

UNIVERSITY OF MONTEVALLO
COVID-19 REASONABLE ACCOMMODATION
UNDERLYING CONDITION
FALL SEMESTER 2020
PROCESS FOR MAKING A REQUEST
FACULTY AND STAFF

Employees whose age or health condition falls within one of the High Risk Categories as defined by the Centers for Disease Control (CDC) or those who have other special circumstances may seek a workplace adjustment through the reasonable accommodation process as described below.

Based upon currently available CDC information, those at high-risk for severe illness from COVID -19 include:

- Individuals 65 years of age and older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immunocompromised;
- Individuals with severe obesity (body mass index [BMI] of 30 or higher);
- Individuals with diabetes;
- Individuals with chronic kidney disease undergoing dialysis;
- Individuals with liver disease;
- Individuals with hemoglobin disorders.

Please refer to the CDC website for updated information: [CDC.gov](https://www.cdc.gov).

PROCESS:

1. Visit the HR Site to access the applicable forms or contact HR at 205-665-6055 or HR@montevallo.edu to request a COVID-19 accommodation application packet. Note: If you are making a request due to age (65 or over), you will only need to submit the application form. If you are making a request for an underlying medical condition there will be two forms required for making an accommodation request.
2. Complete the request form ("*COVID-19 REASONABLE ACCOMMODATION REQUEST FORM for FALL SEMESTER 2020*") and submit it to HR.
3. If applicable (i.e., you are making a request for a medical condition as listed above), send the medical form ("*COVID-19 REASONABLE ACCOMMODATION MEDICAL REQUEST form for FALL SEMESTER 2020*") to your health care provider.
4. If your request is due to age, the HR Director/EEO Officer will review and verify your information. Your Supervisor or Dean will be notified that you have submitted a substantiated request for accommodation (not disclosing that it is age related). Your Supervisor or Dean will contact you to discuss your accommodation. Following that interactive discussion, Supervisors should consult with the appropriate department to facilitate the accommodation (i.e., technology services, physical plant, etc.) as soon as practical.
5. If your request is due to an underlying health condition, the HR Director/EEO Officer will await receipt of the medical certification from your health care provider, verify and review for completeness. Your Supervisor or Dean will be notified that you have submitted a substantiated request for accommodation (not disclosing your underlying health condition). Your Supervisor or Dean will contact you to discuss your accommodation.

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Following that interactive discussion, Supervisors should consult with the appropriate department to facilitate the accommodation (i.e., technology services, physical plant, etc.) as soon as practical.

6. Supervisors and Deans are to report back to the HR Director/EEO Officer with the details of the accommodation provided.