

RE-ENTRY EXPECTATIONS FOR VULNERABLE EMPLOYEES

A. Purpose

SCAN Inc. is responsible for providing a safe workplace and will make every reasonable effort to follow the guidance from the CDC and state or local public health authorities when regarding the coronavirus pandemic. We expect employees to understand that the guidance is likely to change as the pandemic evolves and the restrictions are lifted. Therefore, SCAN Inc. will continue to follow the most current information provided by the authorities on maintaining workplace safety.

If an employee with COVID-19 vulnerabilities requests an accommodation to reduce the risk of exposure to the coronavirus above and beyond what the agency is already providing, SCAN Inc. will consider this request under the Americans with Disabilities Act (ADA) and engage in the interactive process to explore possible reasonable accommodations, that do not cause undue hardship.

B. Eligibility

A vulnerable employee with a condition (or conditions) that meets the Americans with Disabilities Act definition act of “disability” that would qualify them for reasonable accommodation.

C. Procedure:

1. Employee must communicate, orally or in writing, that they have a medical condition that requires a reasonable accommodation.
2. Human Resources Department may ask questions to determine whether the condition is a disability and request medical documentation as allowed for by applicable law. To be eligible to receive workplace reasonable accommodations under the federal ADA, an employee must have an “actual” or “record of” a disability, as defined by the ADA.
 - Caregivers of individuals with disabilities are not entitled to receive workplace reasonable accommodations under the federal ADA but may be entitled to leave under the federal Family Medical Leave Act (FMLA).
3. Human Resources Department may request authorization to communicate directly with the individual’s health-care provider for confirmation of the impairment and clarification regarding the need for an accommodation.
4. Human Resources Department, employee and potentially the health-care provider will discuss how the requested reasonable accommodation would assist and enable them to keep working and explore alternative accommodations that may effectively meet their needs when necessary.
5. Reasonable accommodation(s) that allow the employee to safely perform their essential functions, and which do not create an undue hardship to SCAN, Inc. will be implemented and thereafter periodically reviewed