



Dear Members,

We continue to be in close communication with the District regarding reopening and workplace safety. The SCPS Human Resources Coordinator & Equity Officer, Carianne Reggio, is handling a large number of workplace accommodation requests. She is handling them in the order they are received.

To ensure you are following the correct procedures when requesting an accommodation, please review the steps below provided by Mrs. Reggio.

If you need assistance, please don't hesitate to contact UniServ staff at 407-388-1131

Procedure for Requesting Workplace Accommodations

If you are seeking workplace accommodations, please **first notify** your school or department head of the need.

Please then go to the following website to electronically request accommodations:
<https://insider.scps.k12.fl.us/accommodations/>

Please note: If you have submitted a request via email or voicemail, you are still required to go to this site and electronically make your request. Accommodations that have already been submitted are recorded in Human Resources.

You will be required to log into the SCPS system through this link and will be asked to elect accommodations for **one of** the following three reasons:

- ADA accommodations for your own serious health condition
- If you have a household member that may be more susceptible to contracting COVID-19 (based on the CDC's defined medical conditions) or you are a primary care giver for this person
- For other COVID-19 related reasons or concerns

Please note: If there are two areas that apply, **please choose the area of greatest concern** and note in the "Work Location" section that there are 2 areas and list those there.

Non-medical information will be shared with school and department heads for staffing reasons and **department heads** will notify you of approved accommodations.

Carianne Reggio, SPHR, SHRM-SPC, ACTCP
HR Coordinator; EEO, ADA & Equity Officer

For more information about COVID-19 and what you can do to keep healthy and safe, visit the Centers for Disease Control at <https://www.cdc.gov/> or your local health department's website.