



Guidelines for Employees to Self Identify

Employees who may be considered as “high-risk” for severe illness due to COVID-19, may self-report by filling out the [HCPS Self Identification Form](#) and following the steps listed below.

1. Notify your principal or direct supervisor that you are self-reporting as “high-risk”.
2. Fill out the three forms listed below and return them to sickleave@hcpsnc.org in the HR department.
 - a. [HCPS Self Identification Form](#)
 - b. [Accommodation Request Form](#)
 - c. [HCPS Medical Provider Certification](#)
3. Someone from the HR Department will be in contact to discuss your request for accommodations.