARE NOT to be used, unless each individual person has a personal set of markers, so that writing utensils are not shared among participants.
  - Tables and surfaces should be wiped down with sanitizing products at the start and end of each meeting.
  - Staff should plan for a 30-minute window between meetings for cleaning.

Restrooms
All multi-person restrooms will be restricted to one person at a time or at the specified percentage of maximum capacity, as determined by the District and based on state and local guidelines. Restrooms will have signage installed stating the maximum capacity.

When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove.

Restrooms will be stocked with soap and paper towels.

Hand soap will be available in all restrooms.

Posters on how to wash hands properly will be posted in all restrooms.

Restrooms will be cleaned regularly throughout the day and at night.
Stairwells
Staff, tenants or visitors may use the stairwells. Stairwells may be marked unidirectional, if possible and as appropriate. They are required to wear face masks, use a paper towel, tissue, disinfectant wipe, or gloves when touching the stairwell, and follow the six-foot social distancing. All stairwells and handrails will receive additional cleaning and germ-blast treatments in alignment with the product application guidelines and timelines.

Meals and Break Rooms
While there is no data to suggest that COVID-19 can be transmitted through properly cooked and handled food, the coronavirus can live on surfaces for extended periods of time, and is highly transmissible in locations like communal kitchens and break rooms where people are gathered in close proximity for extended periods of time and where surfaces are improperly sanitized between use.

To best protect employees in these areas:

| Break Rooms          | Employees may use break rooms, one person at a time. |
|                      | Congregating will not be permitted.                  |
|                      | While these areas will be sanitized daily, cleaning products will be made available so that you may personally sanitize surfaces, handles, etc., before and after your personal use. |
|                      | Sharing of any foods or utensils is strongly discouraged. |
| Food Delivery        | Employees should limit food deliveries and arrange to receive couriers outside the front entrance of the building. |
|                      | Employees will need to be re-screened to re-enter the building. |
| Vending Machines     | Vending machines on the 2\textsuperscript{nd} floor will be available for use. |
|                      | A hand sanitizing station will be added for your convenience. |
| CAFÉ 9400            | Café 9400 will not be open. |
|                      | Employees are encouraged to bring foods and beverages (including coffee) from home. |
|                      | Limited “brown bag” items may be available for purchase for your convenience. |
**Workstations**

Employees will be required to follow a “clean desk” protocol. No food, drinks or items that can be damaged should remain on the desk at the end of the workday. Personal cups, water bottles, etc., should be put away in drawers or cabinets.

Workstations will undergo a daily intensive cleaning, which requires that workstations be clear. The workstation of an employee who demonstrates symptoms consistent with COVID-19 or has been diagnosed with COVID-19 will not be used for 24 hours. After 24 hours, the workstation will be cleaned and sanitized by Custodial Services.

**Individual Offices**

Employees in individual offices should not hold meetings or host guests unless the six-foot social distancing can be enforced.
Supply Rooms and Shared Equipment

Teams should assign a designee responsible for fulfilling supply requests. This will limit the number of people accessing the space, and provide for minimal contamination of resources, provided that appropriate PPE and distancing are in place.

While shared equipment will be treated nightly, individuals are responsible for sanitizing shared equipment, such as copy machines, before and after use. Wipes and cleansers will be provided.

Sharing supplies, such as pens, pencils, notepads, etc., and congregating in work and supply areas is strongly discouraged. Desks and any touchable surfaces should be wiped down daily at the end of use.

If a supply area is locked, or otherwise unavailable to you, please consult your supervisor prior to attempting to gain access.

Intake of Technology

Employees responsible for the intake of technology items should follow the guidelines outlined in *Sanitizing Technology Devices* (this is found in the Appendix).
Social Activities

All social gatherings or group activities are cancelled. This includes sharing food of any kind, potlucks, and/or office celebrations requiring groups to gather.

