

**Memorandum of Agreement**  
**between the**  
**Marysville School District**  
**and the**  
**Marysville Education Association**  
**Hybrid In-person Instruction**

This Memorandum of Agreement will apply to Hybrid In-Person Instruction unless Remote Instruction is specifically noted. The Remote Instruction MoU remains in full effect for all employees who are working under the Remote Instructional Model.

**Health and Safety Protocols for Use during Hybrid In-Person Instruction**

***Covid-19 Requirements***

- The COVID-19 Federal, State, and County guidance and requirements referred to in this MoA are as of November 18, 2020. Should this guidance or requirements change during the term of this agreement, the parties will follow the updated guidance and requirements and bargain any impacts associated with the new guidance or requirements. New guidance will be discussed prior to implementation, and any impacts will be negotiated.

***Safety Committee***

- By definition of WAC 296-800-13020, a safety committee, is an organizational structure where members are selected to represent a larger group of employees to create and maintain a safe and healthy workplace for all employees. All worksites with over eleven (11) employees are required to have an active safety committee. Each building safety committee must include the following:
  1. **Employee-elected and employer-selected members** (*Employees selected by the employees' bargaining representative or union qualify as employee elected*).
    - a. The number of employee-elected members must equal or exceed the number of employer-selected members.
    - b. The term of employee-elected members must be a maximum of one year. (There is no limit to the number of terms a representative can serve.)
    - c. If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting.
    - d. Has an elected chairperson.
    - e. Determines how often, when, and where, the safety committee will meet.
  2. **The safety committee will cover the following topics:**
    - a. Review safety and health inspection reports to help correct safety hazards.
    - b. Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.

- c. Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- d. Document attendance.
- e. Write down subjects discussed.

**3. Meeting Records:**

- a. Meetings shall be recorded if held virtually.
- b. Minutes shall be prepared from each safety committee meeting that takes place.
- c. Minutes shall be preserved for one year.
- d. Minutes shall be made available for review by safety and health consultation personnel of the Department of Labor and Industries.

**4. Meeting time and length:**

- a. Meetings should be one hour or less, unless extended by a majority vote of the committee.
- b. If the committee cannot agree on the frequency of meetings, the Department of Labor and Industries regional safety consultation representative shall be consulted for recommendations.

***Health and Safety Training***

- District wide health and safety protocols will be designed to comply with guidance of all applicable to L&I, OSPI, DOH and Snohomish County Health agencies. Strict compliance with all relevant District safety and health rules will be an essential function of each employee's job.
- For future in-person implementations of hybrid student on-site learning, at least one week prior to first in-person hybrid student day, all employees will be provided with training regarding the District and school safety protocols and procedures that are adhered to District-wide and that are specific to their building.
- Training will take place during contracted working hours for the duration of the Health and Safety Training. Training will be designed by the District and mutually agreed upon with the Association, prior to training taking place, this training will be District directed.
- Training will include all health and safety topics covered in this agreement.

***Training Requirements***

In alignment with WAC 296-800-16025 employees shall be trained on how to use Personal Protective Equipment (PPE) and hazards of the COVID-19 virus in order to minimize the hazards in the following areas at minimum:

- Employees job classifications shall be classified as very high, high, medium or low exposure risk, per Department of Labor and Industry, "Which Mask, for Which Task," as referenced in F414-168-000.
- The District shall provide training on the hazards and characteristics of COVID-19 to all employees working at the place of employment regardless of employee risk classification.
- The training program shall enable each employee to recognize the hazards of the virus and signs and symptoms of COVID-19 and shall train each employee in the procedures to be followed in order to minimize these hazards in all risk categories.



***The training required shall include:***

- a) The mandatory and non-mandatory recommendations in any CDC guidelines or State of Washington guidance documents the employer is complying with.
- b) The characteristics and methods of transmission of COVID-19;
- c) The signs and symptoms of COVID-19;
- d) Risk factors of severe COVID-19 illness with underlying health conditions;
- e) Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the virus;
- f) Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, ventilation, noncontact methods of greeting, etc.
- g) PPE: The District must provide training to each employee who is required to use PPE on the job.
  - i. When PPE is required;
  - ii. What PPE is required for each job classification;
  - iii. How to properly don, doff, adjust, and wear required PPE;
  - iv. The limitations of PPE;
  - v. The proper care, maintenance, useful life, and disposal of PPE; and
  - vi. Heat-related illness prevention that may be caused by PPE protections including the signs and symptoms of heat-related illness;
- h) School specific protocols:
  - i. How social distancing is maintained while moving students in or out of the classroom;
  - ii. How to maintain an effective cohort;
  - iii. Student attestation plan;
  - iv. Student return from isolation tracking and communication;
  - v. Process for sharing concern;
  - vi. What to do if the employee takes ill during the student day;
  - vii. What to do if a student refuses to follow safety requirements;
  - viii. How information will be shared if guidance changes, etc.
  - ix. The anti-discrimination provisions in WAC 296-360-150;
  - x. The employer's [Infectious Disease Preparedness and Response Plan](#)

- ***Written record of training***

- a) Each site will provide a calendar to the Association with when and where trainings are taking place.
- b) When the District has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by WAC 296-800-16010, the employer shall retrain the employee during contracted working hours.

