Education Evolution
Preparing for Today, Tomorrow and Beyond

CENTRAL STAFF
RE-ENTRY PLAYBOOK
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Letter from the Superintendent

Welcome back to the office, central staff employees. Your work, often performed from home, has been essential to maintaining District operations during the coronavirus crisis. From keeping lawns mowed and paychecks processed to distributing student meals and communicating with the public, central staff have done a stellar job in the weeks since schools were closed to slow the spread of the coronavirus. Now, staff are being asked to return to the office in limited numbers under new protocols to prepare for a new school year that will be unlike any other in recent memory.

Decisions are still being made about the new school year. Chances are it will be a blend of at-home learning and campus instruction. In either case, the support of central staff will continue to be a critical element of school operations.

This re-entry playbook is an effort to ensure the safety of staff upon the return to the workplace in this unprecedented time. Employees are asked to carefully review the playbook and to strictly adhere to its recommendations. Every known tool is being employed to ensure safety, and the cooperation of all employees is essential.

Even more so than usual, the support of central staff is critical to District operations in this challenging time. Every employee is precious and essential. Working together, and following the recommended safety protocols, we will get through this crisis.

Thanks in advance for your dedication to duty and to the District’s students and families.

Respectfully,

Michael Hinojosa, Ed.D.
Superintendent of Schools
Central Staff Re-Entry Playbook

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

**Phase I: Current State**

Maintain current state of emergency leave and established processes related to essential staff.

**Phase II: June 1 - June 30**

Employees may opt in to report to the work site based on employee’s preference.

**Phase III: July 5 - July 31**

Employees are expected to report physically to work site with additional safeguards utilizing A Day/ B Day rotations as appropriate.

**Phase IV: August 3**

All district functions return to normal operations. May include a return to normal operations, with all employees back to their work locations, or it may be a mixture of Phase II and III measures. A final determination will be decided based on timely Dallas County COVID-19 case data.
Central Staff Re-Entry Playbook

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.

Summer Work Schedule

Beginning June 1, central staff employees will work a four-day workweek, and the District will close on Fridays. Central office hours during the summer will be staggered between 7 a.m. and 7 p.m. with start/arrival times of 7 a.m., 7:30 a.m., 8 a.m., and 8:30 a.m., Monday through Thursday.

A building occupancy rate of only 25% will be allowed during the re-entry process.

The summer schedule will allow for a combination of on-site and remote work.

Supervisors may allow employees to work a schedule other than the four-day workweek if the change does not negatively affect department functions. Employees are responsible for consulting with their supervisor to determine the start and end times of their daily work schedule during the summer.

Employees are encouraged to take a working lunch, and if so, will be required to work a 10-hour day. Employees who take a working lunch will be compensated for this time, which will be considered part of normal work hours. This will reduce the need for staff to leave for lunch, receive food deliveries, or interact with lobby and elevator traffic. It will reduce the need for additional pre-screening upon re-entry to the building and will maximize employee safety. Employees who require a non-working lunch break should check in and out for that time, and should report earlier to ensure the 10 work hours are completed before the building closes at 7 p.m.

Monthly Employees

- Employees paid monthly will work the four-day workweek from June 1 through July 31.
- Monthly employees will resume their regular work hours on Aug. 3.

Biweekly Employees

- Employees paid biweekly will work a four-day workweek from June 5 through Aug. 6.
- Biweekly employees will NOT work on June 5 if they participate in the four-day workweek.
- Biweekly employees who participate in the four-day workweek will resume their regular hours on Aug. 7.

The District encourages employees who normally take time off (TO) or utilize non-duty days during the summer to do so and return prepared for students.

Specific payroll questions may be directed to notifypayroll@dallasisd.org.
Summer Break
The District will be closed for summer break from June 29 through July 3. An employee will not be permitted to work for pay while the District is closed unless the employee has received prior written approval from his or her department chief.

All Central Staff employees will return to work on July 6. While building capacity limits are in place, an employee will continue to work a combination of on-site and remote work.

