



## Process for applying or reapplying for COVID-19 temporary alternative work arrangement for the Summer and Fall 2021 Semester

- **Requests due to a disability as defined by the Americans with Disabilities Act (ADA)**
  - Faculty and staff who were previously approved for a temporary alternative work arrangement for Spring 2021 as an accommodation due to a medically documented ADA disability will need to reapply for an accommodation for the Summer or Fall 2021 semester.
    - HR will work with deans and / or department chairs to confirm the ongoing effectiveness of these arrangements.
  - For any **new** ADA requests, faculty and staff must complete and submit the Temporary Alternative Work Arrangement Request Form found on the [HR page](#).
    - You must also complete and submit the Medical Information form, (also found on the [HR page](#)) which requires medical provider documentation. Your medical information will remain confidential and will not be shared outside of Human Resources.
- **Requests due to being in a higher risk category**
  - If you are seeking an arrangement because you're in a higher risk category due to medical reasons (other than a disability as defined by the ADA), you must also complete and submit the Medical Information form (also found on the [HR page](#)), which requires medical provider documentation.
    - Your medical information will remain confidential and will not be shared outside of Human Resources.
    - Please note that the CDC recently [updated these risk categories](#).