1. What does the stay in place order mean for us essential employees who still have to physically report in for work? Essential employees will stay at home except when going to work. All persons may leave their residences on for Essential Activities or to provide or perform essential government functions, or to operate essential businesses.

2. Will the pandemic count as a qualifying event for changing Dependent Care FSA deductions (i.e. stopping deductions)? As of today, we have not received any notification of a change. As the Human Resources become aware of changes, we will send out to employees.

3. Why are we having to use our vacation time when this is a natural disaster? Are we allowed to use our sick time? If we don't have enough vacation/sick time, how will that affect us as Dallas County Employees? As of March 25th, timekeepers will record time missed as holiday time for all employees who are telecommuting, missing work due to Coronavirus factors, or unable to work due to being a part of the at-risk group of employees who may become very ill due to the Coronavirus. The exceptions are essential personnel or employees previously on FMLA or LWOP due to non-COVID-19 related reasons. HR will consider additional options to mitigate employee absences due to the current health situation.

4. Will we receive hazard pay? Dallas County currently has a hazard duty/special duty in place. We are exploring other options for essential personnel who are required to work during this time.

5. I work for Dallas County Academy For Academic Excellence Charter School. I am at work because the Juvenile says that we are essential employees. My concern is I'm an asthmatic and currently having breathing problems. Should I not be able to work over the next few days, how would my pay be reflected? I currently have no sick days. If I should be off work will my pay be docked? Departments are working with essential personnel who are at high risk and will provide as much flexibility as possible. Please see item two which addresses this question.

6. If we are sent home, are we allowed to take leave without pay for the duration if we choose? Per Dallas County policy, leave without pay is utilized once you have exhausted all other accruals.

7. What should a new employee with no sick leave or vacation time do if he/she becomes sick? Stay home. We are asking departments to extend probation periods if possible and reviewing new federal guidelines for applicability in this particular situation.
8. As a manager, if an employee feels uncomfortable completing a job related task because it would involve closer contact with the public and would prevent them from remaining within 6 feet of others, how should we as a manager proceed? How do we balance staff fears and concerns and job duties? Try to implement new procedures that would allow you to practice social distancing. The HR/Training Division is working on getting information to the management team regarding how to deal with these types of situations in the workplace.

9. What does this mean for staff who work in lockdown facilities? What protocols are being set up to protect everyone, including those detained beyond wash your hands, don't come to work when sick, and don't touch your face? Practice social distancing and use protective gear when possible. Follow direction from your supervisors and stay informed by visiting the CDC website guidance on detention facilities.

10. What positions at HHS are you needing assistance? Registered Nurses and Clerical Staff

11. Regardless of whether the position is essential or non-essential: what if an employee is high-risk? You should work with your department to see if it is possible for you to telecommute.

12. Tarrant County have granted 80 hours for each employees working for Tarrant County, is that something that Dallas County will also grant? Dallas County is exploring multiple options in an effort to reduce financial burdens on employees. Once a decision has been made, we will let everyone know.

13. If you cannot telework and are deemed non-essential, how does that work? Do we have to use sick and vacation time? Leave without pay? For the current pay period see the answer for question #2. No decision has been made beyond the current pay period and Dallas County is exploring multiple options to address employee leave and compensation concerns.

14. What happens if you run out of leave during the shut down? See #2. Management is current working on options on how to continue to pay staff.

15. How will HR handle time off when we are unable to work due to daycare closures? My daycare confirmed today is their last day. See # 2 for the current pay period.

16. I have a lot of essential personnel not coming to work as they state they are high risk based on their age or they may have a high risk medical condition. What happens if half of my essential personnel says this and does not come in as they want to protect themselves? Management questions should be address in staff meeting or with centralized Human Resources.
17. Does the county need volunteers for any activities that are geared towards the COVID-19 response? Volunteers would need to contact Katy Womble, Chief of Staff for Dr. Huang at HHS

18. If you have a person who is supposed to attend NHO on Monday, March 30th will this still take place or does the prospective employee turn in the I9 forms. The Employment Division will conduct a virtual online New Employee Orientation (NEO). In the email sent to the new hires, there will be direction for processing the NEO paperwork. The I-9 form will be turned in to the HR Representatives.

19. My question is if employees want to leave or have to stay at home will that count against their sick or vacation time? See #2

20. Does an essential employee mean they’re job cannot be done from home? Each Department will determine how and where essential personnel perform their duties.