Avoid person-to-person contact such as shaking hands. The CDC strongly advises against handshakes during the coronavirus pandemic.

Avoid visiting or socializing at another employee’s cubicle or office.
**Travel**

The safety and well-being of staff are top priorities for Dallas ISD as the District transitions from working at home to returning to District facilities. New travel practices and protocols for District business have been implemented in order to follow recommended safety guidelines.

- In-District travel to District facilities should be scheduled to minimize the number of work sites visited each day.
- Out-of-District travel for professional development, conferences, or meetings that are not provided by Dallas ISD is not allowed.
- An employee may be allowed to attend an in-person conference or training if it is approved by an executive director or above. Exceptions may include, but are not limited to, the following:
  - Attendance is legally required.
  - Attendance is required for the employee to maintain licensure or certification.
- COVID-19 data for the requested travel location will be reviewed.
- If approved, employees should follow state and local travel restrictions.
- The District will follow travel guidelines from the Centers for Disease Control and Prevention (CDC).

**International Travel**

Non-essential international travel is discouraged during the COVID pandemic. Employees who have traveled internationally should stay home for 14 days after their arrival into the United States. At home, employees should monitor their health and practice social distancing. To protect the health of others, employees should not go to work for 14 days. See the CDC’s international travel webpage.

**Updates**

These guidelines are based on current best practices as outlined by federal, state, county, and local health officials. The District will update these guidelines as more information and data becomes available.
Screening Process

All staff and visitors will be screened prior to building entry to promote a healthy work environment and reduce the risk of transmission. Employees and visitors who clear the screening will be provided a sticker to enter the building. The sticker should be displayed prominently.

Employee Self-Screening

We encourage employees to self-screen before going to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath/difficulty breathing
- Chills/repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Unusual fatigue
- Fever ≥100.4 or feeling feverish
- Known close contact with a person who has COVID-19

If running a fever of 100.4°F or higher, or feeling ill, please stay at home. Notify the District’s Health Services at (972) 925-4211 or COVID19@dallasisd.org if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure to contact your health provider, if needed, and notify your supervisor regarding your absence.

Under the Employee Support section, please see resources available for employees.

Temperature Checks and Health Questions

Staff facilitating temperature checks and health questions will be positioned at every entry of each parking lot. Screeners will be easily identifiable with designated clothing and vests. Additional screening stations will be available for bus and ride share as well as walk-ups.
Follow these steps for screening:

- Plan to arrive at least 20-30 minutes prior to start time.
- Upon arrival to the building/work site, proceed to the designated area where temperature checks will be conducted daily.
- Please remain in your vehicle.
- Roll down your vehicle window as you slowly pull forward to the designated area.
- Your forehead should not be exposed to direct sunlight and should be unobstructed by hair during screening.
- Trained staff will check your temperature using a non-contact forehead thermometer.
- Remain stationary during the temperature check, which lasts less than 10 seconds.

Individuals with temperature readings over 100.4°F will not be permitted to report to work and will be directed to a designated area where they will be given contact information to one of the District’s Health Services representatives for further instructions.

Employees will be asked the following health questions:

1. In the past two weeks, have you had close contact or lived with someone diagnosed with COVID-19?
   If you have had close contact or live with a person known to have COVID-19, you will not be permitted to work until the end of the 14-day self-quarantine period from the last day of exposure.

2. In the past two days, have you felt feverish or had a fever?

3. In the past two days, have you had a cough?

If you have any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to work until all three (3) of the following criteria are met:

- At least 3 days have passed since recovery (fever-free without use of fever-reducing medications); and
- At least 3 days have passed since improvement in symptoms (cough/shortness of breath, etc.); and
- At least 10 days have passed since symptoms first appeared.

OR

- You have a medical professional’s note clearing you to return to work.
If you become ill during the workday and exhibit any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to work until the three (3) criteria above are met or you have a medical professional's note clearing you to return to work.

