DALLAS
INDEPENDENT SCHOOL DISTRICT

CHEF S. DRAKE

Education Evolution

Preparing for Today, Tomorrow and Beyond

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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

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.

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.

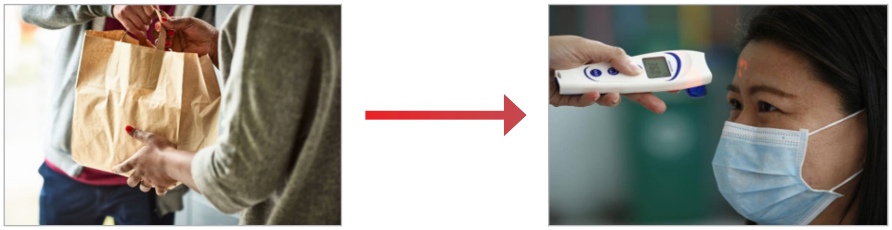
Vendors and Deliveries

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.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

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 required.

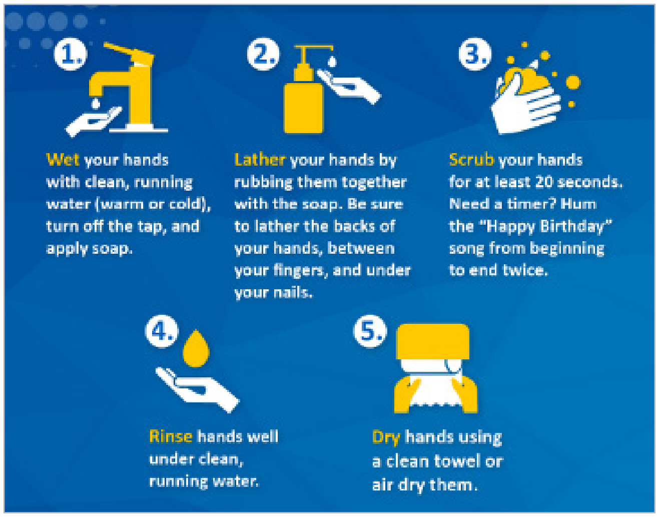
Face masks and gloves will be given upon entry to the building if the employee or visitor does not have any.

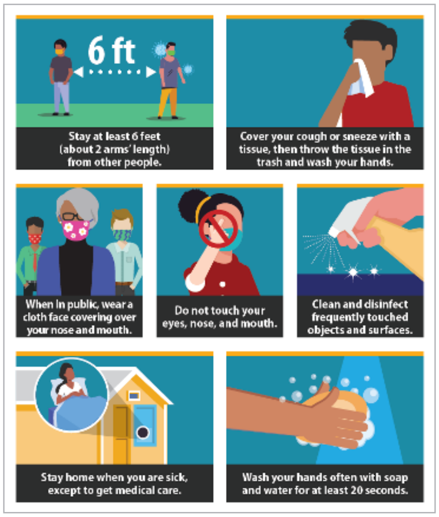
Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.

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:


1.
Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2.
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
3.
Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4.
Rinse hands well under clean, running water.
5.
Dry hands using a clean towel or air dry them.


6 ft
Stay at least 6 feet (about 2 arms' length) from other people.
Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
When in public, wear a cloth face covering over your nose and mouth.
Do not touch your eyes, nose, and mouth.
Clean and disinfect frequently touched objects and surfaces.
Stay home when you are sick, except to get medical care.
Wash your hands often with soap and water for at least 20 seconds.

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 required to wear face masks in public areas and shared spaces.

Employees are required 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 required to wear face masks.

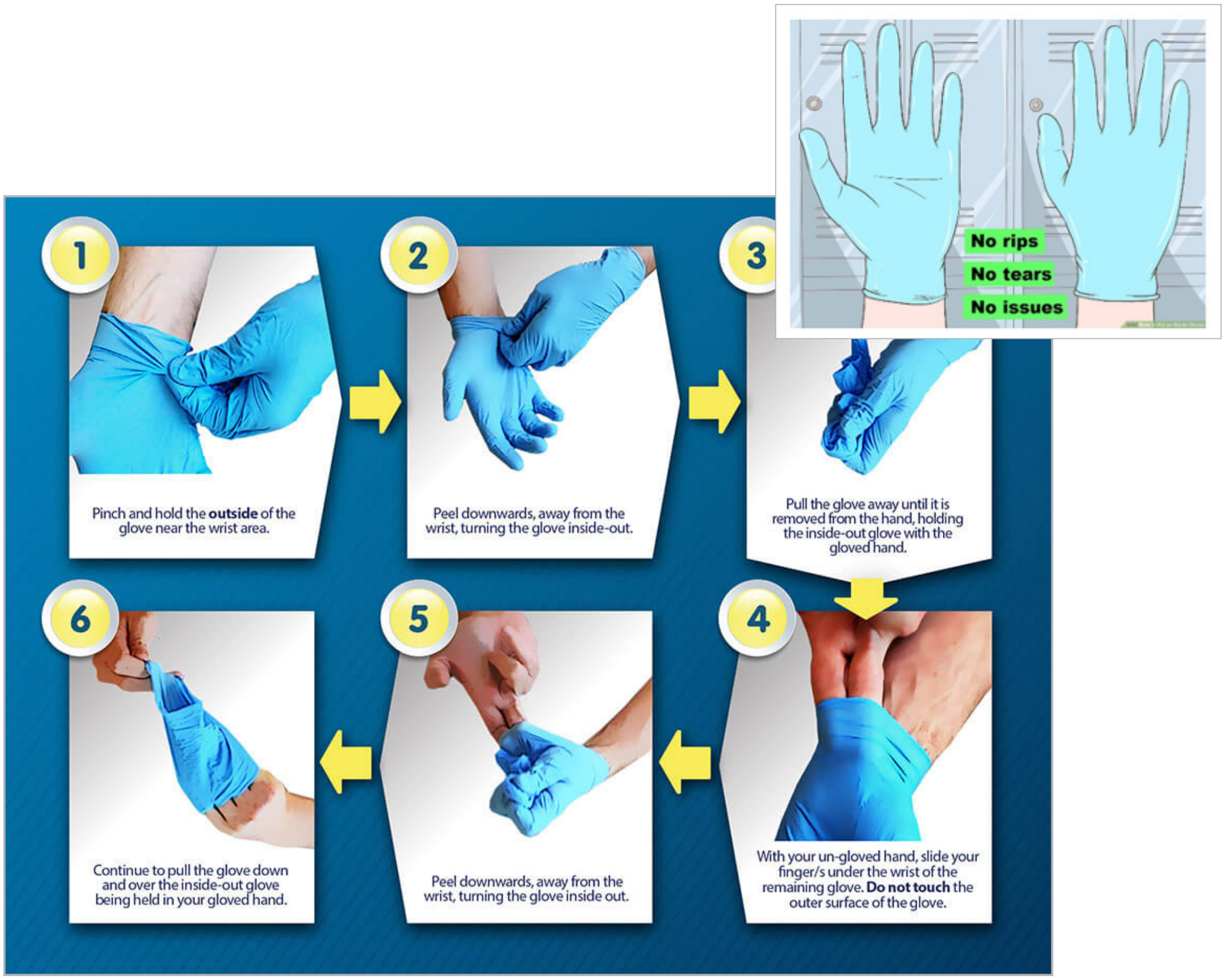
Employees in individual offices are required to wear face masks when entering a shared area or hosting a guest. Guests should not be hosted in individual offices unless six-foot social distancing can be enforced.

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.


No rips
No tears
No issues
1
Pinch and hold the **outside** of the glove near the wrist area.
2
Peel downwards, away from the wrist, turning the glove inside-out.
3
Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.
4
With your un-gloved hand, slide your finger/s under the wrist of the remaining glove. **Do not touch** the outer surface of the glove.
5
Peel downwards, away from the wrist, turning the glove inside out.
6
Continue to pull the glove down and over the inside-out glove being held in your gloved hand.

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.

DO

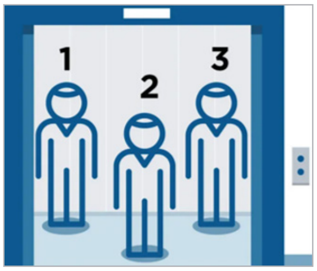
DON'T

Elevators

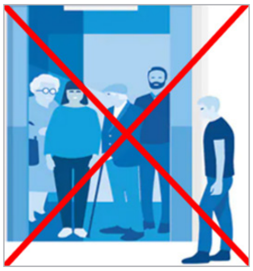
Elevator processes will be marked with designated standing locations on each floor. Security will operate the elevators on the 1st floor. Employees must follow the same procedures on other floors.

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.

DO

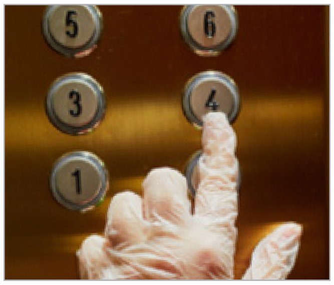


DON'T



Wear gloves or use a tissue or paper towel when touching the elevator buttons.

DO



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.

