

Date: June 4, 2020

To: All ISU Employees

From: Kristi Darr, Interim Vice President for University Human Resources

Subject: COVID-19 Alternative Work Arrangements for High-Risk Employees

As supervisors begin to develop and finalize their plans for safely returning individuals to their workplace over the summer and leading up to the fall semester, we recognize there are members of our campus community who are, or who live with someone who is, at a higher risk to develop severe illness from COVID-19 based on their age or underlying medical conditions, as defined by the Centers for Disease Control (CDC). In order to best support these individuals in limiting their exposure to COVID-19 during this phase of increasing campus operations, we have developed a process to confidentially review and discuss potential options in order for them to safely perform their job duties or responsibilities. This process applies specifically to Faculty, Professional and Scientific (P&S) and Merit employees as well as graduate assistants, postdoctoral scholars and student workers.

The [current guidance](#) provided by the CDC defines individuals at high-risk for severe illness from COVID-19 as:

- People 65 years and 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
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

If you meet one or more of the above-defined risk factors, or live with someone that meets one or more of the above risk factors, you may submit a request for an alternative work arrangement, which is a way for an individual to safely perform their work responsibilities in a manner that reduces their risk of exposure to COVID-19. The request is submitted electronically through the [COVID-19 High Risk Alternative Work Arrangement portal](#) located on [the UHR COVID-19 website](#). Additional resources related to this process are available on the website.

Submit your requests as soon as possible but at a minimum, following the notification from your supervisor of their plans to have you return to your normal work location. Once your request has been submitted, you will receive an email with the additional documentation that may be needed in order to timely review and discuss options with University Human Resources and your supervisor. Applicable

documentation should be provided to UHR no later than 5 days following the request being submitted. Sensitive documentation regarding medical conditions will be kept confidential throughout the process and will not be shared with supervisors. It is critical that all adhere to the deadlines and the interactive discussions that need to occur in this review process in order for work units to plan ahead.

While overall plans for fall semester are still being developed, faculty or others with concerns about teaching on campus in the fall should proactively complete the form if they consider their circumstances high risk. This will allow time for the appropriate conversations and planning to take place. For that reason, we are asking that all faculty submit their request as soon as possible, but no later than July 1, in order to provide ample time for planning.

The health and safety of the Iowa State community continues to be our top priority. We recognize that COVID-19 is still present in our community, and we will work to mitigate the risk with planning and decisions informed by local, state and federal government. Please continue to refer to the [ISU COVID-19](#) webpage for the most current information and resources.

If you have any questions, please email [COVIDHRSupport@iastate.edu](mailto:COVIDHRSupport@iastate.edu).