

MCLA Return to Work Guide: July 2020
7/2/20

From the desk of Barbara Chaput, Executive Director of Human Resources/Payroll

As employees begin to return to campus next week, there are a few key updates to provide to staff and faculty. **Please read this entire email because there's important information and a link to training that everyone is expected to complete.** Thank you once again for your flexibility and adaptability during this transitional time.

Return-to-Work Plan

MCLA has developed a detailed Return-to-Work Plan to ensure that everyone understands what to expect upon returning to campus, and what is expected of them. As a campus community, we have a shared responsibility to keep one another safe. A copy of the Plan is attached to this email, posted on our COVID-19 Information web page and included in the training materials in Dynamic Forms, as explained below.

Training

All faculty and staff are expected to complete training about social distancing and hygiene protocols. With IT's guidance, we have arranged this training in Dynamic Forms. The link to the training is below. **Please click on the link below to complete the training.** You will be taken to a page with posters and videos containing the protocols for social distancing and hygiene. You will also see the Return-to-Work Plan mentioned above. As you complete each video/read each poster and the Plan, you will be prompted to check the corresponding box to indicate that you reviewed and understand the materials. At the end, you will be prompted to enter your electronic signature to complete the training.

[Return to Work Training](#)

Confidentiality of Health Information

It has come to my attention that employees have questions about how the medical documentation required for requests to work/teach remotely in the Fall will be stored, what information will be communicated and to whom.

Please be assured that requests to work remotely as a result of the staff or faculty member's own medical condition or disability are being handled through the College's ordinary reasonable accommodation process, consistent with the Americans with Disabilities Act. The ADA form seeks information that employees are always required to produce as part of this reasonable accommodation process. Consistent with Massachusetts records retention requirements, the documentation submitted relative to the reasonable accommodation process is retained by the College for 6 years after your separation. This documentation is maintained by Human Resources, kept in a locked file separate from employees' personnel files, which can only be

accessed by Human Resources. Documentation is not shared with executives, supervisors or administrators, as it is used only in the reasonable accommodation process.

For requests to work remotely as a result of having a family member in the household who is within CDC's identified vulnerable population, the College only requires written certification from your family member's health care provider that verifies the family member has a medical condition or disability that makes them vulnerable to serious complications from COVID-19. Employees are not being asked to have a health care provider disclose their family member's specific medical condition or disability. To be clear, no medical diagnosis or identification of limitations is to be included in the medical certification submitted relative to a family member living in the household. Again, consistent with state records retention requirements, documentation will be retained for 6 years after the employee's separation from employment. This medical certification will also be maintained by Human Resources, kept in a locked file separate from employees' personnel files, which can only be accessed by Human Resources in determining whether the employee's family member falls within the vulnerable populations identified by the CDC. This documentation is not shared with executives, supervisors or administrators. I will dialogue with the appropriate executive to inform them that the employee has a circumstance that qualifies them for consideration to work remotely, at which time the effectiveness and feasibility of working remotely, in light of the position held, will then be determined.

For requests relating to medical reasons for either the staff/faculty member, or a family member in the household, I will assess each request to determine if it meets the CDC guidelines for certain serious underlying medical conditions that might place the staff, faculty member or loved one at higher risk for severe illness from COVID-19. For staff members, if the request meets the CDC guidelines, I will communicate to the appropriate executive that staff member has a circumstance that qualifies them to telework. For faculty, if the request meets the CDC guidelines, I will communicate the faculty member's name to VP Wootters, noting that they have a circumstance that qualifies them for consideration to teach remotely during the Fall.

The COVID-19 web page on our website contains the process and forms in the "All Employees" section from the drop-down menu on the right-hand side of the web page. [COVID-19 Page](#)

Please let me know if you have any questions. Thank you in advance for your cooperation in completing the training and adhering to the protocols.

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