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 only 25% of staff 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

All staff, visitors, and tenants will be required to follow established safety protocols.

- Social distancing is required in all areas at all times.
- Use of face masks and gloves is strongly encouraged.

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.
A 25% maximum capacity will be permitted in buildings. The number of persons entering and exiting the building will be monitored throughout the day.
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 strongly encouraged to wear face masks in public areas and shared spaces.
Employees are strongly encouraged to wear their own personal face masks (over the nose and mouth) and gloves to work. If needed, the District will provide them.

Personal Face Masks
Personal face masks must adhere to the following guidelines:
- Must cover the nose and mouth to maintain effectiveness.
- 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.
- Should be worn prior to entering the building and in shared areas of the building at all times.
- Must be disposed of in designated waste containers.
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.
- Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

Employees in cubes or open areas will be strongly encouraged to wear face masks. Employees in individual offices are strongly encouraged to wear face masks when entering a shared area or hosting a guest. Guests should not be hosted in individual offices unless six-foot social distancing can be enforced.

As a reminder, face masks do not replace the need to maintain social distancing and frequent handwashing.
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 mediums 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 25% of the normal allowed capacity for the space. (two-six people 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 a 25% maximum capacity, as appropriate, and will have signage installed stating the process.

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 strongly encouraged 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:

| 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.  

| 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.  

| Vending Machines    | Vending machines on the 2nd floor will be available for use.  
|                     | A hand sanitizing station will be added 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.

In-District Travel

In-district travel trips should be scheduled to minimize the number of work sites visited each day. Staff members must follow the established protocols and procedures of each work site, such as, signing in and out, wearing an employee badge at all times, etc.
**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 or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measured temperature equal to or greater than 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19

If running a fever of 100.4°F or higher, or feeling ill, please stay at home. 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.

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 and should leave one empty parking space between vehicles.

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.
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.

| Signs or symptoms may appear 2-14 days after exposure to the virus. | Cough |
| | Shortness of breath/difficulty breathing |
| People with the following symptoms may have COVID-19: | Chills/repeated shaking with chills |
| | Muscle pain |
| | Headache |
| | Sore throat |
| | Loss of taste or smell |
| | Diarrhea |
| | Fever ≥100.4°F or feverish feeling |
| | Known close contact with a person who has COVID-19 |

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

- Separate ill staff from others and send them home.
- Contact Maintenance for Standard Operating Procedures of cleaning/disinfection of ill staff’s desk/workstation.
  - In most cases, the department/facility will not need to be shut down.
- Contact Health Services to assist with contact tracing to determine other staff that may have been exposed to the virus.
- Health Services will inform staff of possible exposure to virus while maintaining confidentiality. (See Board Policy DH and Educator Code of Ethics)

You have an Employee or Visitor who is Reporting a Positive COVID-19 Test

**Notify**
**Health Services**
(972) 925-3386

**Notify**
**Executive Director**

**Health Services**
**Notifies**
**Dallas County Health Department**
Health Services will notify DCHD and provide necessary information to begin contact tracing. Dallas County will provide guidance regarding communication to contacts and recommended schools closing based on current CDC, Federal, State and County guidelines.

**Health Services**
**Notifies**
**Dallas ISD Environmental, Health and Safety**
Health Services will work in conjunction with Environmental, Health and Safety department to determine necessary means to clean and disinfect based on current guidelines and risk of exposure.

**Health Services**
**Notifies**
**Dallas ISD Communication Services**
Health Services will collaborate with Communication Services department regarding recommendations provided by Dallas County as to convey pertinent information to students, families and the general public.
Return-to-Work Guidance

The virus that causes COVID-19 can be spread to others by infected persons through respiratory droplets from those who have few symptoms, no symptoms or are mildly ill. Due to the contagious nature of the virus, all staff should stay informed and take actions based on common sense and good judgment.

Staff with Confirmed COVID-19 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**

**What you need to know about:** Covid-19 + Contact Tracing

**Q:** What is contact tracing?

**A:** 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.

**Q:** Why is contact tracing done?

**A:** The goal of contact tracing is to help prevent the further spread of infection, to identify hotspots of infection, and to protect friends, families and communities from potential infection.

