

# Return to Campus Exception Request



Quinnipiac University is following the State of Connecticut, Centers for Disease Control and Prevention (CDC), and Public Health guidelines. We have a three-phase plan to gradually return to work on campus. We want to protect the health of employees, help ensure the well-being of the community, and carefully and purposely prepare for the fall semester return of our students. This form may be updated as guidelines change.

## To be completed by employee:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Hire \_\_\_\_\_ Job Title \_\_\_\_\_ Dept. \_\_\_\_\_

Employee ID # \_\_\_\_\_ Tel# \_\_\_\_\_

## **Reason for requesting an exception from returning to work on campus:**

*(please check all that apply)*

Ages 65 and older:

self or

living with a family member that is in this age group

Immunosuppressed:

self or

family member living in the same place

At-risk condition:

self or

family member living in the same place

Parent/guardian who do not have childcare coverage relative to COVID-19 (e.g. schools, daycares, camps not open) and have exhausted all other options

Employee who serves as a primary caregiver to an adult family member that does not have other care options due to COVID-19 and have exhausted all other options

Other, please provide brief description:

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All requests will be evaluated and may require supplemental information to be approved for a Flexible Work Arrangement.

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*Employee Signature and Date*

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*Manager Signature and Date*

**Completed form should be emailed to Tina Monteiro, Manager of Employee Services at [tina.monteiro@qu.edu](mailto:tina.monteiro@qu.edu)**

For Human Resources Use:

Approval: \_\_\_\_\_