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# Telework and Weather and Safety Leave Guidance for Employees at Risk for Serious Illness from COVID-19



## Telework Guidance for Employees at Risk for Serious Illness from COVID-19

In light of the Office of Management and Budget memo M-20-13, the Under Secretary for Management strongly encourages supervisors to authorize the following telework flexibility to telework-ready employees (both overseas and domestic) who are within those populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 (CDC High Risk Complications) and to CDC identified special populations including pregnant women (CDC Special Populations), unless there is a compelling reason to deny the request. **CDC-identified populations include older adults and individuals who have serious chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease, or compromised immune systems.**

**NOTE:** Employees who believe they fall within the above populations should **NOT** disclose their age or any medical information to their supervisors and need only express that they believe themselves to be at higher-risk. Likewise, supervisors should **NOT** ask any employee about their age or medical conditions, nor ask them to disclose any conditions or to provide documentation of those conditions.

**Telework-ready employees who self-identify as being at higher risk for serious complications from COVID-19, per CDC guidance referenced above, and who receive approval from their supervisors to telework, will not be required to report to their regular worksite (office) and may telework at their alternate work site until further notice.**

## Weather and Safety Leave Guidance for Employees at Risk for Serious Illness from COVID-19

**Non-telework-ready at risk employees:** In light of the Office of Management and Budget memo M-20-13, leave approvers may authorize weather and safety leave for any non telework-ready employee who falls within the CDC populations at higher risk for serious complications from COVID-19, irrespective of their post or office operating status.

**CDC higher risk populations include older adults and individuals who have serious chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease, or compromised immune systems.** These do **NOT** include CDC special populations, such as pregnant women.

**In other words, non-telework-ready employees who self-identify as falling within the higher risk population, will be approved for weather and safety leave, and will not be required to report to their**

**regular worksite until further notice.**

Employees who believe they fall within the above populations should **NOT** disclose their age or any medical information to their supervisors and need only express that they believe themselves to be at higher-risk. Likewise, supervisors should **NOT** ask any employee about their age or medical conditions, nor ask them to disclose any conditions or to provide documentation of those conditions. Employees must submit a DS-7100 leave request form requesting weather and safety leave for their days of absence.

**Telework-ready employees:** Telework-ready employees are generally not eligible for weather and safety leave, unless they are unable to safely travel to and perform work at either their permanent or alternate work site.

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