



Steps Clients are Taking to Comply with Amended March 22, 2020 Order of Dallas County Judge Clay Jenkins

- **Assess whether you are an “Essential Business,” as defined in the order, which can include the following businesses:**
 - Essential healthcare operations, which do not include elective medical, surgical, or dental procedures
 - Essential governmental functions focused on the health, safety, and welfare of the public.
 - Essential critical infrastructure, including those listed on the 16 critical infrastructure sectors as identified by the National Cybersecurity and Infrastructure Agency (CISA)
 - Essential retail, including food service providers, grocery stores, warehouse stores, liquor stores, gas stations and convenience stores, farmers markets, farming, ranching, food shippers, take-out restaurants or food service, laundromats, dry cleaners, hardware stores, auto and bicycle repair, and businesses that supply products needed for people to work from home.
 - Providers of basic necessities to economically disadvantaged populations
 - Essential services necessary to maintain essential operations of residences or other essential businesses, including trash service, mail and shipping, distribution and fulfillment, funeral homes, plumbers, electricians, exterminators, professional services such as legal and accounting services, when necessary to assist in compliance with legally mandated activities
 - News media
 - Childcare facilities providing services that enable employees exempted by the order to work as permitted by the order

- **If you are an Essential Business, then do the following:**
 - Suspend nonessential business travel
 - Maximize the telecommuting options of your employees
 - Prepare an “essential business letter” for your employees to carry with them to and from work that specifies that the employee is working for an essential business and should be allowed to travel to and from his or her place of employment
 - Adopt screening precautions. Clients have been doing the following to comply with the order:
 - Posting a “declaration notice” at employee entrances. If the employee cannot satisfy all of the conditions to entry into the workplace, they are instructed to call HR and receive clearance from HR before they may enter the workplace
 - HR must have in place procedures to determine whether those employees who cannot satisfy the conditions on the declaration can enter the workplace or should be sent home.
 - Communicate social distancing guidelines to employees and configure your workplace to observe them, which could include the following:
 - Reconfiguring workstations to comply with social distancing requirements of six feet
 - Preventing employee access to breakrooms, vending machines, and other common areas or otherwise configuring them to reduce risk of spread of the virus
 - Instituting more frequent bathroom cleanings