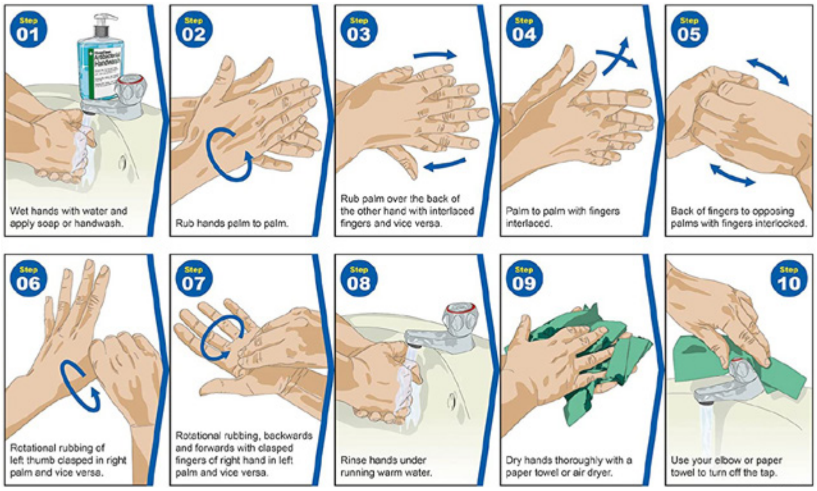
When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove.

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.


Step 01
Wet hands with water and apply soap or handwash.
Step 02
Rub hands palm to palm.
Step 03
Rub palm over the back of the other hand with interlaced fingers and vice versa.
Step 04
Palm to palm with fingers interlaced.
Step 05
Back of fingers to opposing palms with fingers interlocked.
Step 06
Rotational rubbing of left thumb clasped in right palm and vice versa.
Step 07
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
Step 08
Rinse hands under running warm water.
Step 09
Dry hands thoroughly with a paper towel or air dryer.
Step 10
Use your elbow or paper towel to turn off the tap.

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:

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.

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

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 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 °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. 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.

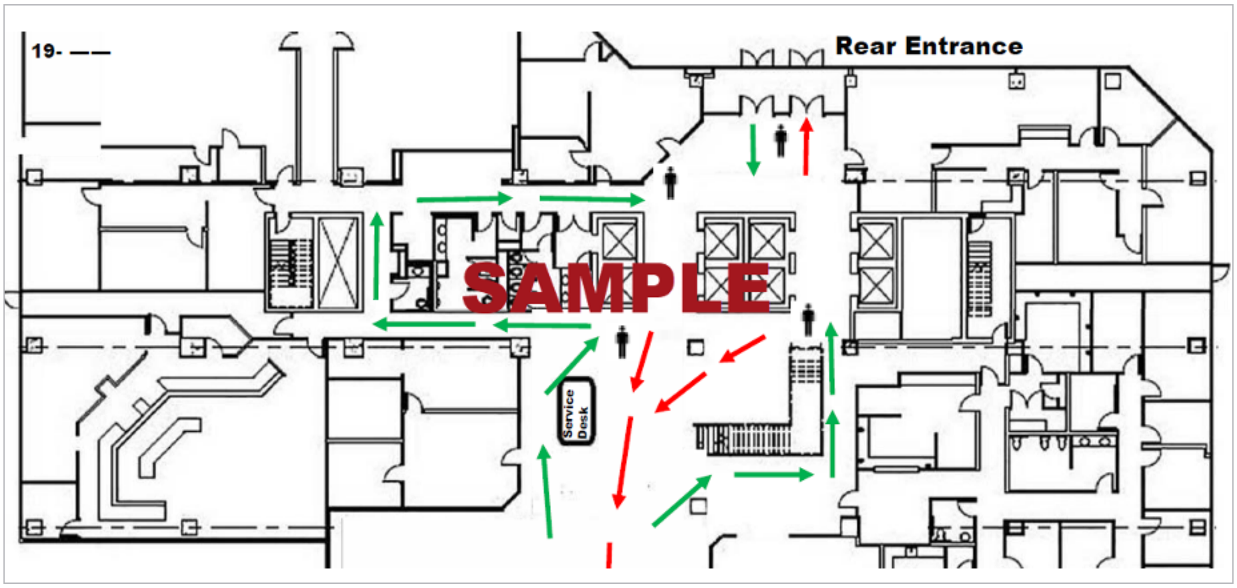
Parking

Staff and visitors who have passed the screening process will be allowed to enter the parking lot 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. People with the following symptoms may have COVID-19:	▪ Cough ▪ Shortness of breath/difficulty breathing ▪ 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

For symptoms for COVID-19, see CDC Symptoms.

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:

- Free 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 (forthcoming).

- 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.

Exception: An employee may report a COVID-19 diagnosis electronically 24 hours, seven days a week. Reports received after hours, weekends and holidays will be reviewed and executed within 24 hours.

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.

Exception: An employee may report a COVID-19 diagnosis electronically 24 hours, seven days a week. Reports received after hours, weekends and holidays will be reviewed and executed within 24 hours.

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:

- Free 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 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 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 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:

- Fever (≥100.4)
- Cough
- Chills
- Muscle Pain
- Fatigue
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore Throat

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 may 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 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

TRS-ActiveCare participants	Aetna	(800) 222-9205	www.trsactivecareaetna.com
	Scott & White Health Plan (HMO)	(800) 222-9205	www.trs.swhp.org
	Teledoc	(855) 835-2362	https://member.teladoc.com/trsactivecare
Texas Department of State Health Services ■ *COVID-19 Self-Checker* ■ *COVID-19 Test Collection Sites*		Dial 2-1-1, then choose Option 6.	https://www.dshs.state.tx.us/coronavirus/testing.aspx coronavirus@dshs.texas.gov
Centers for Disease Control and Prevention ■ *"If You are Sick or Caring for Someone"*		(800) 322-4636	https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html
Benefits Call Center		(972) 925-4000	Benefits.dallasisd.org
Dallas ISD Benefits Department *English- and Spanish-speaking representatives available weekdays, 7:30 a.m. to 5:30 p.m.*		(972) 925-4300	www.dallasisd.org/benefits benefits@dallasisd.org
Leave of Absence Programs Americans with Disabilities Act (ADA) Accommodations		(972) 925-4000	www.dallasisd.org/benefits
Employee Assistance Program (EAP)		(800) 479-9639	www.MagellanHealth.com/member
Health Services		(972) 925-4211	COVID19@dallasisd.org

Centers for Disease Control and Prevention and Texas Education Agency

https://www.cdc.gov/

https://tea.texas.gov/

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

Additional Information

Guidelines for Sanitizing Technology Devices (Page 40 in Appendix)
Summer 2020 Work Schedule Memo (Pages 41-42 in Appendix)
Summer 2020 Dress Code Memo and Guidelines (Pages 43-44 in Appendix)
The Beat: Office Supply Reimbursement (Page 45 in Appendix)
2019-2020 Summer 4-Day Workweek FAQ's (Pages 46-49 in Appendix)
4-Day Workweek Set Up Instructions (Pages 50-63 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.

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS

INFORMATION

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

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS

May 21, 2020

INFORMATION

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.

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS

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.

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS

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**

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

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.

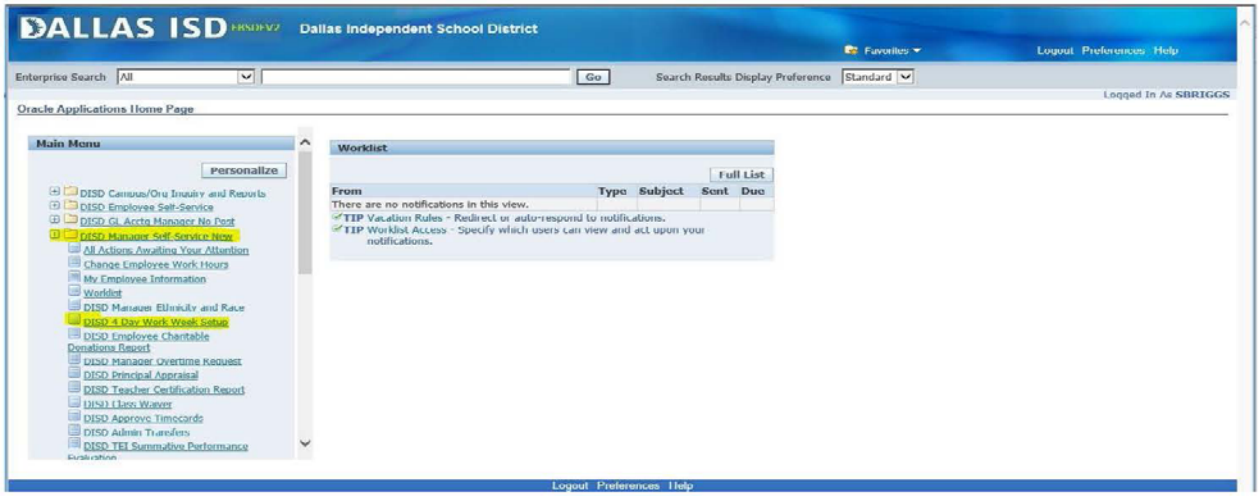
4-Day Workweek Set Up Instructions

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


DALLAS ISD HRSDEV2
Dallas Independent School District
Favorites
Logout Preferences Help
Enterprise Search
All
Go
Search Results Display Preference
Standard
Logged In As SBRIGGS
Oracle Applications Home Page
Main Menu
Personalize
DISD Campus/Org Inquiry and Reports
DISD Employee Self-Service
DISD GL Acctg Manager No Post
DISD Manager Self-Service New
All Actions Awaiting Your Attention
Change Employee Work Hours
My Employee Information
Worklist
DISD Manager Ethnicity and Race
DISD 4 Day Work Week Setup
DISD Employee Charitable Donations Report
DISD Manager Overtime Request
DISD Principal Appraisal
DISD Teacher Certification Report
DISD Class Waiver
DISD Approve Timecards
DISD Admin Transfers
DISD TEI Summative Performance Evaluation
Worklist
Full List
From
Type
Subject
Sent
Due
Logout Preferences Help

There are no notifications in this view.