**Q:** Is contact tracing confidential?

**A:** 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.

**Q:** How is contact tracing done?

**A:** 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 person(s) who may have been exposed (contacts) as quickly as possible to prevent additional spread of the disease.

**Q:** How will contacts be notified?

**A:** A Health Services staff member will notify the contact by phone that they may have been exposed to COVID-19, provide information on symptoms, resources and encourage them to self-quarantine, if needed to prevent the spread of the disease.

**Q:** What are contacts asked to do?

**A:** Contacts must stay at home and maintain social distancing (at least 6 feet) from others they live with, until 14 days after their last known exposure. Contacts should self-monitor for symptoms, avoid contact with high-risk persons and take temperature if these symptoms develop:

- Fever (≥100.4°F)
- Cough
- Chills
- Muscle Pain
- Shortness of breath / difficulty breathing
- Sore Throat
- New loss of taste or smell

If contacts develop symptoms, they should seek medical care if needed, or call 911 if there is a medical emergency.

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

**A:** Identified contacts will be told they were potentially exposed. They will be asked questions about their symptoms in relation to COVID-19. Contacts will receive information about how to monitor symptoms through the monitoring tool, and information about what to do if they become sick.

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

**A:** Contact tracing was used during the 2014 Ebola virus outbreak, as well as in the SARS outbreak in 2003. Contact tracing is also used to combat measles and tuberculosis.

For more information about contact tracing: chs@dallasisd.org
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>TRS-ActiveCare participants</th>
<th>Aetna</th>
<th>(800) 222-9205</th>
<th><a href="http://www.trsactivecareaetna.com">www.trsactivecareaetna.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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></td>
<td>Teledoc</td>
<td>(855) 835-2362</td>
<td><a href="https://member.teladoc.com/trsactivecare">https://member.teladoc.com/trsactivecare</a></td>
</tr>
<tr>
<td>Texas Department of State Health Services</td>
<td>COVID-19 Self-Checker</td>
<td>Dial 2-1-1, then choose Option 6.</td>
<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></td>
<td>COVID-19 Test Collection Sites</td>
<td></td>
<td><a href="mailto:coronavirus@dshs.texas.gov">coronavirus@dshs.texas.gov</a></td>
</tr>
<tr>
<td>Centers for Disease Control and Prevention</td>
<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>
<tr>
<td>Benefits Call Center</td>
<td>(972) 925-4000</td>
<td>Benefits.dallasisd.org</td>
<td></td>
</tr>
<tr>
<td>Dallas ISD Benefits Department English- and Spanish-speaking representatives available weekdays, 7:30 a.m. to 5:30 p.m.</td>
<td>(972) 925-4300</td>
<td><a href="http://www.dallasisd.org/benefits">www.dallasisd.org/benefits</a></td>
<td></td>
</tr>
<tr>
<td>Leave of Absence Programs Americans with Disabilities Act (ADA) Accommodations</td>
<td>(972) 925-4000</td>
<td><a href="http://www.dallasisd.org/benefits">www.dallasisd.org/benefits</a></td>
<td></td>
</tr>
<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>
<td></td>
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<tr>
<td>Health Services</td>
<td>(972) 925-3386</td>
<td><a href="http://www.dallasisd.org/healthservices">www.dallasisd.org/healthservices</a></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:chs@dallasisd.org">chs@dallasisd.org</a></td>
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</table>

Centers for Disease Control and Prevention and Texas Education Agency

https://www.cdc.gov/
https://tea.texas.gov/
Additional Information

Guidelines for Sanitizing Technology Devices (Page 30 in Appendix)
Summer 2020 Work Schedule Memo (Pages 31-32 in Appendix)
Summer 2020 Dress Code Memo and Guidelines (Pages 33-34 in Appendix)
The Beat: Office Supply Reimbursement (Page 35 in Appendix)
2019-2020 Summer 4-Day Workweek FAQ's (Pages 36-39 in Appendix)
4-Day Workweek Set Up Instructions (Pages 40-53 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 26, 2020

