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**TO:** Boston University Faculty and Graduate Teaching Fellows  
**FROM:** Jean Morrison, University Provost and Chief Academic Officer   
**DATE:** July 1, 2020

**SUBJECT:** Workplace Adjustment Request Process Update Due to Revised CDC Guidance

On June 17, we [initiated a process](#) by which faculty members and teaching fellows, including those in a COVID-19 high-risk category as defined by the Centers for Disease Control and Prevention (CDC), could request a workplace adjustment for the fall 2020 semester. The original deadline for these requests was Thursday, June 25.

On June 25, the CDC [updated its guidance](#) regarding people who are at increased risk for severe illness from COVID-19 and identified additional segments of the population who need to take extra precautions for the virus.

In light of these significant changes to CDC guidance, tomorrow we will reopen the workplace adjustment request process to allow individuals who fall under the newly defined high-risk categories to submit an adjustment request. **Please note that the intent of reopening this process is to provide an opportunity for those individuals who were not included in the previous high-risk category, but who do fit into the new CDC guidance, to submit an adjustment request form.** If you previously submitted a workplace adjustment request form based on age or medical condition, please do not submit a new request.

The updated workplace adjustment request form will be available [online](#) starting today through Thursday, July 9. Any medical documentation required to verify one of the health-related conditions identified in the revised CDC guidance is due to Human Resources (HR) by Thursday, July 16.

As a reminder, the workplace adjustment request forms will only be seen and reviewed by a group of professionals from HR and the Equal Opportunity Office. The details of the adjustment request, and any personal medical information, will be held in strict confidence by HR and the Equal Opportunity Office. No personal medical information will be shared with your school or college. Following the review by HR and the Equal Opportunity office, the dean of each school or college will work with individual faculty and teaching fellows to determine what adjustments may be made for the fall 2020 semester.

If you have questions about the process or the form, please contact COVID-19 support at [covidhelp@bu.edu](mailto:covidhelp@bu.edu).