Notify the District’s Health Services at (972) 925-4211 or COVID19@dallasisd.org if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19.

For more information about what to do if you become ill, visit: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html.

Parking
Staff and visitors who have passed the screening process will be allowed to enter the parking lot.

Building Entry and Directional Flow
Arrows and signage will be posted in the lobby, entrances, and exit doors for directional flow. The following is a directional flow sample.

Disposable personal protection will be provided in the lobby for staff, tenants, and visitors without face masks or gloves.
Central Staff Re-Entry Playbook

Guidelines For Staff With Confirmed Covid-19, Covid-19 Symptoms, or Family Members With Covid-19 Symptoms

Staff Who Become Ill During the Workday
Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID-19.

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<th>Signs or symptoms may appear 2-14 days after exposure to the virus.</th>
<th>Cough</th>
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<td>People with the following symptoms may have COVID-19:</td>
<td>Shortness of breath/difficulty breathing</td>
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<td>Chills/repeated shaking with chills</td>
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<td>Muscle or body aches</td>
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<td>Headache</td>
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<td>Sore throat</td>
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<td>Congestion or runny nose</td>
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<td>Loss of taste or smell</td>
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<td>Nausea or vomiting</td>
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<td>Unusual fatigue</td>
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<td>Fever ≥100.4 or feeling feverish</td>
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<td>Known close contact with a person who has COVID-19</td>
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</table>


If staff develop symptoms of COVID-19 during the workday or are confirmed to have COVID-19, the following steps will be taken to reduce transmission:

- Separate ill staff from others and send them home.
- The supervisor may also send home employees who have been in close contact with the employee.
- Health Services will contact the employee.
- Notify the District’s Health Services at (972) 925-4211 or COVID19@dallasisd.org.
- Health Services will assist with contact tracing to determine other staff that may have been exposed to the virus and will inform staff of possible exposure to the virus while maintaining confidentiality. (See Board Policy DH and Educator Code of Ethics)
- Health Services will contact Custodial Services for Standard Operating Procedures for cleaning/disinfection of ill staff’s desk/workstation.
- In most cases, the department/facility will not need to be shut down.
COVID-19 Contact Tracing Employee Procedures

Overview
Contact tracing is part of a public health process used in response to a confirmed COVID-19 or other infectious diseases. Contact tracing will be conducted by the Health Services Department in collaboration with Operation Services and Human Capital Management (HCM). The goal of contact tracing is to maintain a safe work environment and prevent the spread of the infection to protect employees.

Confidentiality of Health-Related Information
Contact tracing is a private process. As part of local, state and federal laws, an employee’s personal information may not be released to the public or shared with individuals who may have come in contact with the infected employee. Employees are prohibited from disclosing confidential information about other employees.

An outbreak in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed.
Confirmed COVID-19 Case Process

**Step 1**

**Employee Reports Diagnosis to the District**
An employee who has received a suspected or confirmed COVID-19 diagnosis must notify Health Services within 24 hours by submitting the electronic COVID-19 Employee Contact Tracing Reporting Form. The form will be accessible online 24 hours a day, seven days a week. Health Services, the Benefits Department, and Operation Services will be notified simultaneously so they can respond quickly.

COVID-19 Hotline
972-925-4211

Health Services
972-925-3386
COVID19@dallasisd.org

**Step 2**

**Health Services Contacts the Reporting Employee**
Health Services receives the form and contacts the employee immediately within three (3) hours to review the following:
- Direct the employee to not return to work
- Confirm demographic information
- Confirm last onsite visit to a district location
- Identify other employees who potentially may have been exposed within two (2) days before symptoms began
- Provide information on isolation requirements and return to work protocols

