



## **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 following the steps listed below.

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