



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: Employees

Date: October 8, 2020

From: Monique H. Jackson, NBCT
Deputy Superintendent
Student & School Support

Subject: COVID-Related
Accommodations

Effective November 2, 2020, all staff are expected to work from their assigned locations regularly. In order to effectively plan for the return to schools and offices, a timely selection process is available for employees. All teachers and school-based Unit I, II, and IV staff shall complete the employee registration found at www.aacps.org/oct2020EmployeeReopening by 11:59 p.m. on Thursday, October 15. Selections will be used for planning purposes but are not a guarantee or assurance of an accepted leave or accommodation option. Requests made after the registration deadline will be considered on a case-by-case basis.

In order of priority, we will continue to consider accommodations for employees who:

- Are at higher risk for severe illness from COVID-19 due to their underlying medical conditions
- Have childcare obligations that prevent them from reporting to their work locations for part or all of their duty week
- Reside with and/or perform caregiver services for persons (third parties) who are at higher risk for severe illness from COVID-19 due to their underlying medical conditions

The following information outlines the specific details regarding employee accommodations options, including procedures and details for submitting accommodation requests, and other relevant consideration. This information can also be found using the aforementioned registration tool where employees will make their selections.

1) Definitions

Health Conditions: For the purposes of these accommodations, “medical conditions” refers to those identified by the Centers for Disease Control and Prevention (“CDC”) as being associated with a higher risk for severe illness from COVID-19.

Third Parties: For the purposes of these accommodations, “third parties” are an employee’s spouse, child, parent, or a permanent member of the employee’s household.

2) Telework

While telework will be considered as an accommodation, it is not the only accommodation that will be offered as a means of limiting employee exposure to COVID-19. Other accommodations may include additional protective measures, alternative workspaces, and modified reporting schedules.

The availability of telework accommodations for instructional employees will be limited. These requests will be evaluated in order of priority, as above.

3) Procedures

Employees who seek accommodations for their **own underlying health condition** should complete and submit the electronic Request form found [here](#). A treating physician should complete the Medical Inquiry form found [here](#), and it should be submitted by following the instructions on the form.

Employees who seek accommodations for **childcare** should be complete and submit the electronic Request form found [here](#). Supporting documentation should be completed and uploaded in accordance with the instructions on the form.

Employees who seek accommodations for **a third party's underlying health condition** should be complete and submit the electronic Request form found [here](#). A treating physician should complete the Medical Inquiry form found [here](#), and it should be submitted by following the instructions on the form.

Due to the volume of anticipated requests, you are **strongly discouraged** from contacting the Division of Human Resources to discuss hypothetical scenarios or to inquire about the status of your request. Please exercise discretion during the process.

4) Timelines

In order to appropriately consider employee accommodation requests, it is essential to register by October 15 and submit documentation within the following timeframes. Late requests will be considered on a case-by-case basis; however, such requests may not be honored based on determined staff allocations and operational needs.

Non-school based employees should submit COVID-related accommodation documentation, including requests for extensions, by submitting the appropriate form, between Thursday, October 8 and Sunday, October 11.

Elementary school employees, and those employed at Special Centers, should submit documentation between Monday, October 12 and Sunday, October 18.

Middle and high school employees should submit documentation between Monday, October 19 and Sunday, October 25.

5) Leave

In the event that an employee's needs **cannot be accommodated**, leave options are as follows.

Employees with childcare needs may be eligible for leave under the Families First Coronavirus Response Act (FFCRA) if a) their child's school or daycare facility is closed due to COVID; **and** b) they cannot work remotely. For more information, and to apply, visit: [AACPS FFCRA](#)

Employees with underlying health conditions may be eligible to use their accrued sick leave for a period not to exceed twelve weeks or apply for a leave of absence. To explore either option, contact your leave Specialist. (Employees whose last names begin with A-K should contact Cynthia Holt Smith; employees whose last names begin with L-Z should contact Jowan Sharps).

Employees who reside with or provide care to a qualifying third party may be eligible for a leave of absence. To explore this option, contact your leave Specialist. (Employees whose last names begin with A-K should contact Cynthia Holt Smith; employees whose last names begin with L-Z should contact Jowan Sharps).

For more information on employee leave options, visit www.aacps.org/leave.

6) Deaf and Hard of Hearing Employees

Employees and students are mandated to wear face masks. Deaf and hard of hearing employees who rely on lipreading may be affected by the mandate. If your ability to communicate with staff or students will be adversely affected by opaque face coverings, please contact Cindy Brady at cabrady@aacps.org.