

# COVID-19 ACCOMMODATIONS POLICY

---

## GENERAL SUMMARY

The University is committed to supporting employees who are impacted by COVID-19. An accommodation process has been established for employees falling into the following categories:

- Considered higher risk of severe illness from COVID-19 as defined by the CDC
- Requiring a mandatory quarantine due to travel or other circumstances
- Requesting a temporary hardship accommodation due to the unavailability of public services or to assist with COVID related dependent care limitations

---

## HIGH-RISK OF SEVERE ILLNESS

If an employee falls into any of the categories listed by the [Centers for Disease Control and Prevention](#) (CDC) and may have an increased risk of severe outcome from COVID-19 infection, an accommodation will be considered. This generally includes all individuals over the age of 60 and anyone with an underlying medical condition.

Options for alternative work assignments may include, remote work, alternative work locations, reassignment, or social distancing measures, among other options allowing the individual to perform essential job functions.

Where alternative work assignments are not possible, high-risk employees will be permitted to use any accrued sick or paid time off, including advance access to sick leave accruals that are scheduled to accrue through 12/31/2020, and other leave options that may be available per Federal, State or local regulations.

To request consideration for a temporary accommodation related to high-risk status complete the [High-Risk Accommodation Form](#).

---

## MEDICAL AND TRAVEL RELATED QUARANTINE

To maintain a healthy and safe campus environment, employees who have traveled to a COVID high-risk location, or with known or suspected exposure to a COVID positive individual, and/or who is experiencing COVID related medical symptoms, are required to remain off-campus and quarantine as follows:

- For at least 24 hours of no fever without the use of fever-reducing medication and, the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed *since symptoms first appeared*.

- Required 14-day quarantine for known contact with an individual diagnosed or presumed positive with COVID-19
- \*Required 14-day quarantine after cruise ship or international travel or travel to an area restricted by local regulations.

To accommodate employees under quarantine, alternative work options such as remote work, will be considered when reasonable, and compatible with the employee's job duties. Where alternative work assignments are not possible, employees will be permitted to use any accrued sick or paid time off, including advance access to sick leave accruals that are scheduled to accrue through 12/31/2020, and other leave options that may be available per Federal, State or local regulations.

To request temporary accommodation consideration related to medical quarantine status complete the [Medical Accommodation Form](#).

\*Note: Employees are required to complete the [Medical Accommodation Form](#) ***and*** the [Travel History Form](#) for travel related quarantine requests.

---

#### TEMPORARY HARDSHIP

Employees may experience a temporary hardship due to the unavailability of public services, COVID related dependent care limitations, or other exceptional circumstances beyond the employee's control. In certain circumstances, employees may request a temporary hardship accommodation to allow the employee to complete their job responsibilities.

If any accommodation or adjustment is authorized, the primary job functions will not change, and the employee must have the means to successfully perform the required work. If the accommodation is not approved, the employee may contact their supervisor or Human Resources to explore additional possible options (i.e. rotating/flex schedule) that may allow the employee to complete their job duties.

**For requests related to performing off-campus/remote work, please note:**

Child/Dependent care by another responsible individual should be considered when performing remote work duties. Sick, vacation, floating holidays should be requested and utilized during times when you are the sole provider of child/dependent care when a related work conflict arises.

Where alternative work assignments are not possible, employees will be permitted to use any accrued sick or paid time off, including advance access to sick leave accruals that are scheduled to accrue through 12/31/2020, and other leave options that may be available per Federal, State or local regulations.

To request consideration of a temporary hardship accommodation complete the [Hardship Accommodation Form](#).

---

RELATED RESOURCES AND FORMS

[Hardship Accommodation Form](#)

[High-Risk Accommodation Form](#)

[Medical Accommodation Form](#)

[Travel History Form](#)