

FAQ'S – COVID-19 ACCOMMODATIONS

- 1. Must I have a physician's note to accompany the Accommodations form if I'm asking for accommodations based on a medical condition that makes me "high risk" according to CDC guidelines?** Yes. You must have a licensed medical provider's certification of the condition or be able to supply previous medical documentation (patient records, etc.) documenting the condition.
- 2. Does the physician's statement have to contain the nature of the medical condition?** Currently we are following CDC guidelines and must verify that the medical condition falls within those guidelines, as a result we are asking for the statement to indicate for the specific condition is. Only the Benefits Administrator and the HR Director will see the medical documentation. We are awaiting further guidance from the USG system on this question.
- 3. How long will the accommodation be in effect?** Many provisions of the FFCRA (Cares Act) expire on 12/31/2020. All initial accommodations will be dated to expire on 12/31/2020 with the possibility of extension based on the state of the pandemic at that time and subsequent extensions of the regulation.
- 4. What is the turnaround period to receive an answer if I request accommodations – whether I've been approved for accommodations or not?** We strive to have a 3 to 5 business day turnaround – depending on the response from the manager, the medical documentation received, and whether they are able to accommodate.
- 5. Why am I being offered other accommodations if I requested telework accommodations?** The process of granting accommodations involves both the employee's request and an analysis of the business needs of the organization. Sometimes, the nature of a job does not lend itself easily to teleworking or the business needs of the department are such that other accommodations have to be explored. For example, the employee and manager could work out a plan to split time between telework and on-campus work.
- 6. What if I'm not comfortable with the accommodations suggested/recommended by my supervisor?** As mentioned above, the process of granting accommodations involves an analysis of the request and the business needs of the organization. EEOC guidance indicate that the accommodations requested have to be "reasonable" for the employer to implement and not cause undue hardship for the organization. There are times when a request made by the employee may not be reasonable for operations and other

accommodations have to be explored. Ultimately, the employee, supervisor, and human resources should work together to come up with a “reasonable” accommodation.

7. **If my request was denied, can it be reconsidered?** Yes, a decision can be reconsidered or reviewed if additional documentation can be supplied to support the request for accommodation.

8. **Can I request an accommodation if I live with or have close contact with a person that is in the high risk category?** All employees outside of those who fall into the higher risk population are expected to return to a work schedule as outlined in the campus plan. Employees who care for or live with individuals at higher risk for severe illness with COVID-19 should plan to return to campus as scheduled and work with their direct supervisor to ensure that their work environment allows for social distancing and the ability to practice the behaviors known to reduce the spread of the COVID-19. Employees may utilize appropriate leave options as necessary. Employees should contact the campus human resource office to identify appropriate leave options.

9. **Where can I find additional information on the return to campus plans and new Covid-19 related policies?** We have created a comprehensive web page for faculty and staff with all Covid-19 related communications, plans, and information. The link is: clayton.edu/coronavirus/employees.

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