

Sample request for Accommodation for vulnerable populations under COVID-19

General overview of steps to take:

1. Email your principal with the request.
2. Request an accommodation meeting prior to return to school.
3. The idea of asking for what specific accommodations, while not binding on the district or you, can help guide the discussion. Some examples of accommodations you may want to float could include being assigned to a virtual teaching position, additional PPE, additional physical distancing, additional cleaning of the space, requiring masks at all times, or medical leave.
4. Gather your medical documentation as it is likely that you will be required to provide evidence of your condition and its connection to the request for accommodation. This could include a doctor's note saying that the returning to in person learning would place you at unnecessary risk because of the disability you have.

Dear Principal _____,

I have a serious medical condition that places me at risk of severe illness because of COVID-19. This condition is [NAME CONDITION THAT DR HAS DIAGNOSED]. With the current plan to return to work on August 10 with all students to return on August 24, I am requesting an accommodation under the ADA. Specifically, I would like to explore accommodations that may include virtual learning opportunities. I would like to have our meeting prior to any requirement that would put me at unnecessary risk.

Sincerely,

- *Additional PPE*
- *Additional physical distancing*
- *Additional cleaning*
- *Changes in classroom or building environment/set-up*
- *Requiring others (e.g. students, parents, employees) to wear masks*
- *Telework/remote work*
- *Transfer to vacant position requiring less contact with other people – propose specific vacant position(s) for which employee is qualified*
- *Medical leave.*