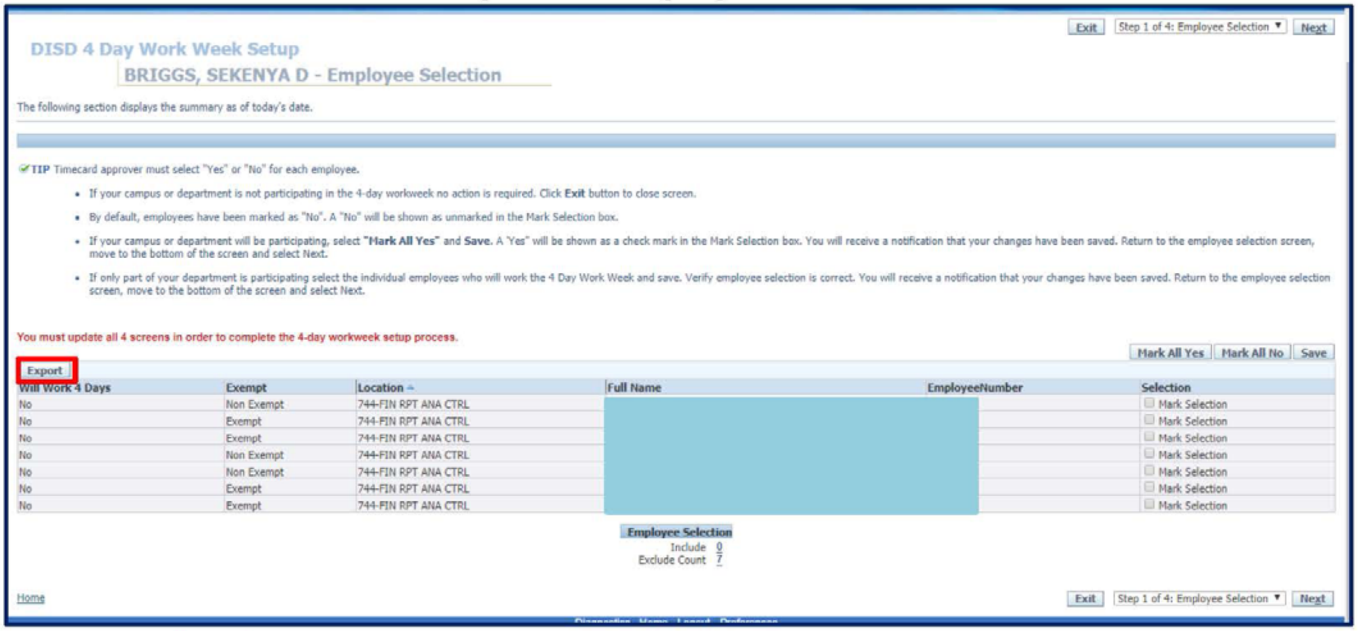
TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

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



DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Employee Selection

The following section displays the summary as of today's date.

✓ **TIP** Timecard approver must select "Yes" or "No" for each employee.

- If your campus or department is not participating in the 4-day workweek no action is required. Click **Exit** button to close screen.
- By default, employees have been marked as "No". A "No" will be shown as unmarked in the Mark Selection box.
- If your campus or department will be participating, select **"Mark All Yes"** and **Save.** A 'Yes" will be shown as a check mark in the Mark Selection box. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.
- If only part of your department is participating select the individual employees who will work the 4 Day Work Week and save. Verify employee selection is correct. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.

You must update all 4 screens in order to complete the 4-day workweek setup process.

Will Work 4 Days	Exempt	Location ▲	Full Name	EmployeeNumber	Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection

Employee Selection

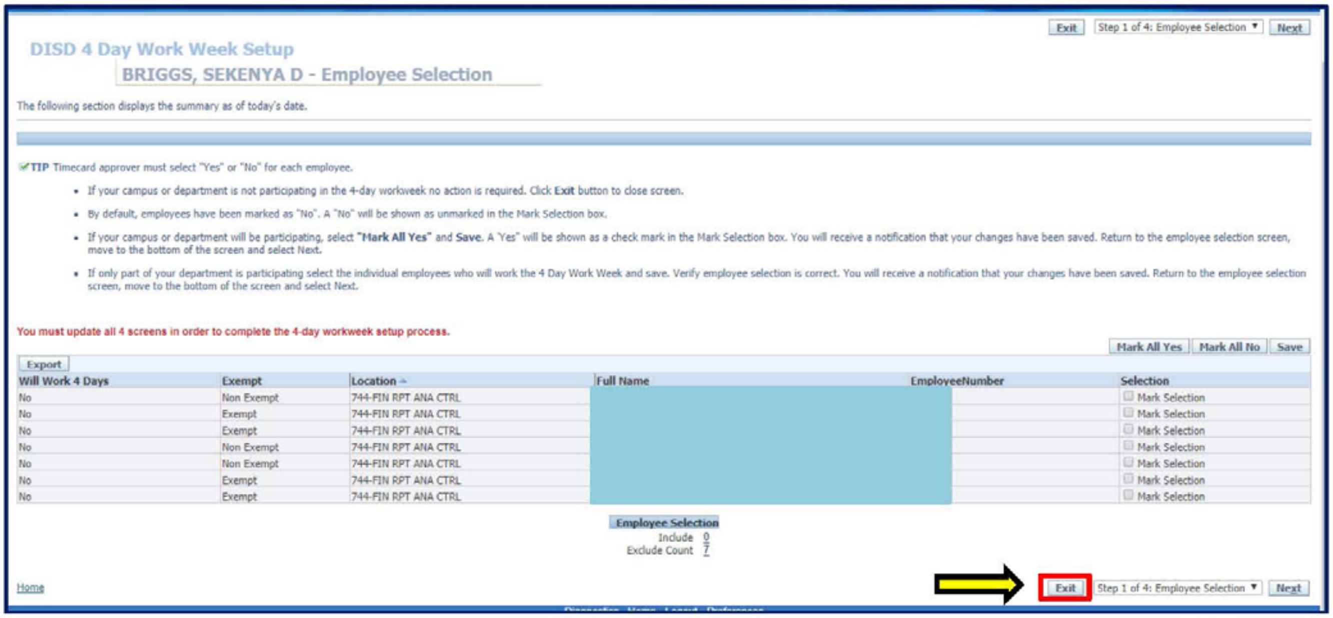
Include 0
Exclude Count 7

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.



DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Employee Selection

The following section displays the summary as of today's date.

✓ **TIP** Timecard approver must select "Yes" or "No" for each employee.

- If your campus or department is not participating in the 4-day workweek no action is required. Click **Exit** button to close screen.
- By default, employees have been marked as "No". A "No" will be shown as unmarked in the Mark Selection box.
- If your campus or department will be participating, select **"Mark All Yes"** and **Save.** A 'Yes" will be shown as a check mark in the Mark Selection box. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.
- If only part of your department is participating select the individual employees who will work the 4 Day Work Week and save. Verify employee selection is correct. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.

You must update all 4 screens in order to complete the 4-day workweek setup process.

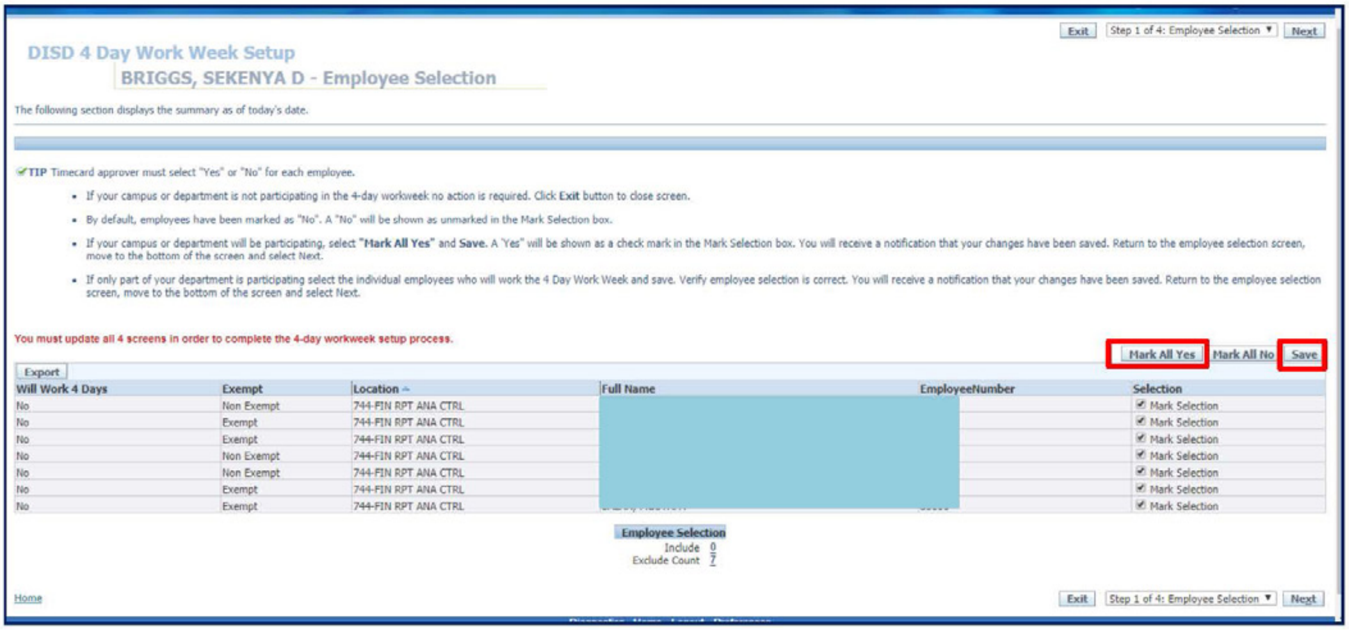
Will Work 4 Days	Exempt	Location ▲	Full Name	EmployeeNumber	Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]		☐ Mark Selection

Employee Selection

Include 0
Exclude Count 7

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.



DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Employee Selection

The following section displays the summary as of today's date.

✓**TIP** Timecard approver must select "Yes" or "No" for each employee.

- If your campus or department is not participating in the 4-day workweek no action is required. Click **Exit** button to close screen.
- By default, employees have been marked as "No". A "No" will be shown as unmarked in the Mark Selection box.
- If your campus or department will be participating, select **"Mark All Yes"** and **Save**. A 'Yes" will be shown as a check mark in the Mark Selection box. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.
- If only part of your department is participating select the individual employees who will work the 4 Day Work Week and save. Verify employee selection is correct. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.

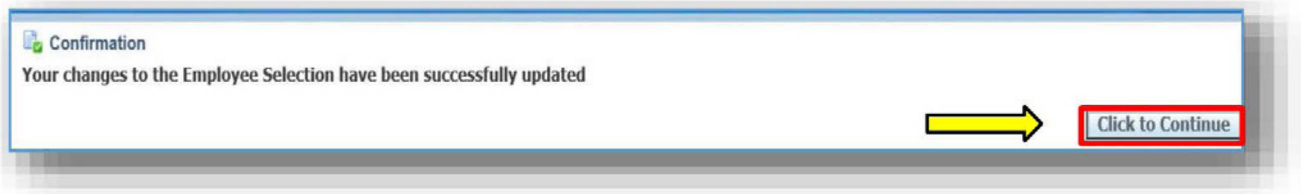
You must update all 4 screens in order to complete the 4-day workweek setup process.

Will Work 4 Days	Exempt	Location	Full Name	EmployeeNumber	Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection

Employee Selection
Include 0
Exclude Count 7

*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**.

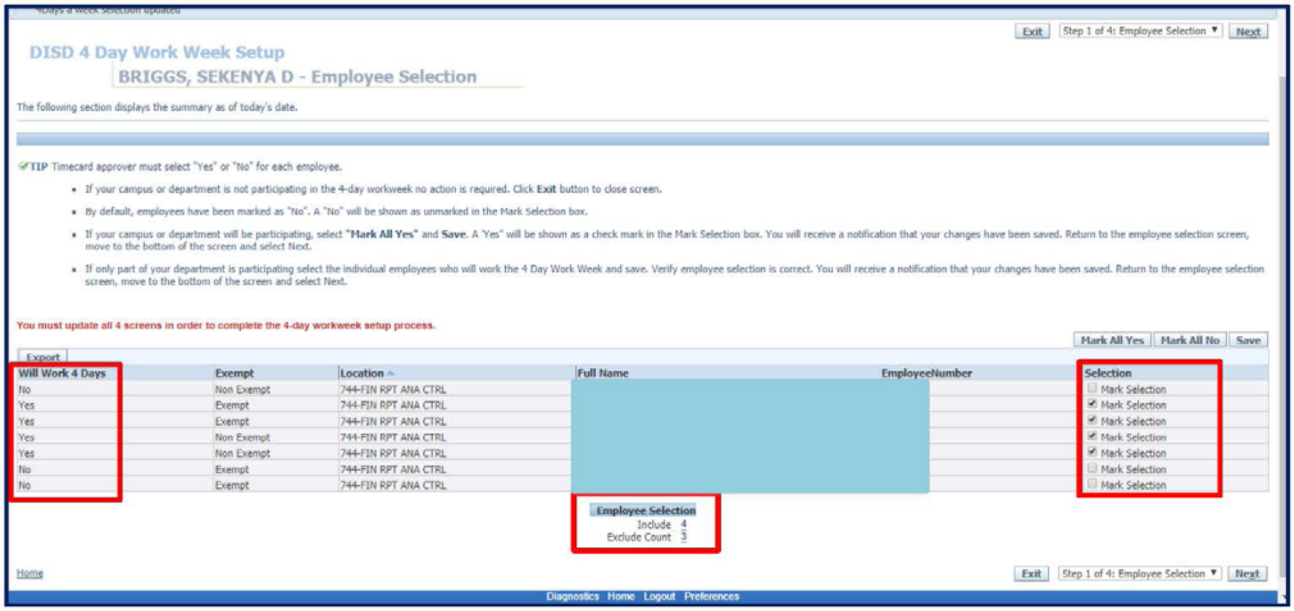


Confirmation

Your changes to the Employee Selection have been successfully updated

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.



DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Employee Selection

The following section displays the summary as of today's date.

✓**TIP** Timecard approver must select "Yes" or "No" for each employee.

- If your campus or department is not participating in the 4-day workweek no action is required. Click **Exit** button to close screen.
- By default, employees have been marked as "No". A "No" will be shown as unmarked in the Mark Selection box.
- If your campus or department will be participating, select **"Mark All Yes"** and **Save**. A 'Yes" will be shown as a check mark in the Mark Selection box. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.
- If only part of your department is participating select the individual employees who will work the 4 Day Work Week and save. Verify employee selection is correct. You will receive a notification that your changes have been saved. Return to the employee selection screen, move to the bottom of the screen and select Next.

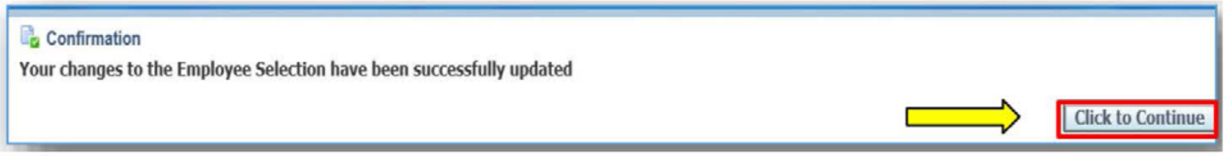
You must update all 4 screens in order to complete the 4-day workweek setup process.

Will Work 4 Days	Exempt	Location	Full Name	EmployeeNumber	Selection
No	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☐ Mark Selection
Yes	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
Yes	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
Yes	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
Yes	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☑ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☐ Mark Selection
No	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	☐ Mark Selection

Employee Selection
Include 4
Exclude Count 3

Home
Exit
Step 1 of 4: Employee Selection ▼
Next
Diagnostics Home Logout Preferences

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


Confirmation

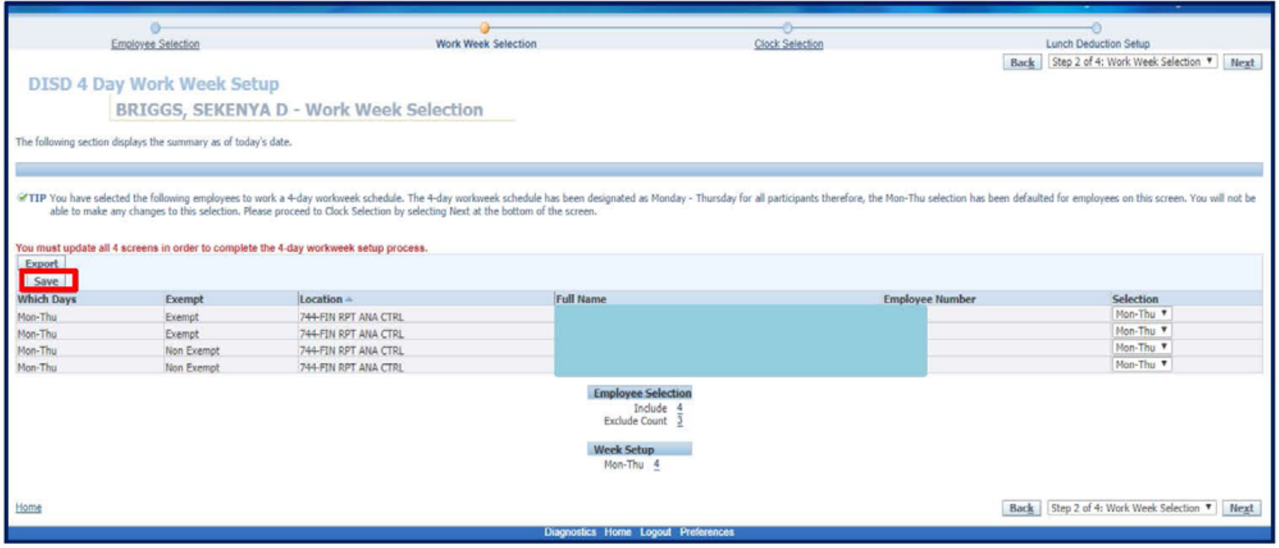
Your changes to the Employee Selection have been successfully updated

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.


Employee Selection
Work Week Selection
Clock Selection
Lunch Deduction Setup
Back
Step 2 of 4: Work Week Selection ▼
Next

DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Work Week Selection

The following section displays the summary as of today's date.