21. If a person is on FMLA, saving their time for an upcoming surgery, but have been in contact with someone with the VIRUS and are sent home for the 2weeks, are they having to use their sick time? If the employee is currently in an FMLA status, they will continue to use accrued leave.

22. How can an employee donate to the catastrophic leave program? The enrollment period for the catastrophic leave program will close on April 30th. This document can be found on the website under “What’s New”.

23. Is there any expectation for non-supervisory employees to stay available in the case the definition of "essential employee" changes to include them after they leave for the day? Is there a course of action if they are not? The availability of staff and determination will be made at the departmental level. As you know, we are navigating uncharted territory and from day to day the list of essential personnel may change.

24. If you have kids and schools are out but you do not have the hours to take off what can we do? Can we bring kids to work to get work done for essential employees? No

25. Mr. Wilson, if a plan is instituted to address time usage, will it be retroactive at least from last week or this week. Some staff have already started using what little time they have. See #2. This is a fluid situation. Read all county-wide email and check the HR homepage for updates.

26. I accumulated over 500 hours of sick time! why would I need to use vacation? The county is flexible with the use of accrued leave during the COVID-19 event. If you have more detailed questions please contact HR.
27. Can elected officials utilize administrative leave for employees who have no or little accrued leave balances? This question should be addressed with HR offline and situationally dependent.

28. Can you please clarify, will non-essential employees being asked to stay be required to use leave? or does that only apply to essential employees that are required to attend work but become ill? As of 3/25/2020 non-essential personnel will be coded as using holiday pay.

29. Are employees over 60 with underlying conditions able to use sick leave while staying home under court order? Yes, except during the current payroll period as holiday pay is in effect.

30. I have all four of the noted illnesses. Do I need to disclose? If so, to whom? As of 3/25/2020 all non-essential personnel are out of the workplace. If you are essential, you will need to contact your manager/supervisor. You are not required to disclose your medical information, only that you fall in to the at-risk category.

31. At what amount of days do supervisors require doctor's notes? For example, per HR policy, a fourth consecutive absence would require FMLA to be filed. This issue is especially concerning in regards to essential staffing. At the current time employees are not required to provide doctor’s note.

32. If a jailer gets sick from an inmate who has Covid-19; is this leave covered under Workers Comp? It is undetermined at this time if illness related to COVID-19 will be covered under workers’ compensation. Contact Mr. Ricky Patridge regarding claims.

33. What if you've received a counseling form regarding your time and attendance and it states final warning and you may get ill and may have to miss work, can you be fired or will it be overlooked in the window of this time period for now?? We are asking departments to be flexible with time and attendance when possible.

34. For absolute clarity, when Mr. Wilson states that we "will all be paid," that means that immediately our accrued time is being used? What happens when this shelter-in-place lasts longer than the beginning of April, as some experts have hypothesized? Daily, we are assessing this situation. We cannot predict what may happen and we will make the best decisions possible on a daily and weekly basis.

35. Why should employees dip into their accrued time when we're hearing Trump saying people who are sent home will be paid? At the current time, the Civil DA is reviewing congressional action and will advise HR on options. Also, if an employee tests positive for covid will the department be shut down? from HHS. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the
Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

36. I am a 61 yr. old with underlying conditions and elected to stay home for 4 days last week because that’s what officials were suggesting. Can my sick time used be reimbursed to me. Yes

37. With this order, does the County Directors have the authority to reassign essential staff to work in another area where help is needed. Yes

38. If I am determined to be an essential employee, does it matter that my entire household (family members) are essential/first responders, healthcare, and retail workers. Am I putting my coworkers at higher risk? If all members within your household are healthy, there is minimum risk. At any time, if you or someone within your household exhibit symptoms, you would need to follow the guidelines on the CDC website.

39. We are being told that if you are exempt status and not hourly you are considered essential and only hourly are to shelter in place. Is this true? The determination on essential personnel is determined by your job duties and your department. It may be the exempt employees in your department are the ones that hold jobs that are essential and the hourly employees are not. However, from department to department this may not be the case.

40. Mr. Wilson, teachers at the Henry Wade Juvenile Detention Center are very concerned of showing up to work, why are teachers considered essential employee at this point. Is it not this risking the life of teachers? Each department is responsible for determining if their staff is essential based on the jobs performed. Concerns regarding essential status should be addressed with your immediate supervisor or manager. Employees that are not first responders are considered to be at low-risk by the CDC.