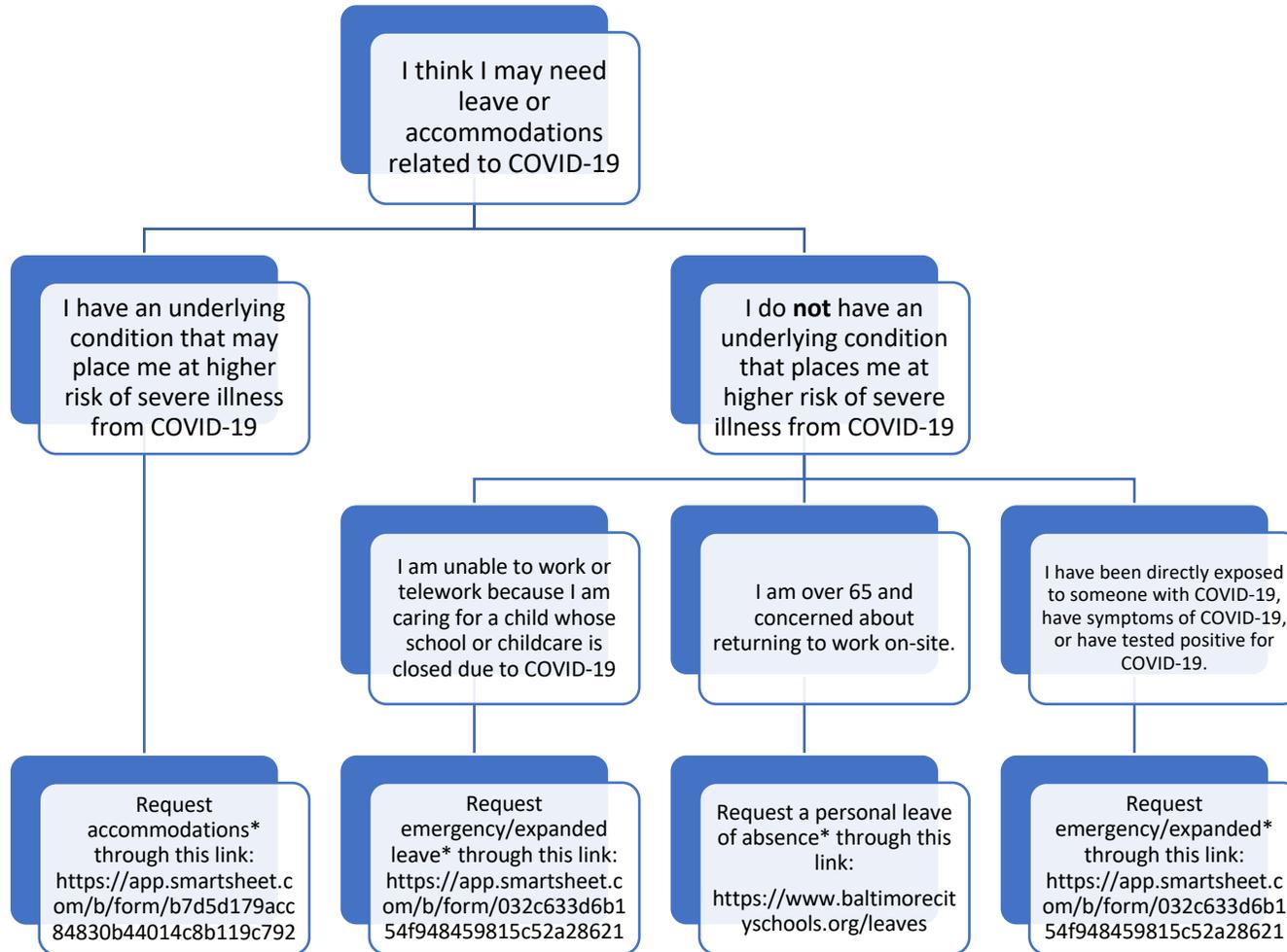


We understand that some staff members may be less prepared or able to return to work on-site, and some may be eligible for leave or accommodations due to their personal, family, and/or health circumstances. We will take staff members' situations into consideration as much as possible. Staff members who believe they are eligible for leave or who would like to request a reasonable accommodation, either because they are at higher risk of getting very sick from COVID-19 or under the Americans with Disabilities Act (ADA), should do so as soon as possible. All requests will be evaluated on an individual basis.

### Flow Chart – Requesting Accommodations and Leave



\* Requests will be considered based on the applicable processes and legal requirements.

