COVID-19 Related Workplace Accommodation Request – Employee Instructions

Please note: This process has recently changed. Workplace Accommodation requests for an employee’s own health condition, whether COVID-19 related or not, will now follow the standard Workplace Accommodation process. Requests for adjustments or accommodations for any other reason (employee preference, child care issues, high-risk family member) should be requested as a flexible work agreement through the employee’s unit.

The COVID-19 Transition Task Force is taking every pre-caution to make work environments safe for employees by implementing safe and healthy guidelines. However, Ohio State recognizes that some employees may have medical conditions which put them at higher risk of severe illness from COVID-19, or interacting with COVID-19, even with these precautions in place, and may need additional accommodations to safely perform their job.

Ohio State recognizes that employees may have other situations (not their own health condition) which interferes with their ability to work on campus due to the COVID-19 pandemic. These employees should work with their manager to request a flexible work agreement.

Workplace Accommodations for an employee’s own health condition, COVID-19 related or not, will be handled through the university’s standard process, following the guidelines set forth in the Americans with Disabilities Act Amendment Act (ADAAA). Any employee who needs an accommodation due to their own health condition should follow the steps below. For additional guidance please contact Integrated Absence Management and Vocational Services (IAMVS) for Workplace Accommodations.

What are the qualifying reasons for requesting a COVID-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.

2. An employee has a disability or health condition (other than those defined by the CDC) which interacts with COVID-19 (i.e., diagnosed mental health disorder, developmental disorder), and the employee’s health care provider has advised that they modify their work environment due to the condition.

I think I need a COVID-19 related accommodation for my own medical condition. What do I do?

1. Visit HR Connection and submit a Workplace Accommodation Request to initiate the process.

2. Provide medical documentation (this form, or a signed letter from your physician providing the same information) to IAMVS at hr-integrateddisability@osu.edu or 614-292-0271 (fax).

3. IAMVS, in coordination with your manager, will discuss your request and any alternatives that may be possible as well as document any accommodations that can be implemented.

4. You will be expected to abide by all Ohio State policies, procedures and performance expectations while participating in an accommodation plan. Accommodation plans will be reviewed at the request of the employee, the unit, or IAMVS, or when health conditions, pandemic conditions or department operations change. The employee and their manager should review all accommodation plans on at least an annual basis to ensure continued effectiveness.