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COVID-19 Related Requests for Accommodation or Workplace Adjustment Guideline (8/21/2020)

COVID-19 RELATED REQUESTS FOR ACCOMMODATION OR WORKPLACE ADJUSTMENT GUIDELINE

General Information

During this COVID-19 pandemic, employees who are at increased risk of severe illness from COVID-19 may request reasonable accommodations or workplace adjustments. This includes employees who are older adults and are at increased risk due to age and/or who are at increased risk due to underlying medical conditions. Please check the CDC's COVID-19 website for the most up to date information about people at increased for severe illness. [People Who Are at Increased Risk for Severe Illness.](#)

Employees may also request workplace adjustments based on other circumstances not related to being in the increased risk category (i.e. inability to don PPE for extended periods). See below "Requests Unrelated to Employees at Increased Risk".

Requests Related to Employees at Increased Risk

If you are requesting an accommodation based on your own underlying medical condition, Disability Management Consultants can provide guidance and assistance to identify reasonable accommodations that could reduce COVID-19 related risks. Our Consultants facilitate interactive meetings and dialogue with the employee and their supervisor. Requests are identified, determined and implemented collaboratively. This is referred to as "the interactive process." As part of the interactive process, the employee may be asked to provide documentation from their health care provider that confirms that they have an underlying medical condition that places them at increased risk for severe illness from COVID-19 (without identifying the specific medical condition).

In general, it is the employee's responsibility to inform their supervisor that a COVID-19 related accommodation is needed. A supervisor is not required to provide reasonable accommodations if they are not aware of the employee's need for the accommodation.

We strive to be creative and flexible in arriving at a reasonable accommodation. Depending on the circumstances, some examples of workplace accommodations may include: providing personal protective

equipment (PPE); enhancing physical distancing or modifying the work environment; modifying work schedules; modifying non-essential job functions; allowing remote work; or a leave of absence.

For employees requesting accommodations, follow these steps:

- Inform your supervisor of your need for an accommodation in one of the following ways:
 - In person
 - By email
 - By telephone
- You will be requested to submit medical documentation from a licensed healthcare provider that defines your physical limitations. If new work-related accommodation requests are due to PPE or hospital-approved products, employee should be evaluated by Occupational Health.
- UCLA Health employees shall contact the Disability Management department via email stating your accommodation request and the duration of your need for accommodation. Attach medical documentation to the email: MCHRDM@mednet.ucla.edu.
- David Geffen School of Medicine staff and faculty shall submit their requests for accommodation at this link: [DGSOM COVID 19 related accommodation request](#)
- Participate in the interactive process to discuss and explore a reasonable accommodation.

In addition to those with underlying medical condition, UCLA Health also engages in dialogue with employees who are older adults because the CDC also identifies this group as being at increased risk for severe illness from COVID-19. Although not qualified for the reasonable accommodation process for disability accommodation solely due to age, employees who are seeking a workplace adjustment for this reason should also follow steps above.

Employees who are at increased risk for serious illness from COVID-19 due to an underlying medical condition and/or their age may also be eligible for certain leaves of absence offered. Additional resources can be found on the Disability Management [website](#).

Requests Unrelated to Employees at Increased Risk

If your request for a COVID-19 related workplace adjustment is because you are a caregiver for an individual with a disability; or you have a concern for someone in your household; or because of childcare issues, the reasonable accommodation process described above does not apply.

Such requests should be directed to Human Resources department. You may be required to complete other documentation supporting your workplace adjustment request. Some examples of workplace adjustments may include, but are not limited to: a leave of absence; allowing remote work; providing PPE; enhancing physical distancing; modifying the work environment or work location; and/or modifying work schedules or non-essential work duties.

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Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
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