

Employee is asked to return to work

Employee seeks approval from supervisor to work remotely part- or full- time. Factors to consider:

- Do essential job duties need to be completed on-site?
- Does the employee have remote access to appropriate/required technology?
- Would remote work help maintain appropriate social distancing?
- Is remote work feasible part time or full time? On any specific schedule?

Declined

Approved

Review Remote Work Policy and create work plan.

Is the employee at higher risk for severe illness from COVID-19? E.g.,

- 65 years and older;
- Chronic lung disease (other than mild asthma);
- Serious heart conditions;
- Immunocompromised;
- Obesity (body mass index [BMI] of 30 or higher);
- Diabetes;
- Chronic kidney disease undergoing dialysis;
- Liver disease; or
- Other medical conditions identified by CDC, OHA, or health provider.

No

Yes

Request COVID-related accommodation (e.g., remote work or other accommodations).

Submit request form to HR (Kris).

HR, supervisor and employee participate in interactive process. This process may require a doctor's certification.

Accommodation (remote work or other)

Declined

Granted

Employee contacts HR (Kris) to determine if qualified for OFLA/FMLA (e.g., child's school closure, care for family member, etc.). This process requires a DR's certification.

Does this qualify for protected leave under OFLA/FMLA?

HR suggests alternatives; supervisor considers.

No

Yes

Must use accrued, unused vacation /sick leave / Short Term Disability.

Declined

Approved

Review Remote Work Policy; create work plan.

Return to work or seek unprotected leave.