TO: Central Staff Employees  
FROM: Cynthia Wilson, Chief, Human Capital Management  
SUBJECT: Central Staff Summer 2020 Work Schedule and Check-In Procedures (Revised)  

While the District prepares for your re-entry into the workplace, this memo is to advise you of the Summer 2020 Work Schedule for Central Staff employees working remotely and on-site. [See DK(Regulation)] Building Occupancy rate of up to 25 percent will be allowed to enter the building during the re-entry process. The summer schedule will allow for a combination of on-site and remote work.

Monthly Employees
- Employees paid monthly will work the four-day workweek from June 1, 2020 through July 31, 2020.
- Monthly employees will resume their regular work hours on August 3, 2020.

Biweekly Employees
- Employees paid biweekly will work a four-day workweek from June 5, 2020 through August 6, 2020.
- Biweekly employees will NOT work on June 5, 2020 if they participate in the four-day workweek.
- Biweekly employees who participate in the four-day workweek will resume their regular hours on August 7, 2020.

Central Staff employees will work a four-day workweek, and the District will close on Fridays during a portion of the summer. Central office hours during the summer will be staggered between 7:00 a.m. to 7:00 p.m. with start/arrival times of 7:00 a.m., 7:30 a.m., 8:00 a.m., and 8:30 a.m., Monday through Thursday. All buildings will close at 7:00 pm to allow for intensive cleaning in preparation for the next workday.

Supervisors may allow employees to work a schedule other than the four-day workweek if the change does not negatively affect department functions. Employees are responsible for consulting with their supervisor to determine the start and end times of their daily work schedule during the summer. Employees who volunteer to take a working lunch will only be required to stay at the worksite or be available remotely for 10 hours rather than 10.5 to 11 hours, which will decrease an employee’s time at the work location. Any employee that requires a non-working lunch break will clock in and out that time and should be assigned an earlier report time to ensure the 10 work hours are completed before the buildings close at 7:00 p.m. Employees are strongly encouraged to utilize a working lunch if possible. Employees will be compensated for this “working lunch” time and it will be considered part of normal work hours. This will reduce the need for staff to leave for lunch, receive food deliveries, interact with lobby and elevator traffic, reduce the need for additional pre-screening upon reentry to the building and maximize employee safety.

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 with be forthcoming in future communications. The check-in procedure will be at the discretion of the supervisor. If an employee takes time off, the supervisor is responsible for ensuring the attendance form is completed.
Central Staff Employees
Page 2
May 26, 2020

Nonexempt employees and rehired retirees must check in and check out by using one of the following procedures:

- Biometric clock
- Onsite computer workstation
- Attendance form

If an employee takes time off, the supervisor is responsible for ensuring the attendance form is completed. The total hours of the work week may be a combination of both on-site work and at-home work based on the employee’s work arrangement with their supervisor.

The District will be closed for Summer Break from June 29, 2020 through July 3, 2020. Employees will not be permitted to work for pay while the District is closed unless the employee has received prior written approval from his or her department Chief.

Central Staff employees are tentatively scheduled to return to work during Phase III of the Dallas ISD Re-Entry plan which is tentatively scheduled for July 6, 2020. More information will be forthcoming through various District communications as we approach that date and a final determination is made based on the available data at the time.

The District encourages employees, who normally take time off (TO) or utilize non-duty days during the summer, to do so and return prepared for students.

Specific payroll questions may be directed to notifypayroll@dallasisd.org.

Approved:

_________________________  _______________________
Cynthia Wilson, Chief of Human Capital Management  Dwayne Thompson, Chief of Financial Services
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.
2019-2020 Summer 4-Day Workweek FAQ's

Because of COVID-19 there are employees that are still working remotely but will be participating in the 4-day work week.