✓ TIP You have selected the following employees to work a 4-day workweek schedule. 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. You will not be able to make any changes to this selection. Please proceed to Clock Selection by selecting Next at the bottom of the screen.

You must update all 4 screens in order to complete the 4-day workweek setup process.

Export
Save

Which Days	Exempt	Location ▲	Full Name	Employee Number	Selection
Mon-Thu	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	Mon-Thu ▼
Mon-Thu	Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	Mon-Thu ▼
Mon-Thu	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	Mon-Thu ▼
Mon-Thu	Non Exempt	744-FIN RPT ANA CTRL	[redacted]	[redacted]	Mon-Thu ▼

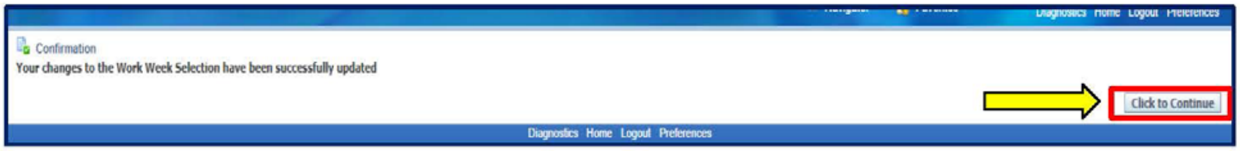
Employee Selection
Include 4
Exclude Count 3

Week Setup
Mon-Thu 4

Home
Back
Step 2 of 4: Work Week Selection ▼
Next
Diagnostics Home Logout Preferences

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.**


Diagnostics Home Logout Preferences

Confirmation
Your changes to the Work Week Selection have been successfully updated

Click to Continue
Diagnostics Home Logout Preferences

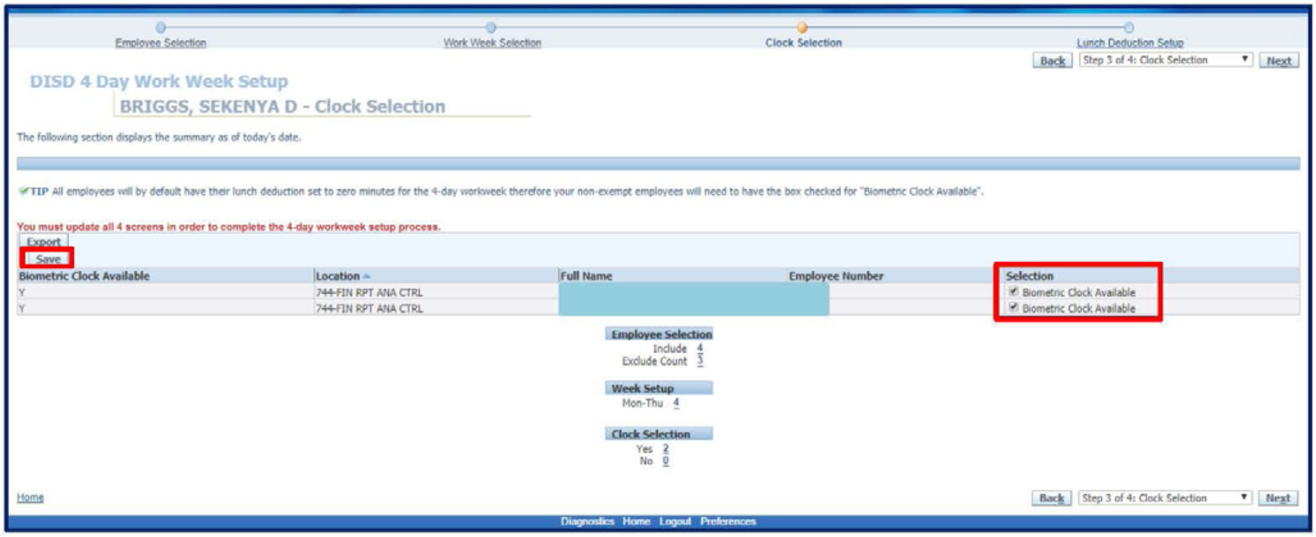
Step 3 of 4: Clock Selection

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.


Employee Selection
Work Week Selection
Clock Selection
Lunch Deduction Setup
Back
Step 3 of 4: Clock Selection
Next

DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Clock Selection

The following section displays the summary as of today's date.

TIP 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".

You must update all 4 screens in order to complete the 4-day workweek setup process.

Export
Save

Biometric Clock Available	Location	Full Name	Employee Number	Selection
Y	744-FIN RPT ANA CTRL	[redacted]		☑ Biometric Clock Available
Y	744-FIN RPT ANA CTRL	[redacted]		☑ Biometric Clock Available

Employee Selection
Include 4
Exclude Count 3

Week Setup
Mon-Thu 4

Clock Selection
Yes 2
No 0

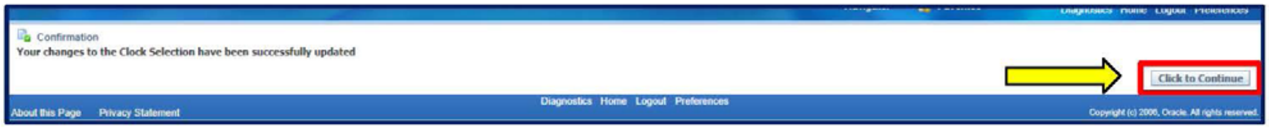
Home
Back
Step 3 of 4: Clock Selection
Next
Diagnostics Home Logout Preferences

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**.


Confirmation

Your changes to the Clock Selection have been successfully updated

Click to Continue
Diagnostics Home Logout Preferences
About this Page Privacy Statement
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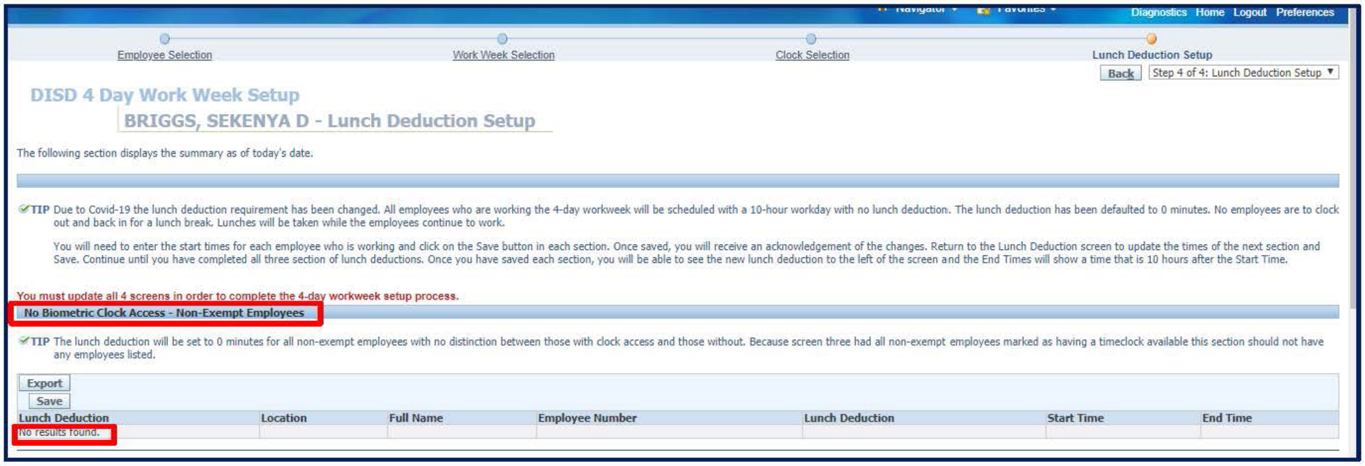
Step 4 of 4: Lunch Deduction Setup

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 section 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.



DISD 4 Day Work Week Setup

BRIGGS, SEKENYA D - Lunch Deduction Setup

The following section displays the summary as of today's date.

TIP 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. No employees are 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 section of lunch deductions. 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.

You must update all 4 screens in order to complete the 4-day workweek setup process.

No Biometric Clock Access - Non-Exempt Employees

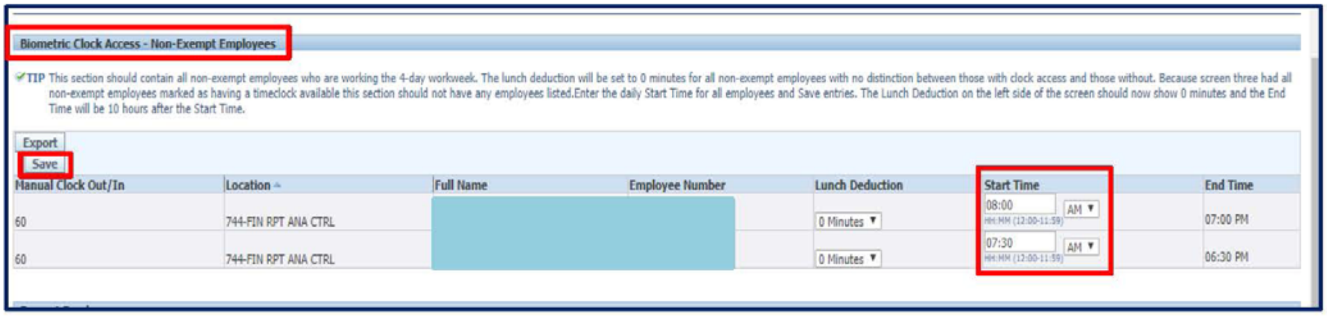
TIP The lunch deduction will be set to 0 minutes for all non-exempt employees with no distinction between those with clock access and those without. Because screen three had all non-exempt employees marked as having a timeclock available this section should not have any employees listed.

