

 **NOTICE**

No. 20-14

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Executive Director

Issue date: April 23, 2020

Accommodations for “At-Risk” Employees in Response to COVID-19

During these unprecedented times related to COVID-19, the agency has implemented a number of social distancing strategies to promote the health and safety of our workforce. Some employees may be at greater risk for complications related to COVID-19, and for this reason, the agency is clarifying policy and procedure to enable greater social distancing.

At-risk employees are individuals who have **severe** underlying medical conditions such as heart or lung disease, diabetes, cancer, other immuno-compromised conditions, etc. These conditions may make the employee more vulnerable to COVID-19 and result in a medical provider recommending isolation or quarantine.

Employees, with supporting medical documentation, may request the agency consider any of the accommodations below in the following order:

1. **Telework from home**: The employee and supervisor will work together to determine if this option is feasible on a full or part-time basis.
2. **Back-facing work assignment**: If Telework is not feasible, the employee may ask to be moved to another location which provides adequate social distancing.
3. **COVID-19 Social Distancing and FFCRA Leave**: If these accommodations are not possible, the employee may be placed on leave. Employees may use agency provided Social Distancing Leave, which was issued March 15, 2020, and/or paid sick leave benefits available under the Federal Families First Coronavirus Response Act (FFCRA) as described below.
4. **COVID-19 Administrative Leave**: An employee may request placement on Administrative Leave (under the COVID activity code) only if:
 - a. The employee has an underlying medical condition that may increase my risk for COVID-19 as indicated above.
 - b. The employee’s department has determined that they are unable to telework or be reassigned to another location that provides adequate social distancing.
 - c. The employee has exhausted all available Social Distancing Leave (M-NCPPC Notice 20-10).
 - d. The employee has applied for and used up any available balance of the two weeks of paid sick leave (EPSL) under the FFCRA employee quarantine/isolation provisions (M-NCPPC Notice 20-11).

Prior use of Social Distancing Leave:

Consistent with Commission Notice 20-10, the agency granted up to forty (40) hours of Social Distancing Leave to Merit System employees.

Prior Use of Families First Coronavirus Response Act (FFCRA) If Qualified

M-NCPPC Notice 20-11 explains that employees may request up to two (2) weeks of paid sick leave (Emergency Paid Sick Leave - EPSL) due to certain concerns related to COVID-19. Consistent with the FFCRA and Commission Notice 20-11, employees must provide documentation from the employee's health care provider and submit a completed application to the M-NCPPC's Health and Benefits Office at Benefits@mncppc.org, 301-454-1694.

Consideration for Administrative Leave for "At-Risk" Employees during COVID-19

Employees may request placement on Administrative Leave by:

- ✓ Submitting a completed application for "at-risk" employees to the M-NCPPC Health and Benefits Office at Benefits@mncppc.org, in which the employee must attest that the employee has exhausted all available Social Distancing and the two weeks of paid sick leave under the FFCRA employee quarantine provisions (application form at the end of this Notice).
- ✓ Identifying the duration of the requested leave. (Administrative leave will be considered for the period during which the M-NCPPC is affected by the Maryland State of Emergency or June 30, 2020, whichever comes first.)
- ✓ Providing supporting documentation from a medical care provider that explains the employee's serious underlying medical condition which places them in an at-risk category recommending the employee to quarantine or isolate due to health risk concerns related to COVID-19.

Requests shall be submitted to the Health and Benefits Office with all supporting documentation. The Health and Benefits Office will make a recommendation to the Department Head who will decide to authorize or decline the period of Administrative Leave. The employee will then be notified if Administrative Leave for at-risk employees during COVID-19 will be granted.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING
“AT-RISK” EMPLOYEE REQUEST FOR PAID ADMINISTRATIVE LEAVE IN RESPONSE TO COVID-19

Employee Name:	Employee ID:
Supervisor’s Name:	Supervisor’s Phone Number:
Employee Status: Merit Employee: Full Time: <input type="checkbox"/> Regularly works 40hrs/week or Part-Time: <input type="checkbox"/>	
Position Title:	
Home Address:	
Home Phone Number:	Cell Phone:
Email Address:	
Beginning Date of Leave as Supported by Medical Documentation:	
Expected End Date of Leave:	
<p>Per Commission Notice, paid administrative leave will be considered for “at-risk” employees for the period during which the M-NCPPC is affected by the Maryland State of Emergency for COVID-19 or June 30, 2020, whichever comes first. “At-risk” employees are individuals who:</p> <ol style="list-style-type: none"> 1. Have significant underlying medical conditions such as heart, serious respiratory conditions or lung disease, diabetes, cancer, immune-compromised conditions, or other conditions presenting a significant vulnerability to COVID-19, and 2. The underlying medical condition results in a medical provider recommending quarantine or isolation for the employee when this cannot be accommodated through telework or another alternate work location by the employer. <p>*****</p> <p>I attest to the fact that I meet all criteria below:</p> <ul style="list-style-type: none"> • I have an underlying medical condition that may increase my risk for COVID-19 as indicated above. • My department has determined I am not able to telework or be reassigned to another location that provides adequate social distancing. • I have exhausted all available Social Distancing Leave (M-NCPPC Notice 20-10). • I have applied for and used up any available balance of the two weeks of paid sick leave (EPSL) under the FFCRA employee quarantine/isolation provisions (M-NCPPC Notice 20-11). <p>To be considered for leave, I also must provide supporting documentation* from my medical care provider that explains I have a serious underlying medical condition that places me in an at-risk category requiring me to quarantine or isolate due to health risk concerns related to COVID-19.</p> <p><i>*Documentation should include the nature of the condition which makes the individual vulnerable.</i></p> <p>My documentation is attached and the contact information for my medical care provider is noted below:</p> <p>Name: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>	