Q1. When does the 4-day workweek begin and end?
   A1:
   - **Monthly** - The 4-day workweek begins the week of June 1, 2020. That is when monthly employees will start working 10 hours per day and the first Friday off will be June 5th. The last Friday off will be July 31st.
   - Monthly employees will resume their regular schedules on August 3, 2020.
   - **Biweekly** – The 4-day workweek begins the workweek of June 5, 2020. This will be the first Friday off. Employees start working 10 hours per day on June 6th.
   - Biweekly employees will resume their regular work schedules on August 7, 2020.

Q2. How will the 15-minute breaks work during the 4-day workweek?
   A2:
   - Non-exempt employees have a 15-minute break in the morning and another in the afternoon.
   - Breaks are paid by Dallas ISD and employees should not clock in and out.
   - Breaks cannot be used for a lunch period or to leave early.
   - Breaks cannot be combined.
   - If an employee misses a break period, it cannot be taken later.
   - Due to the 15-minute length of the break period, employees are discouraged from leaving Dallas ISD premises during that time.

Q3. Who must use the biometric or web clock during the 4-day workweek?
   A3:
   - All support employees and TRS retiree’s that are physically on-site working must sign in and out on the biometric clock or use the web clock. Support employees will not clock out and back in for a lunch break. Lunches will be taken at employee workstations during regular work hours and will not be time away from work.
   - Monthly exempt employees that are physically working on-site are encouraged to sign in June 1, 2020 and must continue through July 31, 2020.

Q4. What departments will participate in the 4-day workweek?
   A4: All Central Staff with a 195-day work schedule or greater have the option to participate in the 4-day workweek.
Q5. Will Managers be able to set up some of their employees with a 4-day workweek and leave other employees under the 5-day workweek?
A5: Yes. Managers will have the option of setting up employees individually. They will also still have the option to mark all employees “YES” or “NO” with a single selection. Managers need to make sure that non-exempt employees that are physically working have supervisor’s present.

Q6. What is the official start and stop time for the 4-day workweek?
A6: Due to Covid-19 the district has added more schedules. The central office hours will be Monday through Thursday.

The available schedules are:

- 7:00 a.m. – 5:00 p.m.
- 7:30 a.m. – 5:30 p.m.
- 8:00 a.m. – 6:00 p.m.
- 8:30 a.m. – 6:30 p.m.

Q7. Does an employee have to specifically work one of those schedules?
A7: In order to meet the needs of the district, a supervisor may elect to assign an employee another work schedule. Managers need to make sure that non-exempt employees have supervision during that time.

Q8. What about biweekly and monthly paydays that fall on Friday?
A8: Payroll will be distributed according to the District’s calendar.

Q9. What about the week of July 4?
A9: The week of July 4, 2020 will be counted as holiday for employees with 226-day or greater work schedules.

Q10. How should we account for lunch hours?
A10: Due to Covid-19 the lunch deduction requirement has been changed. All employees who are physically working the 4-day workweek will be scheduled with a 10-hour workday with no lunch deduction. The lunch deduction has been defaulted to 0 minutes. Lunches will be taken while the employees continue to work.

If an employee needs to leave the work premises, they will need to clock out and back in to record that time.

Q11. What if an employee is absent during the 4-day workweek?
A11:
- **Exempt Employees** - The timekeeper should record 10 hours on the day of the absence if an exempt employee is out for the full day. The timekeeper should record 5 hours for an exempt employee who is out more than half a day but not the full day. (Employee
MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS

will need to submit an attendance report.)

- Non-exempt Employees – The timekeeper must account for 40 hours in a workweek for non-exempt employees. The timekeeper should report absences needed to reach the 40 hours for the workweek but total hours for the week should not go over 40. (Employee will need to submit an attendance report.)

Q12. What if a non-exempt employee fails to sign in and out?
A12: A Non-Exempt Attendance Report must be completed by the employee and signed by the supervisor/manager/approver. The timekeeper will use the form to make the correction in the Oracle system. The timekeeper should not enter a Pay Type on the timecard. The supervisor should counsel employees who have excessive forms for not clocking in.

