



## **EMPLOYEES AT HIGHER RISK REQUEST FOR WORKPLACE ACCOMMODATIONS**

The Centers for Disease Control and Prevention (CDC) has determined that certain individuals are at higher risk for severe illness from Covid-19. Those at higher risk include:

- People 65 years and older, particularly those with underlying health conditions
- People of all ages with underlying medical conditions, particularly, if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised. Conditions that may cause a person to be immunocompromised include:
    - Bone marrow transplantation
    - Cancer treatment
    - Immune deficiencies
    - Organ transplantation
    - Poorly controlled AIDS or HIV
    - Prolonged use of corticosteroids or other immune-weakening medications
  - People with obesity (BMI of 30 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

**In order to create a safe environment for all returning employees and students, including those who may be at higher risk of serious illness due to Covid-19, the district has adopted the following safety measures:**

- Physical distancing in accordance with Bulletin 741, Section 403
- Mandating hand-washing protocols
- Providing additional hygienic supplies - soap, hand-sanitizer, disinfectant wipes/sprays, tissues, paper towels, disposable masks (as needed)
- Requiring all students and staff to wear face coverings, absent special circumstances
- Increased cleaning and disinfecting of school buildings throughout the school day
- Monitoring students and adults for symptoms
- Limiting non-essential visitors to campus

**If you are in a high risk category and believe that you require accommodation(s) in addition to those listed above, you MUST follow these steps to request a workplace accommodation:**

1. Please submit an online COVID Accommodation Request Form via the following link: <https://forms.gle/67fCp66xxoB6kPiF9> If you require paper based forms, please [click here](#) to print the forms. Refer to #2 for ways to submit forms to the HR department. These forms may also be found online at [jpschools.org](http://jpschools.org) under the Human Resources main page.
2. Please print your COVID Medical Certification Form by [clicking here](#) and have your physician complete the form and return to HR directly using one of the following ways: via email to [hrcovidaccommodations@jpschools.org](mailto:hrcovidaccommodations@jpschools.org), via fax to 504-349-7726 or 504-349-7778, or via regular mail to: Jefferson Parish Schools Attn: Leaves Department, 501 Manhattan Blvd., Harvey, LA 70058. NOTE: The Medical Certification Form must come directly from the treating physician to the HR department. The employee may not submit this form. The physician must:
  - Specify the health condition that is the basis of the request
  - Identify the limitations that the health condition creates
  - Identify possible accommodations
  - Specify the duration of the limitation
3. Cooperate with H.R. in identifying a reasonable accommodation that will permit you to perform the essential functions of your job. This is called the "interactive process".
4. If you have questions contact the Leaves department via email at [hrcovidaccommodations@jpschools.org](mailto:hrcovidaccommodations@jpschools.org) or by phone at 504-349-7879
5. Please note that the H.R. Leaves Department makes the final decision as to whether, and what kind, of workplace accommodation may be appropriate. The determination will be based on documentation provided by the employee's physician and the results of the interactive process (*if applicable*) referenced in #2 above

**Employees are required to return to work as directed. Absences will be coded by the timekeeper as sick leave. Upon the leaves department receiving medical documentation sufficient to excuse an employee from work, the leave balances may be adjusted as deemed appropriate by the H.R. Leaves Department.**

**It is imperative that employees submit requests for accommodation and accompanying medical documentation to the Human Resource Department as soon as possible.**

**Please note that, while an employee may be entitled to take leave in order to care for a family member under a quarantine order, or one who is suffering from a serious illness, fear of exposing a family or household member to coronavirus is not a qualifying reason for accommodation or leave under applicable law or policy.**