

HIGH RISK EMPLOYEES

Individuals at higher risk for severe illness from COVID-19 are those age 65 or older or individuals with certain underlying health conditions as designated by the CDC, per Proclamation Number 74 JBE 2020. A medical certification is required.

How to Request COVID-19 High Risk Exemption?

Employee responsibility

- Notify his/her supervisor/appointing authority they are making such a request
- Submit a medical certification identifying the health condition from his/her physician or request for age consideration for determination by Human Resources (HR) and Legal
- Submit request/medical certification to Human Resources at LDH-HRCV19-Report@la.gov

Supervisor/Appointing Authority responsibility

- Upon notification, the supervisor/appointing authority must determine if the employee is able to work from home, while awaiting medical certification
- If work from home is not available, the employee shall be on leave in the order of compensatory/annual leave, LWOP
- The supervisor/appointing authority shall advise the employee and HR whether the employee can work from home while awaiting the medical certification

Employees are advised to submit a request for a high-risk determination as soon as possible.

Determination by LDH Human Resources and Legal Team

If approved, the employee will

- Be notified within 2 business days, along with supervisor, by HR
- Work from home, or
- Be placed on leave in the order of sick, compensatory/annual, LWOP
- Notify his/her supervisor or appointing authority for further instructions

If disapproved, the employee will

- Be notified within 2 business days, along with supervisor, by HR
- Work from home,
- Return to the worksite, or
- If work from home is not available, be placed on leave in the order of compensatory/annual, LWOP
- Notify his/her supervisor or appointing authority

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 in Phase 3 or upon order of the Governor.

If an employee, determined to be at higher risk, wishes to return to the worksite prior to entering Phase 3 or upon order of the Governor the employee must first submit a release from the treating physician to HR clearing the employee to return to the worksite.