



**Wellesley Public Schools
Wellesley, MA**

Returning to School Frequently Asked Employee Questions

Question	Answer
<p>I have daycare issues because my child's school or daycare is either closed or is in a remote learning model, so I must be with my child.</p>	<p>If you need to stay home, you should fill out the leave request form and check off box number 1 that indicates a daycare issue. You have two options:</p> <p><u>Option 1:</u> You can go on a leave of absence for up to 12 weeks under the Families First Coronavirus Response Act. Your job will be protected and you will receive 2/3 of your daily rate up to \$200 per day. You can supplement this amount to pay you up to 100% of your pay by using your 15 family sick days.</p> <p><u>Option 2:</u> You can request to work remotely and WPS will evaluate the possibility of you working remotely. You should write in the comments section that you are requesting to work remotely. If there isn't a remote position you will still the option to go on a leave of absence under the Families First Coronavirus Response Act or return to the hybrid model. Please indicate in the comments section what your second choice is if you are not selected for a remote position.</p>
<p>My child's school or daycare is in a hybrid model so I only need a leave of absence intermittently. Can I take an intermittent leave of absence due to daycare issues?</p>	<p>WPS would like to offer intermittent leave but when analyzing substitute issues, it was determined that in order to obtain substitutes to cover classrooms, we cannot offer intermittent leaves. Some hybrids are offering 1 week in person learning and 1 week remotely while other schools are offering a split week. It is impossible to find substitutes to fill the vast amount of variables</p>

	presented by school districts offering different hybrid models.
<p>I have a compromised immune system. I have been advised by a doctor that I should work remotely.</p>	<p>If you need to work remotely due to a compromised immune system, you should fill out the leave request form and check off box number 5 that indicates that you have a compromised immune system. You will be asked to fill out and have your doctor fill out an ADA form. The ADA form gives WPS pertinent information to evaluate what reasonable accommodations are needed. When WPS receives the leave request form and the ADA form we will take the following steps:</p> <ul style="list-style-type: none"> • We will match your need to work remotely with the family remote learning school survey results. • If there are not enough remote positions for all of the employees who wish to work remotely, other accommodations will be evaluated for you. • If we are unable to find a reasonable accommodation for you including working remotely, we will evaluate a leave of absence option. <p>In the comments section of the leave request form please indicate if you will come back to work in the hybrid if you are not selected for the remote learning school.</p>
<p>I live with someone or am the primary caregiver of someone with a compromised immune system. I have been advised by a doctor that I should work remotely.</p>	<p>If you need to work remotely due to a compromised immune system, you should fill out the leave request form and check off box number 5 that indicates that you have a compromised immune system. You will be asked to fill out and have your doctor fill out a Department of Labor Certification of Healthcare Provider form. This form gives WPS pertinent information to evaluate what reasonable accommodations are needed. When WPS receives the leave request form and the DOL form we will take the following steps:</p> <ul style="list-style-type: none"> • We will match your need to work remotely with the family remote learning school survey results.

	<ul style="list-style-type: none"> • If there are not enough remote positions for all of the employees who wish to work remotely, other accommodations will be evaluated for you. • If we are unable to find a reasonable accommodation for you including working remotely, we will evaluate a leave option. <p>In the comments section of the leave request form please indicate if you will come back to work in the hybrid if you are not selected for the remote learning school.</p>
<p>Due to personal or family situations, I would like to take the year off.</p>	<p>If you wish to apply for a 1-year discretionary leave of absence, you should fill out the leave request form and check off box number 7 that indicates that you wish to apply for a discretionary leave. The leave of absence will be unpaid and you will be responsible for 100% of your insurance premiums. Your position will be held for your return in school year 2021-2022. You will return at the same lane/step that you would have been on in school year 2020-2021, if you had returned.</p>
<p>I do not feel safe returning to the building but I do not have a compromised immune system and/or I am not caring for someone with a compromised immune system nor do I have daycare issues, what are my options?</p>	<p>WPS has worked diligently over the past few months to make the return to school safe. Although all of the safety measures taken will not be listed in this FAQ, some safety measures include:</p> <ul style="list-style-type: none"> • Ordered protective personal equipment such as gloves, face masks, face shields, gowns and clear face masks. • Our Facilities Maintenance Department (FMD) have electrostatic spray cleaners that will be used to disinfect the schools every night. • We are ordering tents to be used for lunch breaks, mask breaks and outside work. • We will analyze the heat index to ensure that our buildings aren't too hot while wearing masks. The Superintendent will make a

determination to cancel school based on the heat index.

- We will continue to monitor cases in Wellesley, locally and in the state. According to the Governor’s safety index, Wellesley is listed as “green” indicating that it is safe to return to school while distancing and wearing masks.
- We are analyzing the possibility of testing for our staff members and students.
- The Facilities Maintenance Department (FMD) is comprised of engineers who have been analyzing the air flow in our buildings. WPS has invested \$328,000 for HVAC work in 2019. Few, if any school districts are performing this level of preventive maintenance. The Massachusetts School Building Authority gave Wellesley the highest amount of incentive points than any of school district for maintenance and capital planning projects related to heating, ventilation and air conditioning work.

We have worked diligently to make our schools safe. Please see our detailed school reopening plan on the front page of the WPS website. This plan highlights all of the details that we’ve undertaken.

If you still do not feel safe after reading this information, you can apply for a remote position or an unpaid leave of absence. Please fill out the leave request form and indicate in the comments section the reason why you are requesting to work remotely or why you are requesting an unpaid leave of absence.