**Step 3**

**Health Services Contacts Potentially Exposed Employees**
Health Services contacts potentially exposed employees within 24 hours to review the following:
- Direct the employee not to return to work
- Inform the employee of possible exposure
- Confirm demographic information
- Confirm last onsite visit to a district location
- Identify other employees who may have been in close contact within two (2) days before potential exposure
- Provide employee with information on quarantine requirements and return to work protocols
Confirmed COVID-19 Case Process

Step 4

Benefits Department Provides Resources to the Employee
The Benefits Department contacts the employee within 24 hours to review the following:
- COVID-19 testing locations
- Alternative Work Arrangement
- Americans with Disability Act (ADA) accommodations
- COVID-19 Emergency Paid Sick Leave Act or other related COVID-19 leave
- Family Medical Leave and General Medical Leave
- Hardship leave
- Sick Leave Bank (SLB)

Step 5

Health Services Contacts the Operation Services - Environmental Health and Safety Department
EHS will provide within 24 hours an intensive cleaning with an industrialized germ spray to exposed areas by completing the following:
- Disinfect the employee workspace and common areas
- Once the areas are cleaned, a clean notice will be posted
Contact Tracing Procedures

The contact tracing process is initiated when the District is notified that an employee has received a suspected or confirmed COVID-19 diagnosis.

Step 1: Employee reports diagnosis to the District

An employee who has received a suspected or confirmed COVID-19 diagnosis must notify Health Services within 24 hours by submitting the electronic COVID-19 Employee Contact Tracing Reporting Form.

- If the employee notifies his/her supervisor, the supervisor must notify Health Services at (972) 925-4211 or COVID19@dallasisd.org within three (3) hours of receiving the notification from the employee.
- The form will be accessible online 24 hours a day, seven days a week.

If the employee becomes symptomatic/sick at work a supervisor must send the employee home. The supervisor may also send home employees who have been in close contact with the employee. See the definition for close contact in Key Terms. If the employee has a suspected or confirmed COVID-19 diagnosis, the employee becomes a case for contact tracing and should follow the Step 1 process.

Health Services Department
(972) 925-4211
COVID19@dallasisd.org

Note: Health Services, the Benefits Department, and Operation Services will be notified simultaneously so they can respond quickly.

Step 2: Health Services contacts the reporting employee

Health Services receives the form and contacts the reporting employee by phone, text, email or video conference within three (3) hours (the exception will be after hours and on the weekends) of receiving notification from the employee to review the following:
### Step 2: Cont’d
- Direct the employee not to return to work.
- Confirm demographic information such as date of birth, address, telephone number, position, work location, supervisor, etc.
- Document the last time the employee was onsite at a District location.
- Inquire about current health symptoms.
- Determine other employees (name, department) who the employee had close contact within the workplace two (2) days before symptoms began or two (2) days before positive test results.
- Provide employee with information on isolation requirements and return to work protocols.

### Step 3: Health Services contacts potentially exposed employees

Health Services contacts potentially exposed employees by phone, text, email or video conference within 24 hours to review the following:

- Direct the employee not to return to work.
- Inform the employee of possible exposure.
- Confirm demographic information such as date of birth, address, telephone number, position, work location, supervisor, etc.
- Document the last time the employee was at a District location.
- Inquire about current health symptoms.
- Determine other employees (name, department) who the employee had close contact within the workplace two (2) days before symptoms began or two (2) days before positive test results.
- Provide employee with information on quarantine requirements and return to work protocols.

**Note:** The name of the person with a confirmed or suspected COVID-19 diagnosis will not be provided.

If the close contact employee tests positive for COVID-19, the employee becomes a case for contact tracing, and the process returns to **Step 1**.
What happens if I think I have been in close contact with an employee who has tested positive for COVID-19?

Contact Health Services at (972) 925-4211 or COVID19@dallasisd.org.

