

COVID-19 FLEXIBILITY & ACCOMMODATION OPTIONS FOR HIGH-RISK EMPLOYEES



REMOTE WORK

With approval from their supervisor, employees may continue to work remotely if their responsibilities allow.



FLEXIBLE SCHEDULING

Employees can talk with their supervisors about adjusting their work start or end times to provide childcare coverage, virtual school assistance, or other support.



REQUEST REDUCED SCHEDULE

Employees can talk with their supervisors about reducing their work hours for a period of time. Although this would affect the employee's paycheck and benefits, it may be an option for some.



ALTERNATIVE WORK ASSIGNMENTS

Employees can also talk with their supervisors about potentially modifying their job responsibilities -- such as not having face-to-face contact -- to lower their exposure risk.



REQUEST AN ACCOMMODATION

Each institution has a process that allows employees to request a reasonable accommodation through the Americans with Disabilities Act (ADA). Employees with special medical, religious, or other needs should contact the institutional office that manages ADA requests.