Q13. What if employees refuse to clock in and out?
A13: They have the alternative to use the web clock if they do not use the biometric clock. The supervisor should address the situation.

Q14. When is BW/MO payroll due during the 4-day workweek?
A14: Biweekly Payroll is to be approved on Mondays at the latest by 6 pm. Timekeepers and Approvers need to make sure that the biweekly payroll is done by then. Payroll Bulletins are posted on the Payroll Services webpage.
  - BW pay period 14 2020 Bi-Week will be due on July 6, 2020 @ 6:00 p.m.
  - Supplemental Pay for MO period ending 06/30/2020 must be approved by 06/25/2020 (Last day for approvers on 4-day workweek) or 6/26/2020 (approvers working 5-day workweek).

Q15. How does the Manager update the 4-day workweek through DISD Manager Self-Service New?
A15: The instructions on how to do the updates are located on the Payroll Department webpage at www.dallasisd.org/Payroll under Announcements >DISD 4Day Work Week Set up Instructions 2020. If you encounter any issues while performing the set ups, you can contact the Payroll Department via Notifypayroll@dallasisd.org. We will get back to you to resolve your issues in a timely manner.

Q16. Will 4-day work week set-up assistance be provided?
A16: A Payroll Analyst will be available to assist Timecard Approvers with the set-up of the 4-day workweek schedules. Contact Dallas ISD Payroll at Notifypayroll@dallasisd.org to request assistance.

Q17. When will the DISD 4-Day Workweek Set up screens be available?
A17: Instructions are available on the Payroll webpage at www.dallasisd.org/Payroll and you should be able to enter your selections May 26, 2020 through May 29, 2020. Please refer to the set-up instructions and these FAQs if you have any questions. If you have any issues with your
MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS
set ups, please contact Dallas ISD Payroll at Notifypayroll@dallasisd.org to request assistance.

Q18. Can an employee do a 4-day work week in June and change to a 5-day work week in July?
A18: No. The 4-day workweek is set up for the duration of the 4-day workweek period and does not allow for changes.

Q19. During the 4-day week work, can an exempt employee work 9 hours Monday thru Thursday which is 36 hours and be off on Friday and turn in an attendance report for 4 hours?
A19: There is only one 4-day workweek schedule and that is Monday-Thursday, 10 hours per day.

Q20. As the Approver, when I enter the system to adjust for 4-day workweek, it shows my direct reports, but it does not show me. Should I see my name listed as well?
A20: Your timecard approver should see you. You will only see the employees whose timecards you approve.

Q21. I received this message when I was setting up for the 4-day workweek. What should I do? “You have encountered an unexpected error. Please contact the System Administrator for assistance.”
A21: This generally occurs when there is a separated employee on the list of employees for the 4-day workweek. Send an email with the employee’s name and ID # to Notifypayroll@dallasisd.org with the Subject: Separated Employee. Payroll must remove the approver from the employee’s record.

Q22. I was not able to set up my staff for the 4-day work week while the enrollment period was available. What should I do?
A22: You will not be able to have your 4-day work week set up in Oracle as we are strictly adhering to the May 29, 2020 deadline. Timecard approvers will need to update the start and stop times of their exempt and non-exempt employees under Manager Self Service New > Change Employee Work Hours. They should contact their Payroll Specialist or Notifypayroll@dallasisd.org to remove any existing lunch deductions for non-exempt employees.
4-Day Workweek Set Up Instructions

The 4-day workweek enrollment period will open May 26, 2020, through May 29, 2020. It is mandatory that organizations participating in the 4-day workweek complete the enrollment process during the open period. Organizations who fail to set up their staff by the deadline will not be able to have changes to start and stop times or lunch deductions uploaded by Payroll Services. After the deadline, the payroll approver will need to make manual entries.

Employees that work on-site will take lunch at their worksite and will not have a lunch deducted. If a non-exempt employee must take a (work free) lunch break for some reason they will need to clock out and back in for the lunch period. Non-exempt employees who work on-site will also need to clock in and out for the day.