**Step 4: The Benefits Department provides resources to the employee**

The Benefits Department will contact the employee by phone, email or video conference within 24 hours to review the following:

- COVID-19 Testing Locations
- Alternative Work Arrangement
- Americans with Disability Act (ADA) accommodations
- COVID-19 Emergency Paid Sick Leave Act or other related COVID-19 leave
- Family Medical Leave and General Medical Leave
- Hardship leave
- Sick Leave Bank (SLB)

**Benefits Department**

(972) 925-4300
benefits@dallasisd.org

**Step 5: Health Services contacts the Operation Services-Environmental, Health, and Safety Department**

Operation Services will provide within 24 hours an intensive cleaning with an industrialized germ spray to exposed areas by completing the following:

- Disinfecting the employee workspace and common areas.
- Once the areas are cleaned, posting a clean notice.

Employees may be asked to discontinue use of the exposed workspace and common areas until a clean notice is posted.

**Operation Services-Environmental, Health, and Safety Department**

Daryl Daniels
(972) 925-5012
DDANIELS@dallasisd.org
Close Contact Defined

A “close contact” of a COVID-19 case is any person:

Who had face-to-face contact with a COVID-19 case within 6 feet for more than 15 minutes (Close contact does not include activities such as walking by a person or briefly sitting across a waiting room or office.)

Who had physical contact with a COVID-19 case (including, kissing or embracing, sharing eating or drinking utensils, talking to someone within 3 feet, physical examination, and any other direct physical contact between people)

Who had unprotected direct contact with infectious secretions of a COVID-19 case (for example being coughed or sneezed on)

Who was in a closed environment (household, classroom, meeting room, etc. with a COVID-19 case for more than 15 minutes)

Who was providing care to a family member or COVID-19 case, especially without proper Personal Protection Equipment (PPE)
COVID-19 Contact Tracing FAQs

What is contact tracing?
Contact tracing is a disease control measure to identify persons who may have been exposed to an infectious disease (COVID-19, flu, etc.) and alert their close contacts of their exposure.

Why is contact tracing done?
The goal of contact tracing is to maintain a safe work environment and prevent the spread of the infection to protect employees.

Is contact tracing confidential?
Confidentiality is critical to the success of contact tracing. Your information will be confidential, and the identity of the person(s) who may have been exposed will not be shared.

How is contact tracing done?
Trained Health Services staff work with persons diagnosed with COVID-19 to help them recall everyone who they had close contact with while they were infectious. Health Services staff will notify the person(s) who may have been exposed (contacts) as quickly as possible to prevent additional spread of the disease.

What is a close contact?
A close contact is someone who was within six feet of an infected person for 15 minutes or longer starting two days from before symptoms appeared or two days before the infected person with or without a face mask was tested for COVID-19.

What if I think I was in close contact with an employee who tested positive for COVID-19, and I have not received a phone call from Health Services?
Please contact Health Services at (972) 925-4211 or COVID19@dallasisd.org.

What if I was wearing a face mask?
Based on CDC guidance, a cloth-based covering may not protect the person wearing the mask, but it may keep an infected person wearing the mask from spreading the virus to others. The District requires that employees wear masks to minimize risk.
How will close contacts be notified?
A Health Services staff member will notify the contact by phone that they may have been exposed to COVID-19, provide information on symptoms and encourage them to self-quarantine, if needed, to prevent potential spread of the disease. The Benefits Department will provide information and resources to the employees.

Contact Information
Health Services
(972) 925-4211
COVID19@dallasisd.org
Benefits Department
(972) 925-4300
benefits@dallasisd.org

What are close contacts asked to do?
Close contacts must stay at home (quarantine) and maintain social distancing (at least six feet) from others they live with until 14 days after their last known exposure. Close contacts should avoid contact with high risk persons, take their temperature and self-monitor for the following symptoms:

- Cough
- Shortness of breath/difficulty breathing
- Chills/repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Unusual fatigue
- Fever ≥100.4 or feeling feverish

If close contacts develop symptoms, they should seek medical care if needed, or call 911 if there is a medical emergency.
If I am sent home because I have potentially been exposed, what are the work expectations from the District?

