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# HR News

## School Based Staff with Underlying Medical Conditions

### Centers of Disease Control (CDC) Guidelines

Guidelines developed by local public health and Governor Polis' Executive Order allows individuals with underlying medical conditions that make them vulnerable for contracting and/or experiencing complications from COVID-19 are recommended to remain at home. The identified underlying medical conditions include:

- Moderate asthma
- Chronic lung disease
- Serious heart conditions
- Diabetes
- Kidney & liver disease
- Pregnant Women
- Individuals determined to be high risk by a licensed healthcare provider
- Individuals who are age 65 or older

### Americans with Disabilities Act (ADA) Employees with Underlying Medical Conditions

Under the Americans with Disabilities Act (ADA), employees with underlying medical conditions that make them vulnerable for contracting and/or experiencing complications from COVID-19 may be eligible for temporary workplace accommodations. Potential workplace accommodations include:

- Working remotely in the current assignment or in an alternative capacity
- Working in-person, but with increased health safety measures

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## Americans with Disabilities Act (ADA) Employees with Underlying Medical Conditions

Consistent with the ADA, requests for workplace accommodations require documentation from a medical provider and follow a formal process. To address the medical needs of our staff with underlying medical conditions, the following process will be utilized to consider requested workplace accommodations.

1. An employee self-identifies as vulnerable for COVID-19 based on an underlying medical condition and expresses the intent to work in-person with standard or enhanced safety measures or work remotely.

For school-based staff who completed the health questionnaire administered in early July, this information is already on file. For school-based staff who did not complete the health questionnaire, this request is sent to the site's [assigned Human Resources Director](#).

2. The Human Resources Directors will confirm the existence of an underlying medical condition through documentation provided by the employee and will determine if the employee's defined job responsibilities can be accommodated/performed remotely. If the job duties cannot be performed in a remote environment, the HR Director and the employee's supervisor(s) will assess if additional accommodations for in-person working are available.
3. In consultation with the supervisor, the Human Resources Director(s) will determine the availability of remote working opportunities at the employee's current location of assignment and if none are available, in some cases, an employee may be assigned to perform duties remotely on behalf of another APS site.
4. Once approved to work remotely, the site supervisor(s) will establish the remote working assignment to include:
  - a. Licensed staff assignments will be established based on endorsement and/or other "highly qualified" criteria
  - b. Alternative job responsibilities will be established in collaboration with Human Resources Directors
  - c. Job Expectations
  - d. Daily Schedule

While not covered under the ADA, employee's with members of their family/household with a CDC identified underlying medical condition(s) that make them vulnerable for contracting and experiencing complications from COVID-19, may be eligible for an accommodation or a leave of absence; request should be submitted to the site's [assigned Human Resources Director](#).

Requests for remote learning from school-based employees with underlying medical conditions will receive first priority.