Lunch Deduction	Location	Full Name	Employee Number	Lunch Deduction	Start Time	End Time
No results found.						

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.

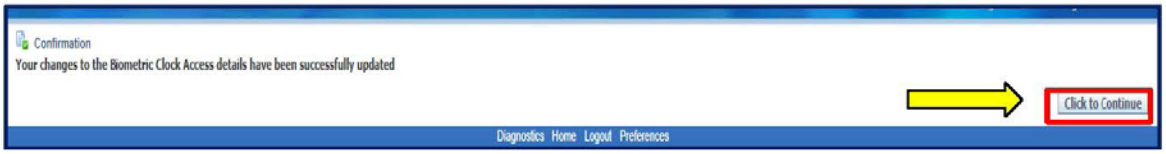


Biometric Clock Access - Non-Exempt Employees

TIP This section should contain all non-exempt employees who are working the 4-day workweek. 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 had all non-exempt employees marked as having a timeclock available this section should not have any employees listed.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.

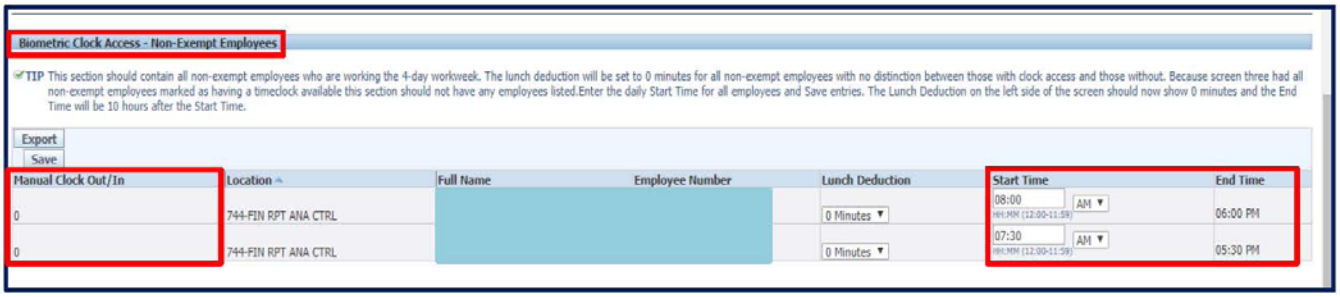
Manual Clock Out/In	Location	Full Name	Employee Number	Lunch Deduction	Start Time	End Time
60	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	08:00 AM	07:00 PM
60	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	07:30 AM	06:30 PM

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



Confirmation
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.



Biometric Clock Access - Non-Exempt Employees

TIP This section should contain all non-exempt employees who are working the 4-day workweek. 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 had all non-exempt employees marked as having a timeclock available this section should not have any employees listed.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.

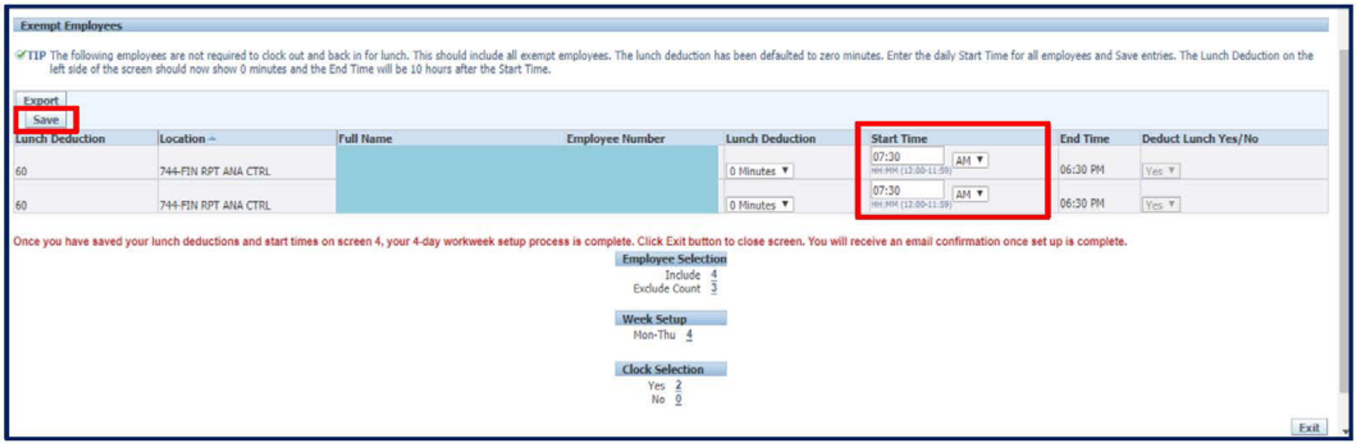
Manual Clock Out/In	Location	Full Name	Employee Number	Lunch Deduction	Start Time	End Time
0	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	08:00 AM	06:00 PM
0	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	07:30 AM	05:30 PM

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.



Exempt Employees

✓TIP The following employees are not required to clock out and back in for lunch. 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.

Lunch Deduction	Location	Full Name	Employee Number	Lunch Deduction	Start Time	End Time	Deduct Lunch Yes/No
60	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	07:30 AM HH:MM (12:00-11:59)	06:30 PM	Yes
60	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	07:30 AM HH:MM (12:00-11:59)	06:30 PM	Yes

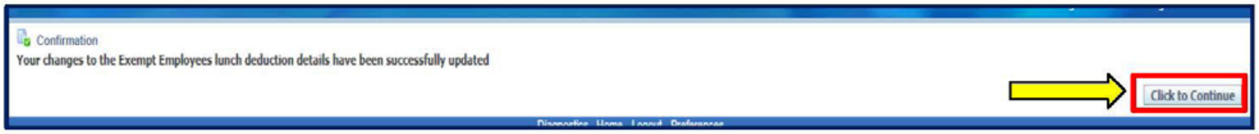
Once you have saved your lunch deductions and start times on screen 4, your 4-day workweek setup process is complete. Click Exit button to close screen. You will receive an email confirmation once set up is complete.

Employee Selection
Include 4
Exclude Count 3

Week Setup
Mon-Thu 4

Clock Selection
Yes 2
No 0

*You will receive a **Confirmation** stating that **"Your changes to the Exempt Employees lunch deduction details have been successfully updated."***

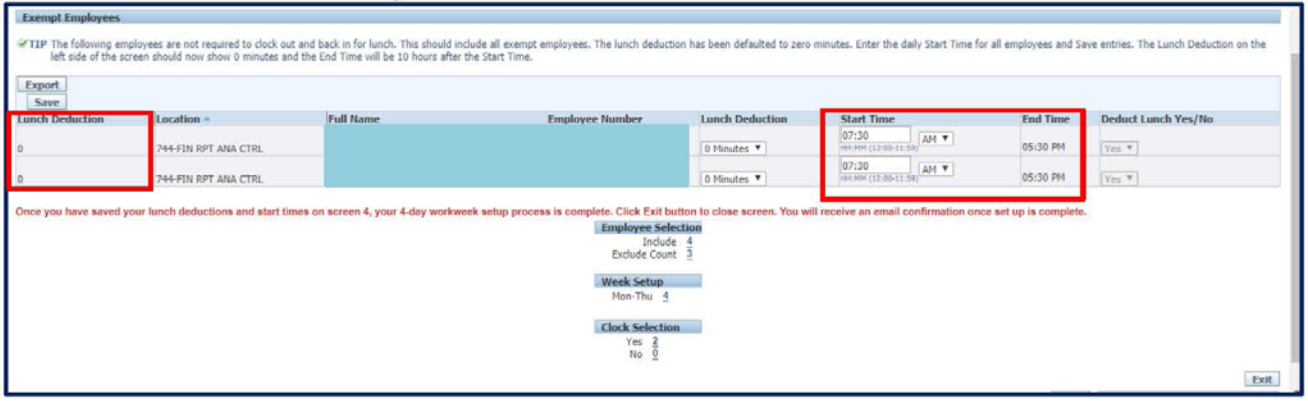


Confirmation
Your changes to the Exempt Employees lunch deduction details have been successfully updated

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 the screen and will update in Oracle on the first day of the 4-day workweek.



Exempt Employees

✓TIP The following employees are not required to clock out and back in for lunch. 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.

Lunch Deduction	Location	Full Name	Employee Number	Lunch Deduction	Start Time	End Time	Deduct Lunch Yes/No
0	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	07:30 AM HH:MM (12:00-11:59)	05:30 PM	Yes
0	744-FIN RPT ANA CTRL	[redacted]	[redacted]	0 Minutes	07:30 AM HH:MM (12:00-11:59)	05:30 PM	Yes

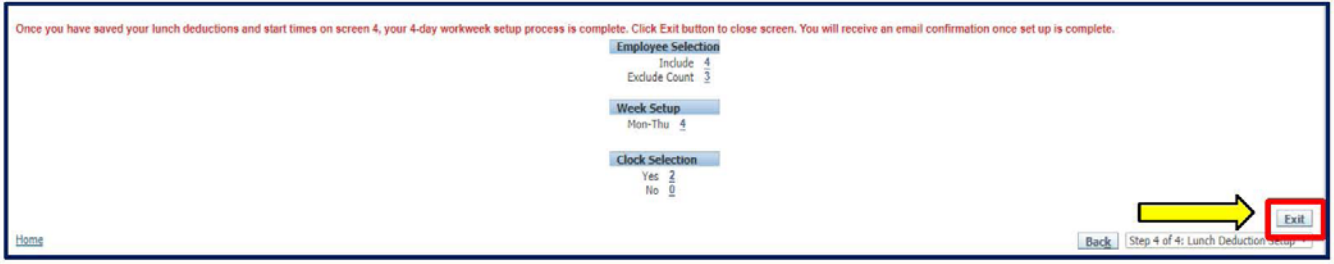
Once you have saved your lunch deductions and start times on screen 4, your 4-day workweek setup process is complete. Click Exit button to close screen. You will receive an email confirmation once set up is complete.