Employees who may have been exposed to someone who has COVID-19 will be approved for an alternative work arrangement for the duration of the required quarantine.

**What does quarantine mean?**

Quarantine is the separation of a person(s) who may have been exposed (close contact) to someone who has COVID-19. Quarantine is for people who are not showing symptoms of illness.

**What will be said to my close contacts about me?**

The name of the person with confirmed or suspected COVID-19 will not be provided. Information about close contacts will not be provided to others.

**How has contact tracing been used previously?**

It was used during the 2014 Ebola virus outbreak and the SARS outbreak in 2003.

**For more information about contact tracing:**

Health Services
(972) 925-4211
COVID19@dallasisd.org
Return to Work Requirements

Staff with a confirmed COVID-19 diagnosis may not return to work until:

- At least 3 days have passed since recovery, which is defined as:
  - No longer having a fever (<100.4°F or higher) without the use of fever-reducing medicine like Advil, Tylenol, or aspirin), and
  - Significant improvement of your other symptoms (cough, sore throat, headache, etc.), and
- At least 10 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis.

Staff with symptoms of COVID-19 who have not been tested or evaluated by a medical professional are assumed to have COVID-19.

Staff with symptoms of COVID-19 may not return to work until:

- The same criteria listed above have been met, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis.

Staff exposed to persons known to have COVID-19 may not return to work until:

- The end of the 14-day self-quarantine period from the last date of exposure.

Return to work guidance cannot anticipate every unique situation.
Contact Tracing Key Terms

**Asymptomatic:** A person who has been exposed to an infectious disease but has no symptoms of the disease.

**Close contact:** Someone who was within 6 feet of an infected person with or without a face mask for at least 15 minutes starting from 48 hours or 2 days before they had symptoms or tested positive.

**Confirmed COVID-19 case:** A person who has tested positive for a COVID-19 diagnosis.

**Contact Tracers (or similar role):** Trained persons that notify and monitor contacts of their exposure. They perform activities to help ensure the safe quarantine of contacts. In some cases, Contact Tracers may also assist in contacting persons confirmed or suspected to determine information on their close contacts.

**Contact Tracing:** A disease control measure to identify persons who may have been exposed to an infectious disease (COVID-19, Flu, etc.) and alert their close contacts of their exposure.

**Coronavirus Disease 2019 (COVID-19):** An infectious disease caused by a new coronavirus, also known as COVID-19. About 80% of people with COVID-19 have a mild to moderate infection like a cold. Some cases of COVID-19, however, can be much more severe.

**Exposure:** Having come into contact with an agent (e.g., bacteria, viruses) that cause a particular health problem.

**Incubation period:** The period of time between exposure to an infection and when symptoms develop. For COVID-19, the period of quarantine is 14 days because the incubation period is 2 to 14 days.

**Isolation:** The separation of a person who has tested positive for COVID-19, with or without symptoms away from others who are not sick. Persons in isolation should stay home until it is safe to be around others.

**Personal protective equipment (PPE):** Equipment used to protect individuals from COVID-19, such as face coverings or masks and gloves.

**Quarantine:** The separation of a person(s) who may have been exposed (close contact) to someone who has COVID-19. Quarantine is for people who are not showing symptoms of illness.
Employee Support

All staff members are encouraged to communicate any concerns to their supervisor, who will be able to further direct them in the event additional services, information, and/or considerations are needed.

Below are resources available for employees.

