COVID-19 Related Accommodation Request – Employee Instructions

Accommodations for an individual’s own health condition, COVID-19 related or not, will continue to be handled through the university’s standard process, following the guidelines set forth in the Americans with Disabilities Act Amendment Act (ADAAA). Any individual with a need for an accommodation due to their own health condition should follow the steps below or contact Integrated Absence Management and Vocational Services (IAMVS) to initiate their request.

What is a COVID-19 related accommodation?

Ohio State is preparing to welcome faculty and staff back to campus with new health and wellness protocols developed to help protect the entire Buckeye community. In addition, the Office of Human Resources will work with employees who are most vulnerable to complications from COVID-19, and their supervisors, to ensure that these individuals have the necessary resources to work as safely as possible. Through a COVID-19 accommodation request, which is a secure intake process, individuals will be asked to:

- Identify and attest that their health or other factor place them at greater risk of serious illness if they contract the COVID-19 virus.
- Provide details about their work environment concerns.
- Indicate what needs and resources they feel are necessary to perform their job safely.

What are the qualifying reasons for requesting a modification as a COVID-19 related accommodation?

1. An employee may request an accommodation when they have their own health condition as defined by the CDC which puts them at high risk for COVID-19 complications, and the employee’s health care provider has advised that they modify their work environment to reduce COVID-19 exposure. These conditions may include:
   - Age of 65 years and older
   - Chronic lung disease or moderate to severe asthma
   - Serious heart conditions
   - Compromised immune system
   - Severe obesity (body mass index [BMI] of 40 or higher)
   - Diabetes
   - Chronic kidney disease undergoing dialysis
   - Liver disease

2. An employee has a disability or health condition, other than those defined by the CDC, which interacts with COVID-19.

3. An employee lives with, or provides regular face-to-face care to a family member who has a health condition which puts them at high risk for COVID-19 complications as defined by the CDC, and the family member’s health care provider has advised that the employee modify their work to reduce COVID-19 exposure for that family member.

4. An employee who needs to provide care for their child whose school or child care provider is unavailable due to COVID-19, and there are no other suitable child care options available.

After reviewing this information, if you would like to request a COVID-19 related accommodation, please follow the four steps outlined below:

1. Complete the secure intake form.
2. Provide medical certification if necessary. If the request is for your own health condition, IAMVS will request necessary documentation.
3. IAMVS, your supervisor or your unit’s HR business partner will discuss your request and any alternatives that may be possible as well as document any accommodations that can be implemented.

Employee may need to provide additional documentation after the initial request is submitted.
4. You will still be expected to abide by all Ohio State policies, procedures and performance expectations while participating in an accommodation plan.