

## COVID-19 Related Work Accommodations Checklist *(as of 7/22/2020)*

As a review this checklist assumes a work plan has been developed in alignment with the CFAES Repopulating Campus document. This checklist begins when your communicating the decisions based on the plan and any need for accommodations that may arise.

- Share and review your department or unit's completed Return to Campus plan with faculty and staff:
  - Provide a thorough review of the office staffing plan and/or accessibility plan for positions that will remain in primary telework mode
    - i. This review will allow employees to self-determine if they need an accommodation
      - 1. Supervisors **should** make employees aware of the Accommodations Process
      - 2. Supervisors **should not** seek out specific individuals to determine if they need an accommodation
      - 3. Supervisors **should not** promise accommodations to employees outside of this accommodations process
- How to Address Accommodation Requests
  - Direct any employee seeking an accommodation to submit a request via the university's secure intake form (<https://apps.hr.osu.edu/covid-request/>)
    - i. Only employees can initiate a request via the intake form
    - ii. Accommodations are not automatically or immediately approved
    - iii. No formal action should be taken until the accommodation process is complete
- Accommodation Request Process
  - All requests submitted via the website forward directly to the Integrated Absence Management and Vocational Services (IAMVS) team
    - i. All requests are reviewed and triaged. They will also facilitate gathering any necessary medical documentation if applicable and coordinate with the ADA's office if needed
    - ii. Any health-related requests will result in follow-up communications to the employee's direct supervisor and HR Consultant/HR Business Partner
    - iii. All non-health related requests will be forwarded to the supervisor *only*
      - 1. Note – It is imperative that supervisors consult their HR Consultant and department/unit leader before approving any accommodations.
  - Accommodation Decision Document
    - i. If an accommodation has been agreed upon, an accommodation decision document will be generated via ServiceNow (SAMPLE - <https://hr.osu.edu/wp-content/uploads/covid-accommodation-plan-template-sample.pdf>)
      - 1. Supervisors and/or HR Consultants will notify department/unit leaders of approved accommodations for their awareness