



COVID-19 Temporary Accommodation Information

Employees who self-identify as high risk for severe illness from COVID-19 per the [Centers for Disease Control \(CDC\)](#) and [N.C. Department of Health and Human Services \(DHHS\)](#) guidelines, may request a workplace accommodation. See below for more information on when and how employees may submit a [COVID-19 Accommodation Request](#). *Upon opening this form, please make a copy for your own usage.*

Who qualifies as high risk?

The CDC currently defines individuals who are considered high-risk for severe illness due to COVID-19 to include:

- People who are 65 years of age or older;
- People who live in a nursing home or long-term care facility;
- People of all ages with underlying medical conditions, particularly if not well controlled, including people with:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - A compromised immune system
 - A compromised immune system may be caused by many conditions, e.g.: cancer treatments, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Severe obesity (Body Mass Index (BMI) of 30 or higher);
- Diabetes;
- Chronic kidney disease undergoing dialysis; and
- Liver disease.

How do I request an accommodation?

Employees who self-identify as high risk are encouraged to submit a [COVID-19 Accommodation Request form](#). Forms may be sent the following ways:

Email: humanresources@gaston.k12.nc.us

Mail: 1351 Bradford Heights Rd. Gastonia, NC 28054

Fax: 704-866-6193

Human Resources will consult with the district ADA coordinator regarding each request.

What types of accommodations are available?

Examples of possible accommodations are provided below. **Some of the accommodations on this list may not be a reasonable accommodation for every position within the school system.** An employee's request will be reviewed in the context of his or her position and the essential functions affiliated with it.

Accommodations could include:

- Additional or enhanced PPE (e.g., face covering, gloves, face shield);
- Social distancing measures (e.g., rearranged workspace, space from others);
- Use of physical barriers;
- Modified job responsibilities;
- Modified work schedule;
- Alternate, on-site, work location (e.g., space within the building);
- Additional cleaning of workspace; or
- Telework.