Login to ORACLE

Navigation Path
Manager Self-Service NEW > DISD 4 Day Work Week Setup

DISD 4-Day Workweek Setup screen will open and list all employees in a 195-day or greater assignment for whom you have been designated in Oracle as the Timecard Approver. Once you begin the setup process, you may exit at any time, however, your employees will not be set up until you complete and save all screens. Each section will need to be saved separately. If you exit before completing all screens you can return at any time during the enrollment period and changes that you have already saved will still be on the screens. If there is no one in your department working the 4-day workweek schedule you do not need to do anything.

Changes will be effective for the duration of the 4-day workweek period for Central Staff in 195-day assignments or greater. At the end of the 4-day workweek period the employees’ records will be updated with the start and end times and lunch deductions from prior to the start of the 4-day work week period. If a change to an employee's assignment, such as assignment or work location, is entered with an effective date after the 4-day workweek begins, start and end times and lunch deductions entered for the new assignment will replace the 4-day setups on the effective date used and will not be touched when the 4-day workweek period ends.
Step 1 of 4: Employee Selection

**Note:** An Export feature has been added to allow Timecard Approvers to export completed steps into Excel for review prior to final submission. You can use this feature to check the accuracy of each step in the set-up process.

There are 3 options for selecting the employees who will be working the 4-day work week:

**Option 1:** The department is **not participating**.
   a) You do **not need** to make any changes to the employee records.
   b) Click on the “Exit” button to leave the setup screens.
Option 2: Everyone in the department is participating in the 4-day workweek.

a) Click on the box that says, “Mark All Yes.”

b) Click on the “Save” button to confirm your employee selection.

You will receive a Confirmation stating that “Your changes to the Employee Selection have been successfully updated.”

c) Click on the “Click to Continue” button and this will take you back to Step 1.

d) Click “Next” at the bottom of the screen to continue to Step 2 of 4.
Option 3: Some employees will be on a 4-day workweek while others will remain on the 5-day workweek.

a) The “Will Work 4 Days” section will default to “No.” To choose individual employees, select the “Mark Selection” check box after the employee number.

b) If you have many employees who will be working the 4-day workweek, you can click on the “Mark All Yes” button and then uncheck the selection check box for the individual employees who will not be participating.

c) Click on the “Save” button to confirm your employee selection.

You will receive a Confirmation stating that “Your changes to the Employee Selection have been successfully updated.”

d) Click on the “Click to Continue” button and this will take you back to Step 1.

e) All your employees are still listed but the employees who will participate in the 4-day workweek have now been marked as “Yes”.

f) You can view the total number of employees who will be included in the 4-day workweek and the number who will be excluded at the bottom of the screen under the Employee Selection.

g) Click “Next” at the bottom of the screen to continue to Step 2 of 4.
Step 2 of 4: Workweek Selection

The 4-day workweek schedule has been designated as Monday - Thursday for all participants therefore, the Mon-Thu selection has been defaulted for employees on this screen.

1. All employees who are participating in the 4-day workweek will be listed on this screen.
   a) You will not be able to make edits to your employee selections on this screen.
   b) Use the “Back” button to return to Step 1 to make edits and Save your updated changes.
   c) Review the workweek selection and click on the “Save” button to confirm.

You will receive a Confirmation stating, “Your changes to the Workweek Selection have been successfully updated.”

c.) Click on the “Click to Continue” button and this will take you back to Step 2.
d.) Click “Next” at the bottom of the screen to continue to Step 3 of 4.
Step 3 of 4: Clock Selection

This screen includes only the non-exempt employees who will be working the 4-day workweek. All employees will by default have their lunch deduction set to zero minutes for the 4-day workweek therefore your non-exempt employees will need to have the box checked for “Biometric Clock Available”.

1. The default is “Yes” there will be a Biometric Clock Available.
   a) Review your list of non-exempt employees and confirm the biometric clock available check box is marked.
   b) Click on the “Save” button to confirm the clock selection.

