



Request for a Religious Accommodation in Connection with COVID-19 Testing

Employee:

To request a religious accommodation to the COVID-19 testing requirements, please complete, sign and submit this form to the Department of Human Resources. Consideration of a religious accommodation for COVID-19 testing may require interactive discussions with Human Resources and/or documentation to support your request.

Employee Name (first, middle initial, last)	
Employee Department	
Employee ID Number	
Employee Email Address	
Employee Phone Number	
Provide a brief description of your religious belief and how testing conflicts with your religious tenets or practices:	

Through submission of this form and my below signature I acknowledge:

- Participation in COVID-19 testing conflicts with my religious tenets or practices and I am seeking approval of an exemption but, approval is not automatic.
- Whether or not my exemption request is approved, I must comply with safety measures for my own protection and that of other employees and the customers we serve. Such measures include but are not limited to wearing a face mask, social distancing, hand washing, self-monitoring for symptoms or other safety protocols established by the City of Hampton.
- My failure to follow the City of Hampton’s safety measures may result in disciplinary action.

This information will be reviewed by Human Resources and maintained in a confidential and secured location. Managers/ supervisors may receive instructions related to the final determination on a need to know basis.

My signature below certifies this is a truthful and accurate request for a religious accommodation to testing for COVID-19.

Employee Signature (sign in above space)	Date (month/date/year)

For HR Use:

Reviewer Name and Title	
Date received in HR	
Date Documentation Received	
Date(s) of Interactive Discussions	
Final Determination:	
Date and method used to convey determination in writing to Employee such as email receipt, USPS, UPS, etc. and attach to the form.	
Name(s) of Managers/Supervisors Notified:	