Resources

<table>
<thead>
<tr>
<th>Health Services</th>
<th>(972) 925-4211</th>
<th><a href="mailto:COVID19@dallasisd.org">COVID19@dallasisd.org</a></th>
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</thead>
<tbody>
<tr>
<td>Benefits Call Center</td>
<td>(972) 925-4000</td>
<td><a href="mailto:Benefits@dallasisd.org">Benefits@dallasisd.org</a></td>
</tr>
<tr>
<td><em>English- and Spanish-speaking representatives available</em></td>
<td></td>
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<tr>
<td>Dallas ISD Benefits Department</td>
<td>(972) 925-4300</td>
<td><a href="http://www.dallasisd.org/benefits">www.dallasisd.org/benefits</a> <a href="mailto:benefits@dallasisd.org">benefits@dallasisd.org</a></td>
</tr>
<tr>
<td><em>English- and Spanish-speaking representatives available weekdays, 7:30 a.m. to 5:30 p.m.</em></td>
<td></td>
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</tr>
<tr>
<td>Leave of Absence Programs</td>
<td>(972) 925-4000</td>
<td><a href="http://www.dallasisd.org/benefits">www.dallasisd.org/benefits</a></td>
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<tr>
<td>Americans with Disabilities Act (ADA) Accommodations</td>
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<tr>
<td>Employee Assistance Program (EAP)</td>
<td>(800) 479-9639</td>
<td><a href="http://www.MagellanHealth.com/member">www.MagellanHealth.com/member</a></td>
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<tr>
<td>TRS-ActiveCare participants</td>
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<tr>
<td>Aetna</td>
<td>(800) 222-9205</td>
<td><a href="http://www.trsactivecareaetna.com">www.trsactivecareaetna.com</a></td>
</tr>
<tr>
<td>Scott &amp; White Health Plan (HMO)</td>
<td>(800) 222-9205</td>
<td><a href="http://www.trs.swhp.org">www.trs.swhp.org</a></td>
</tr>
<tr>
<td>Teledoc</td>
<td>(855) 835-2362</td>
<td><a href="https://member.teladoc.com/trsactivecare">https://member.teladoc.com/trsactivecare</a></td>
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<tr>
<td>Texas Department of State Health Services</td>
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<tr>
<td><em>COVID-19 Self-Checker</em></td>
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<tr>
<td><em>COVID-19 Test Collection Sites</em></td>
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<tr>
<td>Dial 2-1-1, then choose Option 6.</td>
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<tr>
<td><a href="https://www.dshs.state.tx.us/coronavirus/testing.aspx">https://www.dshs.state.tx.us/coronavirus/testing.aspx</a></td>
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<tr>
<td><a href="mailto:coronavirus@dshs.texas.gov">coronavirus@dshs.texas.gov</a></td>
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<tr>
<td>Centers for Disease Control and Prevention and Texas Education Agency</td>
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<tr>
<td>“If You are Sick or Caring for Someone”</td>
<td>(800) 322-4636</td>
<td><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html</a></td>
</tr>
</tbody>
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Additional Information
Guidelines for Sanitizing Technology Devices (Page 40 in Appendix)
Summer 2020 Dress Code Memo and Guidelines (Pages 43-44 in Appendix)
The Beat: Office Supply Reimbursement (Page 45 in Appendix)
### Guidelines for Sanitizing Technology Devices

#### Safety Precautions to Best Protect Yourself and Others
- When cleaning technology devices, it is important to follow manufacturer guidance.
- Wear a face mask.
- Wear gloves when handling technology items.
- Wash hands frequently or use hand sanitizer with at least 60% alcohol.
- Maintain at least six feet of distance when verifying the delivery or receipt of technology items.

#### General Cleaning Tips
- Use a lint-free cloth, screen wipe or microfiber cloth.
- Prior to sanitizing a laptop, close the laptop, remove the battery from the bottom and unplug all external power sources and cables.
- Open the laptop after disconnecting the battery. Avoid placing pressure on the screen; pushing on the screen or excessive wiping can damage the pixels of a flat-screen monitor.
- Remove dirt, dust and crumbs from the keyboard, using a can of compressed air.
- Do not use bleach or other aerosol sprays.
- Do not submerge or spray cleaner directly on devices.
May 21, 2020

TO: Campus and Central Staff
FROM: Cynthia Wilson, Chief, Human Capital Management
SUBJECT: Summer - Casual Dress Code

Due to the re-entry process and working both remotely and on-site, this year the District will implement a summer casual dress code. The goal is for all employees to continue to present a professional image to students, parents, and community members while also being comfortable as they perform their normal work duties. However, during specific occasions and for formal meetings, employees will be expected to abandon the casual look in favor of business attire. Standards for daily attire is still at the discretion of the supervisor.