## **Processing Reasonable Accommodations Requests:**

1. When the EO & Title IX Compliance Unit receives a request for a reasonable accommodation related to COVID-19, a member of the COVID-19 Accommodations Response Team will evaluate the request and either:
  - a. Contact the employee via email to request more information, if the request does not clearly specify an underlying condition that places the employee at elevated risk of serious illness from COVID-19 (see Question 1a, below, for a list of underlying conditions);
  - b. Contact the employee via phone to discuss the request further if the request specifies an underlying condition, but it is unclear how the condition places the employee at elevated risk of serious illness from COVID-19; or
  - c. If the request clearly specifies an underlying condition that places the employee at elevated risk of severe illness from COVID-19:
    - i. Contact the employee to discuss the request.
    - ii. Request medical information from the employee's physician.
    - iii. Contact the employee's supervisor to discuss whether the requested accommodation is reasonable based on the essential functions of the employee's job position and the specifics of the employee's worksite. Please note that the COVID-19 Response Team will not disclose details of the employee's medical records to the supervisor.
2. If the employee does not provide information demonstrating that they have an underlying condition that places the employee at elevated risk of serious illness from COVID-19, a determination letter will be issued denying accommodations. Please note that this COVID-19 determination does not preclude or supersede any other request for accommodations under the ADA that the employee may submit, and the EO & Title IX Compliance Unit will continue processing non-COVID-19 requests as usual.
3. If the employee provides information demonstrating that they have an underlying condition that places the employee at elevated risk of serious illness from COVID-19, then, after conversations about the request with the employee and the supervisor, the COVID-19 Accommodations Response Team will meet to discuss the request and make a determination. Every situation is unique, and is evaluated in light of numerous factors, including: your specific medical history; the essential functions of your role and the specific circumstances of your individual position, including availability of other staff to support your essential functions; safety measures and modifications already in place in your work environment; and the current reopening phase (which is based on public health metrics). A letter will then be issued and sent to the supervisor and the employee.
4. The employee may follow up with the EO Staff Investigator by phone at 410-396-8542 or by email at [EEOTitleIXCompliance@bcps.k12.md.us](mailto:EEOTitleIXCompliance@bcps.k12.md.us), if they have questions or further concerns regarding the determination.

## **FAQs:**

1. **What are some resources for additional information on accommodations and leave?**
  - a. For accommodations-related information:

- i. This is the list of underlying conditions that may increase risk of severe illness if you contract COVID-19: [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html)
- ii. This is another resource for information on ADA accommodations and COVID-19: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- iii. This is Board Policy ACD, which is the City Schools policy on requesting reasonable accommodations: <https://go.boarddocs.com/mabe/bcpss/Board.nsf/goto?open=&id=87UHP87D677F#>

b. For information on leave requests:

- i. <https://www.baltimorecityschools.org/leaves>

**2. I am generally worried about safety and about returning to work in-person, but I do not have any of the underlying conditions that, according to the CDC, may increase risk of severe illness, I am not currently sick with COVID-19, and I'm not a caregiver. What are my options?**

- a. Baltimore City Public Schools values you as an employee. We have taken significant steps to promote the safety of our employees during the COVID-19 pandemic, consistent with guidance from local, state, national, and international health agencies and advice from medical experts on how to protect employee safety during the COVID-19 pandemic. For more information, please consult the Safety Procedures page on the City Schools website: <https://www.baltimorecityschools.org/safety-procedures>.
- b. You should also speak to your supervisor, who can detail the specific safety measures in place in your work environment.
- c. City Schools depends on its employees to ensure that our students – especially our most vulnerable students – have access to rigorous, engaging learning opportunities that prepare them for success. Employees who are absent without leave compromise that mission. Please refer to Board Policy GBO (<http://go.boarddocs.com/mabe/bcpss/Board.nsf/goto?open&id=B4L3S47617FD>) for more information.
- d. Employees can request a leave of absence (<https://www.baltimorecityschools.org/leaves>).

**3. I was not directly exposed to someone with COVID-19, but I was exposed to someone who was exposed directly (secondhand exposure). What do I do?**

- a. Employees do not need to quarantine if they have not been directly exposed to a person with COVID-19 or a COVID-like illness.
- b. Employees can contact their healthcare provider with any questions about possible symptoms related to COVID-19.