Employee Selection
Include 4
Exclude Count 3

Week Setup
Mon-Thu 4

Clock Selection
Yes 2
No 0

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.



Once you have saved your lunch deductions and start times on screen 4, your 4-day workweek setup process is complete. Click Exit button to close screen. You will receive an email confirmation once set up is complete.

Employee Selection
Include 4
Exclude Count 3

Week Setup
Mon-Thu 4

Clock Selection
Yes 2
No 0

*******************************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.

****

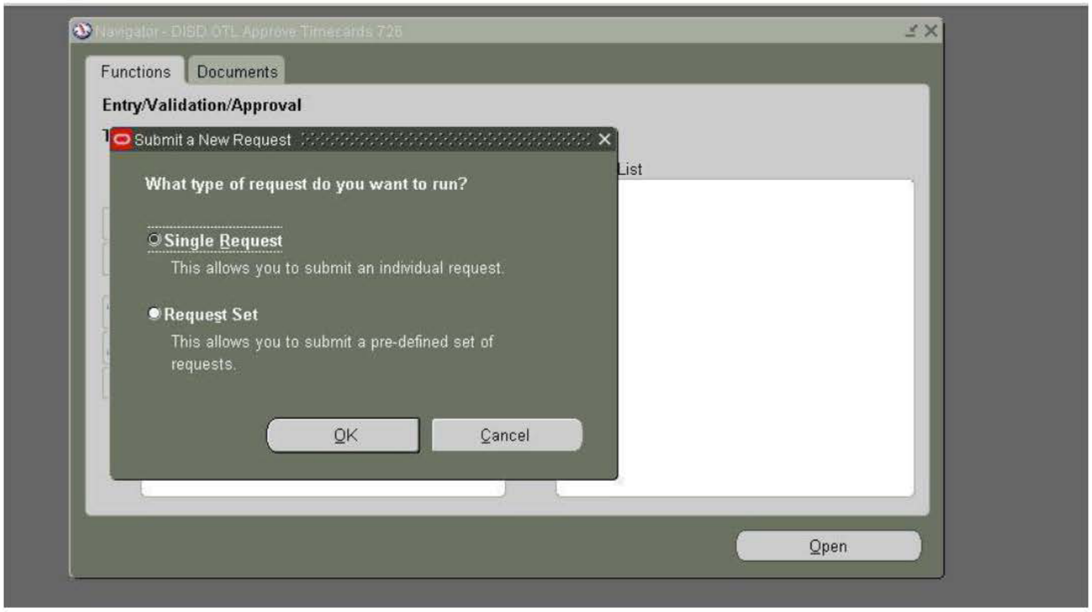
**********Be sure to run the 4-Day Workweek Listing Report shown below to review a complete list of all employee's setup on the 4-Day Workweek Schedule. *********

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

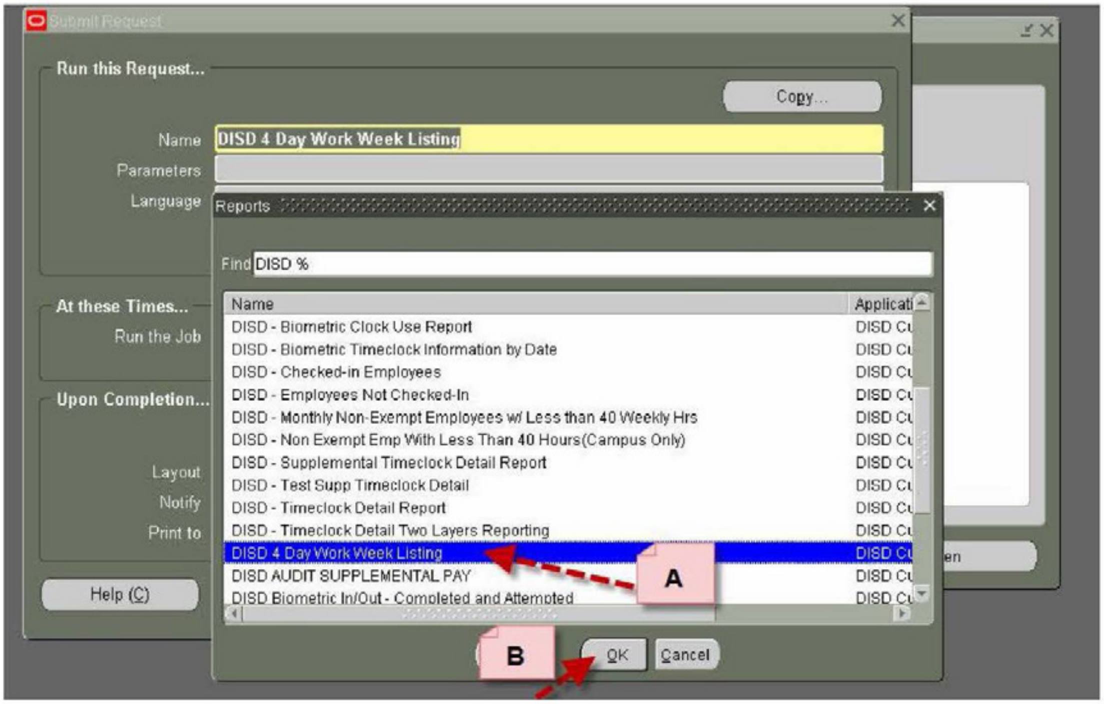

Navigator - DISD OTL Approve Timecards 726
Functions
Documents
Entry/Validation/Approval
Submit a New Request
List
OK
Cancel
Open

What type of request do you want to run?

● Single Request
This allows you to submit an individual request.

○ Request Set
This allows you to submit a pre-defined set of requests.

2. Select **DISD 4 Day Work Week Listing** using the LOV for the Name field then Click **OK.**



Submit Request
Run this Request...
Copy...
At these Times...
Run the Job
Upon Completion...
Layout
Notify
Print to
Help (C)
Reports
A
B
OK
Cancel

Name: DISD 4 Day Work Week Listing

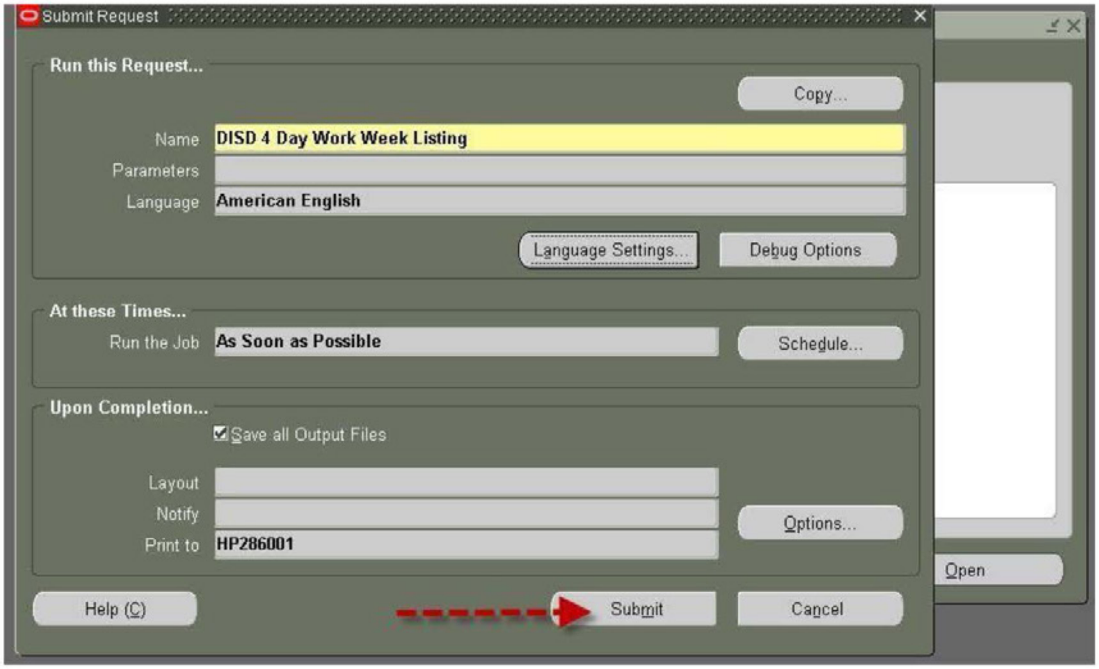
Parameters:

Language:

