June 23, 2020

To: Dallas ISD AEC Community

From: Dallas ISD Construction Services

Subject: Facility Access During COVID 19

The Safety and well-being of all visitors are a priority for Dallas ISD Construction Services. The below practices and protocols have been implemented to follow recommended safety guidelines. The goal is to collaboratively ensure that all visitors in district facilities feel safe and secure to effectively navigate the complexities of a “new normal”.

Visitor's Screening

All Visitors will be screened prior to entering the building. Visitors who clear the screening will be provided a sticker to enter district facilities. The sticker should be displayed prominently. Before accessing district facilities, a screener (designated Construction Services Representative) will facilitate temperature checks and health questions. Follow these steps for screening:

- Plan to arrive at least 20-30 minutes prior to the onsite meeting start time
- Upon arrival, proceed to screener at Campus main entrance for temperature checking
- Your forehead should not be exposed to direct sunlight and should be unobstructed by hair during screening.
- Screener will check temperature using a non-contact forehead thermometer.
- Remain stationary during the temperature check, which lasts less than 10 seconds.

Visitors with temperature reading over 100.4 F will not be permitted to access district facilities. Visitors 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?
   a. If you had close contact or live with a person known to have COVID-19, you will not be permitted to access the Campus.
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?

We encourage visitors to self-screen before visiting a campus by checking their temperatures and determining if they have any of the following new or worsening sings or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measured temperature equal to or greater than 100.4 F
- Known close contact with a person who is lab-confirmed to have COVID-19
If running a fever of 100.4 F or higher, or feeling ill, please stay home. Make sure to contact your health provider, if needed.

**Once Inside**
All persons entering a Dallas ISD facility are required to wear a facemask and abide by the recommended 6’ social distancing recommendation.

**Campus Tour Screener**
Campus tour screener will be responsible for the following:
- Screening (temperature checks and health questions before granting access to campus tour visitors)
- Face masks
- Social distancing
- Lobby, elevator, and visitor processes

Once again, we thank all of our industry partners in supporting us as we support you. Let's get the job done together.

Tim Strucely  
Executive Director  
Construction Services