

Individuals at higher risk for severe illness from COVID-19 are those age 65 and older and individuals with certain underlying health conditions as designated by the CDC and listed in Proclamation Number 74 JBE 2020, renewed by 83 JBE 2020, 110 JBE 2020 and 117 JBE 2020.

Those individuals who are at higher risk of severe illness, as designated by the Centers for Disease Control (CDC), are those with conditions such as asthma, chronic lung disease, compromised immune systems (including from smoking, cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or use of corticosteroids or other immune weakening medications), diabetes, serious heart disease (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and hypertension), chronic kidney disease undergoing dialysis, liver disease, or severe obesity or those who are 65 or older. (Proclamation # 74 JBE 2020, renewed by 83 JBE 2020, 110 JBE 2020 and 117 JBE 2020.)

### HOW TO REQUEST COVID-19 HIGH RISK EXEMPTION

#### A. Employee responsibility:

1. Complete and submit Employee Request for COVID-19 High Risk Exemption Form to supervisor.
2. If request is based on an underlying health condition, submit medical certification (see form) from a health care provider identifying the underlying health condition to HR at [Tangla.Washington@la.gov](mailto:Tangla.Washington@la.gov) or fax to (225) 342-1499. Put “COVID-19 High Risk Exemption” in the subject line.

#### B. Supervisor responsibility:

1. Upon receiving the Employee Request for COVID-19 High Risk Exemption Form from an employee, the supervisor must determine if the employee is able to work from home for up to 10 business days, while awaiting medical certification from a health care provider and a determination by HR.
  - a. If the employee is able to work from home, the supervisor signs the form, notifies the employee and sends the form to HR at [Tangla.Washington@la.gov](mailto:Tangla.Washington@la.gov). Put “COVID-19 High Risk Exemption” in the subject line.
  - b. If employee is not able to work from home, or the 10 business days have passed, the employee shall be on leave in the order of compensatory/annual leave, then LWOP.
2. The supervisor shall advise the employee and HR whether the employee can work from home while awaiting the medical certification and determination by HR.

Employees are advised to submit the COVID-19 High Risk Exemption Form, and Medical Certification if applicable, as soon as possible.

### DETERMINATION BY LDOE HUMAN RESOURCES

#### A. If exemption is approved,

1. The employee and supervisor will be notified by HR within 2 business days of submission.
2. If essential job functions may be performed by working from home, the employee may work from home. An approved [Telecommuting Work Agreement](#) must be on file with HR in compliance with the [Telecommuting Policy](#).
3. If essential job functions may not be performed from home, the employee will be placed on leave in the order of sick, compensatory/annual, then LWOP.

#### B. If exemption is not approved,

1. The employee and supervisor will be notified by HR within 2 business days of submission.
2. The employee must return to the worksite.

It is anticipated that all employees, including those who have been determined to be at higher risk based on medical certification, will return to the worksite upon order of the State Superintendent.