**4. I have to self-quarantine because I have COVID-19 or have been directly exposed to COVID-19, but do not have any leave left. What do I do?**

- a. [If you qualify for emergency paid sick leave, then you do not need to use any of your own leave.](#)
- b. Go to this link to apply for emergency leave: <https://app.smartsheet.com/b/form/032c633d6b154f948459815c52a28621>.
- c. City Schools staff members earn leave time annually and are able to carry over leave time from year to year to accumulate significant leave time. We encourage staff members to utilize leave time responsibly, understanding that unexpected circumstances can arise that necessitate the use of leave time. However, we recognize that there will be some staff members who lack adequate leave time to receive pay during otherwise approved leave related to COVID-19. This lack of adequate leave time may be due to shorter lengths of service with

City Schools and/or past utilization of accrued leave time. For staff members seeking to supplement their own leave accruals, two options are available:

- i. City Schools will work with union partners to make sick leave bank allocations available to staff members meeting criteria for leave related to COVID-19.
- ii. A staff member may request an advance of leave that the staff member expects to accrue through future service if the staff member meets criteria for leave related to COVID-19. Each request for a leave advance will be reviewed and decided on a case-by-case basis by the Human Capital Office. A staff member may request a leave advance by emailing [HumanCapital@bcps.k12.md.us](mailto:HumanCapital@bcps.k12.md.us).
- iii. Please see pages 6-9 of the March 2020 guidance for more information:  
[https://www.baltimorecityschools.org/sites/default/files/inline-files/RemoteGuidance\\_03272020.pdf](https://www.baltimorecityschools.org/sites/default/files/inline-files/RemoteGuidance_03272020.pdf)

**5. I was not exposed to Covid-19, but I am sick and not feeling well. I had a Covid-19 test, which was negative. When am I allowed to return to work?**

- a. Employees should consult Appendix B of the Standard Operating Procedures and Protocols, found at <https://www.baltimorecityschools.org/safety-procedures>, to determine how to proceed, and immediately consult with their supervisor as well.
- b. Employees may utilize sick leave until they return to work.

**6. What do I do while I'm waiting to hear if my accommodations have been granted?**

- a. Contact your supervisor to discuss your situation and your ability to perform the essential functions of your job.
- b. If you and your supervisor agree on a work plan, you can continue to work while you await follow-up from the COVID-19 Accommodations Response Team; until you have received confirmation from Equal Opportunity & Title IX Compliance Unit, your work plan is not an authorized accommodation.
- c. If you cannot perform the essential functions of your assignment and there is no agreed upon work plan with your supervisor, you may use your accrued leave pending a decision on your accommodation request so long as you are engaged in interactive dialogue with the COVID-19 Accommodations Response Team and responding promptly to requests for any follow-up information.

**7. What is City Schools doing to keep me safe?**

- a. City Schools is using a variety of measures to keep employees, students, and visitors safe. The following list provides some of the extensive modifications and protocols that City Schools expects to be in place in all buildings:
  - i. All staff, students, and visitors will be required to wear a cloth face covering when inside a City Schools building. Staff will be provided with two reusable face coverings and may wear their own mask that meets composition criteria as defined in the Standard Operating Procedures & Protocols. Each school site will also receive a supply of surgical or earloop masks to be stored and allocated to students or staff who may have forgotten or lost their mask and need one.
  - ii. Surfaces frequently touched by multiple people (e.g. door handles, phones, light switches, faucets, toilets, urinals, fixtures, dispensers, handrails, walls that are 6 feet high, other surfaces and objects that students and staff frequently touch) should be cleaned and disinfected daily, at least twice during the day...More frequent cleaning and disinfecting may be required based on level of use.

- iii. Building ventilation systems have been reviewed, and are being upgraded and monitored as appropriate.
- iv. To support safe building use, floor decals and signs will be provided to each school to use throughout the building to support consistent and clear expectations.
- v. In order to provide a physical barrier between visitors and staff, City Schools will set up portable plexiglass guards in the main office reception areas in all school buildings.
- vi. Signs are to be posted to indicate where the line to enter should be formed and that only one staff member or visitor is to be in the office at a time.
- vii. Bathrooms should be cleaned twice daily as well as each evening prior to closing the building.
- viii. Everyone must complete a health screening before entering the building.
- b. The current version of the full Standard Operating Procedures & Protocols document is available here: <https://www.baltimorecityschools.org/safety-procedures>.
- c. City Schools' procedures and protocols for reopening and for ensuring employee safety are in line with the CDC's recommendations for schools, available here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html>.

**8. If you have further questions, please contact:**

- a. For accommodations-related requests:  
[EEO-TitleIXCompliance@bcps.k12.md.us](mailto:EEO-TitleIXCompliance@bcps.k12.md.us)  
410-396-8542
- b. For leave-related requests:  
[HumanCapital@bcps.k12.md.us](mailto:HumanCapital@bcps.k12.md.us)  
410-396-8885

**For Baltimore City Public Schools' nondiscrimination statement, please see: <https://www.baltimorecityschools.org/notice-nondiscrimination>.**