You will receive a Confirmation stating that “Your changes to the Clock Selection have been successfully updated.”

   c) Click on the “Click to Continue” button and this will take you back to Step 3.
   d) Confirm all employees are showing “Y” under Biometric Clock Available.
   e) Click “Next” at the bottom of the screen to continue to Step 4 of 4.
Step 4 of 4: Lunch Deduction Setup

Due to Covid-19 the lunch deduction requirement has been changed. All employees who are working the 4-day workweek will be scheduled with a 10-hour workday with no lunch deduction. The lunch deduction has been defaulted to 0 minutes. Employees will not need to clock out and back in for a lunch break. Lunches will be taken while the employees continue to work.

You will need to enter the start times for each employee who is working and click on the Save button in each section. Once saved, you will receive an acknowledgement of the changes. Return to the Lunch Deduction screen to update the times of the next section and Save. Continue until you have completed all three sections of lunch deductions and Start Times. Once you have saved each section, you will be able to see the new lunch deduction to the left of the screen and the End Times will show a time that is 10 hours after the Start Time.

1. No Biometric Clock Access – Non-Exempt Employees

The lunch deduction will be set to 0 minutes for all non-exempt employees with no distinction between those with clock access and those without. Because screen three (Step 3) had all non-exempt employees marked as having a timeclock available, this section should not have any employees listed.
2. Biometric Clock Access – Non-Exempt Employees

Because screen three (Step 3) had all non-exempt employees marked as having a timeclock available this section should contain all non-exempt employees who are working the 4-day workweek. The lunch deduction will be set to 0 minutes. Enter the daily Start Time for all employees and Save entries. The Lunch Deduction on the left side of the screen should show 0 minutes and the End Time will be 10 hours after the Start Time.

a) Enter changes to the Start Time. You must use the format indicated on the screen: HH:MM and select AM or PM.

b) Click on the “Save” button to confirm.

You will receive a Confirmation stating that “Your changes to the Biometric Clock Access details have been successfully updated.”

c) Click on the “Click to continue” button and this will take you back to Step 4.

d) The lunch deductions should all show 0 minutes.

e) Changes have been updated on screen and will update in Oracle on the first day of the 4-day workweek.
3. Exempt Employees

This should include all exempt employees. The lunch deduction has been defaulted to zero minutes. Enter the daily Start Time for all employees and Save entries. The Lunch Deduction on the left side of the screen should now show 0 minutes and the End Time will be 10 hours after the Start Time.

a) Enter changes to the Start Time. You must use the format indicated on the screen: HH:MM and select AM or PM.

b) Click on the “Save” button to confirm.

c) You will receive a Confirmation stating that “Your changes to the Exempt Employees lunch deduction details have been successfully updated.”

d) Click on the “Click to continue” button and this will take you back to Step 4.

e) Changes have been updated on the screen and will update in Oracle on the first day of the 4-day workweek.
To complete the 4-day workweek setup, click on the Exit button at the bottom of screen. You will receive an email confirmation once the setup is complete.

*IMPORTANT*

If there is a separated employee listed for the approver, it will block the approver from submitting the 4-Day Workweek Setup.

The Approver should return to screen 1 and deselect any employees whose status is separated from the 4-Day Workweek Setup. This will remove the block.

*IMPORTANT*

Be sure to run the 4-Day Workweek Listing Report shown below to review a complete list of all employee’s setup on the 4-Day Workweek Schedule. ***
4 Day Workweek Listing Report

Login to ORACLE

Navigation Path
DISD OTL Approve Timecards XXX > Requests > Run

1. Click **OK** on the Submit a New Request window to run a Single Request
2. Select **DISD 4 Day Work Week Listing** using the LOV for the Name field then Click **OK**.

3. Click **Submit**
Once you submit your request, the Requests window opens and provides you with the status of your request and the request ID number.

4. Please go to your Email and click on the Excel attachment to view the Employee schedule information you have updated in the DISD 4-day Work Week Setup.
5. View **Output**.

If you need to make any changes, follow the steps in the 4-Day Work Week Setup instructions.

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**Appendix**