The summer dress code will be in effect beginning June 1, 2020 and continue through Aug. 28, 2020.

Please remember that casual does not mean unkempt. The dress code does not allow for inappropriate apparel. [See DH(LOCAL) and (REGULATION)] To guide you in determining what is appropriate summer clothing, casual dress code guidelines are attached.

Attachment

Approved:

Cynthia Wilson, Chief of Human Capital Management
Summer - Casual Dress Code

Guidelines

1. Choose clothing that is comfortable and neatly put together that communicates professionalism.

2. Casual may differ based on the various business needs of the department. Please consult with your department supervisor to determine appropriate attire for your job.

3. Certain events on the District’s calendar may require employees in a specific department or location to wear business attire instead of the casual look.

4. Take your workday schedule into account when considering your attire for the day. If you have a meeting scheduled with the public or vendors, you may need to wear business attire.

5. Clothing should be clean, pressed and wrinkle-free, without holes or frayed areas.

Acceptable Attire

- Footwear – Loafers, boots, flats, sandals, leather deck shoes, and sneakers or athletic shoes are acceptable.
- Slacks – Nice pants or cotton slacks.
- Jeans – Not ripped or torn.
- Shirts – Blouses, casual shirts, and golf shirts are acceptable.
- Dresses and skirts – Casual dresses and skirts appropriate for an office environment are acceptable.

Unacceptable Attire

- Slippers and flip flops are not acceptable.
- Sweatpants, shorts, bib overalls, leggings, spandex, and lycra are not acceptable.
- Tank tops and shirts with inappropriate messages/graphics are not acceptable.
- Dresses and skirts shorter than three inches above the bend of the knee are not acceptable.
- Gym clothes and beach wear are not acceptable.
- Transparent, revealing or provocative attire is not acceptable.
- Excessively worn, faded, or tight clothing is not acceptable.
Reimbursement for office supply costs during closure

District employees may request reimbursement for a reasonable amount of office supply costs, to include toner, printer cartridges, and paper, incurred while working from home during the Extended Emergency Leave. Employees are advised to obtain approval from their supervisor prior to making any purchase. Note that only consumable office supply costs are eligible for reimbursement. Office equipment, home/office furniture, and services including phone and Internet whether for home or mobile are not eligible for reimbursement under this reimbursement plan. This office supply costs reimbursement option will be open to employees indefinitely as long as the Extended Emergency Leave is in effect.

A video detailing how to request reimbursement can be found on the Accounts Payable website at www.dallasisd.org/iexpense on the Covid-19 tab under “Training Videos & Information.” An employee making this request should complete a new expense reimbursement in iExpense by choosing the “Office Supply Costs” template and selecting expense type “Miscellaneous – General Supplies.” The employee should enter a justification of “Home office purchase during Extended Emergency Leave” and enter the receipt amount excluding sales tax. Oracle will pre-populate the line code and should not be overwritten. The final step is to attach legible, itemized sales receipts for all expenses in iExpense before submitting the request. Receipts may not be dated earlier than March 17, 2020.

All reimbursement requests will route in iExpense to the employee’s supervisor who must approve the request prior to it becoming eligible for reimbursement. Accounts Payable will review all requests to ensure expense eligibility and receipt attachment.

The detailed video about submitting these types of expenses for reimbursement is the best source of guidance. If employees still have questions about the process or a specific reimbursement, contact Accounts Payable at travel@dallasisd.org.