Find: DISD %

Name	Applicati
DISD - Biometric Clock Use Report	DISD Cu
DISD - Biometric Timeclock Information by Date	DISD Cu
DISD - Checked-in Employees	DISD Cu
DISD - Employees Not Checked-In	DISD Cu
DISD - Monthly Non-Exempt Employees w/ Less than 40 Weekly Hrs	DISD Cu
DISD - Non Exempt Emp With Less Than 40 Hours(Campus Only)	DISD Cu
DISD - Supplemental Timeclock Detail Report	DISD Cu
DISD - Test Supp Timeclock Detail	DISD Cu
DISD - Timeclock Detail Report	DISD Cu
DISD - Timeclock Detail Two Layers Reporting	DISD Cu
DISD 4 Day Work Week Listing	DISD Cu
DISD AUDIT SUPPLEMENTAL PAY	DISD Cu
DISD Biometric In/Out - Completed and Attempted	DISD Cu

3. Click **Submit**



Submit Request
Run this Request...
Copy...
Language Settings...
Debug Options
At these Times...
Schedule...
Upon Completion...
Options...
Open
Help (C)
Submit
Cancel

Name: DISD 4 Day Work Week Listing

Parameters:

Language: American English

Run the Job: As Soon as Possible

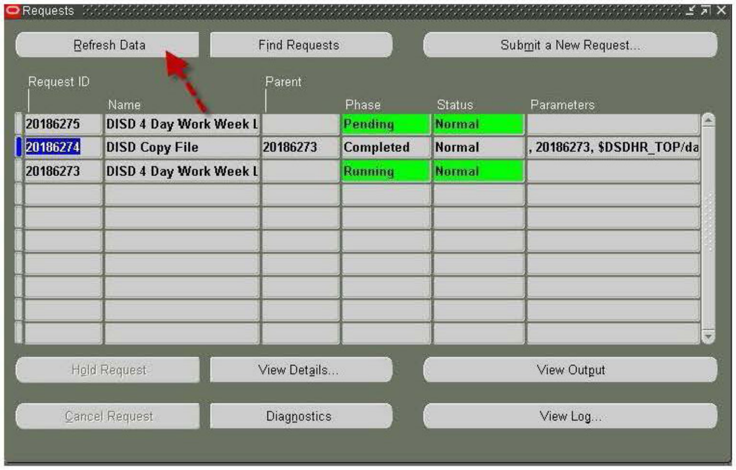
☑ Save all Output Files

Layout:

Notify:

Print to: HP286001

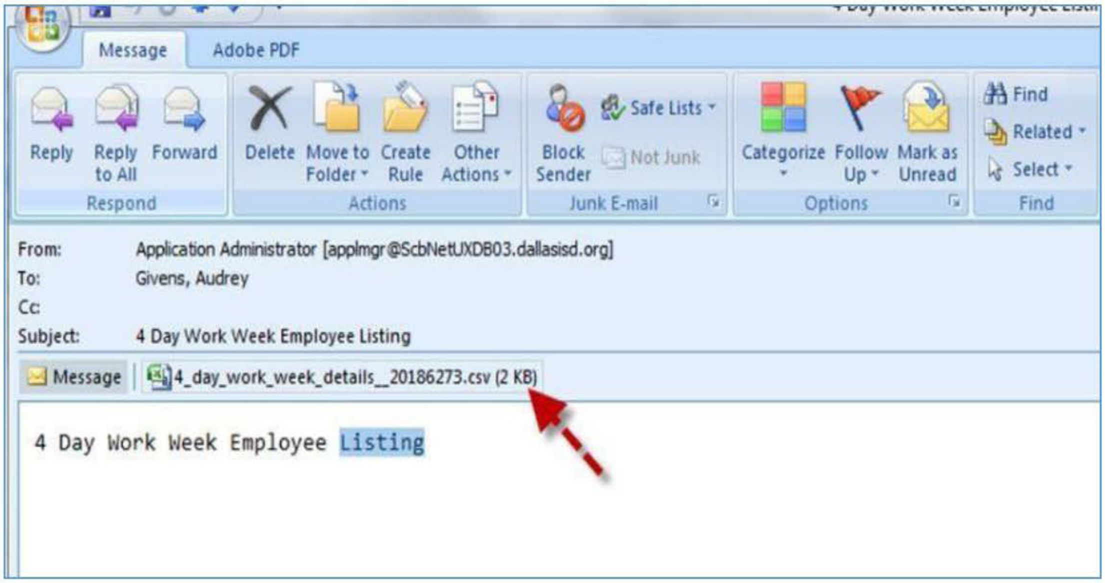
- **Once you submit your request, the Requests window opens and provides you with the status of your request and the request ID number.**


Requests
Refresh Data
Find Requests
Submit a New Request...
Hold Request
View Details...
View Output
Cancel Request
Diagnostics
View Log...

Request ID	Name	Parent	Phase	Status	Parameters
20186275	DISD 4 Day Work Week L		Pending	Normal	
20186274	DISD Copy File	20186273	Completed	Normal	, 20186273, $DSDHR_TOP/da
20186273	DISD 4 Day Work Week L		Running	Normal	

DISD COPY FILE indicates that the report has been sent to your email address from Application Administrator with an Excel attachment.

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**.


Message
Adobe PDF
Reply
Reply to All
Forward
Respond
Delete
Move to Folder
Create Rule
Other Actions
Actions
Block Sender
Safe Lists
Not Junk
Junk E-mail
Categorize
Follow Up
Mark as Unread
Options
Find
Related
Select
Find
Message

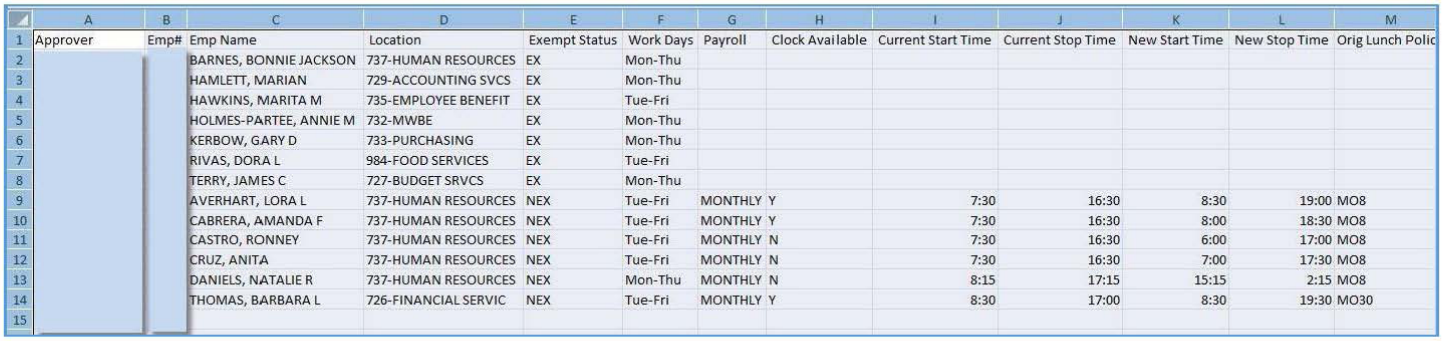
From: Application Administrator [applmgr@ScbNetUXDB03.dallasisd.org]
To: Givens, Audrey
Cc:
Subject: 4 Day Work Week Employee Listing

4_day_work_week_details__20186273.csv (2 KB)

```
4 Day Work Week Employee Listing
```

5. View **Output.**

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



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Approver	Emp#	Emp Name	Location	Exempt Status	Work Days	Payroll	Clock Available	Current Start Time	Current Stop Time	New Start Time	New Stop Time	Orig Lunch Polic
2	[redacted]	[redacted]	BARNES, BONNIE JACKSON	737-HUMAN RESOURCES	EX	Mon-Thu							
3	[redacted]	[redacted]	HAMLETT, MARIAN	729-ACCOUNTING SVCS	EX	Mon-Thu							
4	[redacted]	[redacted]	HAWKINS, MARITA M	735-EMPLOYEE BENEFIT	EX	Tue-Fri							
5	[redacted]	[redacted]	HOLMES-PARTEE, ANNIE M	732-MWBE	EX	Mon-Thu							
6	[redacted]	[redacted]	KERBOW, GARY D	733-PURCHASING	EX	Mon-Thu							
7	[redacted]	[redacted]	RIVAS, DORA L	984-FOOD SERVICES	EX	Tue-Fri							
8	[redacted]	[redacted]	TERRY, JAMES C	727-BUDGET SRVCS	EX	Mon-Thu							
9	[redacted]	[redacted]	AVERHART, LORA L	737-HUMAN RESOURCES	NEX	Tue-Fri	MONTHLY	Y	7:30	16:30	8:30	19:00	MO8
10	[redacted]	[redacted]	CABRERA, AMANDA F	737-HUMAN RESOURCES	NEX	Tue-Fri	MONTHLY	Y	7:30	16:30	8:00	18:30	MO8
11	[redacted]	[redacted]	CASTRO, RONNEY	737-HUMAN RESOURCES	NEX	Tue-Fri	MONTHLY	N	7:30	16:30	6:00	17:00	MO8
12	[redacted]	[redacted]	CRUZ, ANITA	737-HUMAN RESOURCES	NEX	Tue-Fri	MONTHLY	N	7:30	16:30	7:00	17:30	MO8
13	[redacted]	[redacted]	DANIELS, NATALIE R	737-HUMAN RESOURCES	NEX	Mon-Thu	MONTHLY	N	8:15	17:15	15:15	2:15	MO8
14	[redacted]	[redacted]	THOMAS, BARBARA L	726-FINANCIAL SERVIC	NEX	Tue-Fri	MONTHLY	Y	8:30	17:00	8:30	19:30	MO30
15	[redacted]	[redacted]											