Dear Colleagues,

As we prepare for an August 10 return to instructional operations, I am reaching out to gather information about what accommodations and flexibility you may need in the Fall 2020 semester due to the COVID-19 pandemic.

The University recognizes that faculty and staff may have health or other concerns and is working to address those needs while also furthering the instructional mission of the University.  To that end, if you anticipate requesting flexibility for the Fall semester, I am asking you to do so now, as indicated below, so that we are better equipped to prepare for the Fall semester.

* If you have your own health condition that puts you at high risk of COVID-19, you may visit the [Equal Opportunity and Compliance Office’s COVID-19 Accommodations page](https://eoc.unc.edu/covid-19accommodations/) to request an accommodation under the Americans with Disabilities Act (ADA).

* If you have other reasons for requesting flexibility, you may contact me directly and specify (1) the general reason for your request and (2) what form of flexibility you are requesting (i.e., remote teaching/work, alternative schedule, additional PPE).  Flexibility may be provided for concerns including age, pregnancy, child or elder care responsibilities, living with or caring for someone who is high risk, or other concerns.  You are not required to provide personal or family health details to make this request; rather, simply noting that you live with or care for someone who is high risk is sufficient.

Please be aware that requesting either accommodations or flexibility is entirely voluntary.  Your needs may have already been met by flexibility and precautions put in place by the University, School, or Department, and if that is the case, you do not need to make a request.  If you do request accommodations or flexibility, that request will start a process to find a solution that will meet the needs of both you and the University.  We may not be able to provide exactly what you request in every case, but we will engage with you to work towards a mutually-agreeable plan.  All requests will be treated confidentiality, and retaliation for making such a request is prohibited by the University.