- ***Face coverings and other PPE***

- a) The District will provide face coverings to all students and staff. Staff will be provided with masks for the medium transmission risk (i.e KN95, surgical, or dust face masks).

Additional PPE such as face shields or Badger Shields, and gowns will be provided for those in high-risk environments (see below).

- b) All employees, students and building visitors (if any) shall properly wear a mask that covers the chin, mouth, and nose, while at any District facility or in any District vehicle or attending any District event. The only exceptions are for those who can document in writing, submitted to District Administration, any of the conditions below:
  - i. Those with a documented medical disability that would prevent them from wearing or removing a mask.
  - ii. Those with diagnosed respiratory conditions that would prevent wearing a mask, or trouble breathing.
  - iii. Those who are deaf or hard of hearing and use facial and mouth movements as part of communication.
  - iv. Those advised by a medical, legal, or behavioral health professional that wearing a mask would pose a risk to that person.
- c) Employees engaged in sustained close contact with students who cannot wear a mask for the reasons described above shall be provided all appropriate personal protective equipment (PPE), including but not limited to high-risk masks (industrial use N95, or face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask), eye protection/face shields, gloves and clothing, as described by the L&I and the DOH. If the employee feels they are not being provided adequate PPE they will notify first their building COVID Supervisor, if not resolved at the building level appeals will proceed to the Superintendent or designee. While the situation is being resolved, the employee shall be assigned to an alternative worksite. Nothing precludes the employee from reporting health and safety violations to L&I.
- d) The District shall create a process by which students not wearing masks (except those students in categories outlined above) will be promptly identified, removed to a designated safe location separate from any potential interaction with students and staff, and required to wear a mask before returning to an in-person learning environment. Administration will be responsible for supervision and any student discipline regarding face masks. Schools should treat office referrals of this sort like any referral to the office for health-related purposes.
- e) All PPE including face coverings will be replaced and cleaned (if applicable) in accordance with manufacturers' and/or CDC guidance with training provided.
- f) Certificated staff will have a supply of necessary PPE located in their classroom or workspace in the event additional PPE is needed.

### ***Health Screenings***

- Certificated staff and students shall submit a weekly attestation form that will be submitted to the school office. All students and staff will have their temperature checked daily before entering the classroom.
- Each building will have a written plan for screening students, staff and any visitors that is posted in the entry of the building and posted on their website. This plan shall include directions for both the start of the school day and the screening procedures for those who arrive at other times throughout the day.



- Staff are required to use the Google attestation process. No employee will enter any school facility or vehicle if they display any COVID-19 symptoms. Health screening forms must be provided in the home language of students' families/guardians.
- A daily log of people entering the buildings shall be maintained by the District throughout the existence of this MoA.
- School Nurses will maintain oversight of the health screen process at each school. Classroom teachers will not be assigned morning/arrival screening duty.
- There will be a separate designated area for anyone not wearing an approved face covering to wait, be screened and given a face covering. Those who have a written attestation to preclude them from wearing a mask as identified above shall be screened prior to entering the classroom or worksite by either the Nurse, Health Room Assistant or COVID Supervisor.
- Students who arrive at school without a completed attestation will not enter the classroom and will wait in a designated isolation area until an attestation can be obtained from a parent or guardian by the COVID Supervisor or designee.

### ***Physical distancing***

- Capacity for students and staff in any facility and/or classroom shall be limited by physical distancing requirements of at least six feet between all students and staff. It is understood that this may limit the number of students in a classroom or facility at any given time and may require alternative scheduling.
- Prior to the first student contact day, the District will determine the number of students that may be in a classroom or other facility while observing appropriate physical distancing.
  - a. No later than one week prior to the first student contact day the district will notify each elementary classroom teacher the number of student work stations that will safely fit within the classroom following health and safety guidelines. In the event the employee does not agree with this determination, the employee shall notify the Building COVID Supervisor within two days of notification. Appeals will be heard by the Executive Director of Human Resources. The employee retains the right to union representation during this process. The appeal will be heard, and a determination made prior to the first student contact day. At the conclusion of the appeal, the Executive Director's decision, after working in conjunction with the District's Facilities Supervisor or designee, will be final. When an employee's appeal is denied, the Executive Director shall inform the Association of their decision and rationale in writing.

### ***HVAC***

- Prior to first day of instruction, the District will ensure that all impacted classrooms' HVAC systems are certificated to provide adequate air circulation and filtration to provide for the greatest exchange of air in order to reduce the spread of COVID between spaces. Minimally, HVAC systems will be set to maximize the percentage of new/outside air while running. MERV-13 filters will be installed and shall be replaced prior to the end of their expected life. A random sample air quality report shall be conducted by the District for a building each time the filters are replaced. If a room or office space lacks an exterior door or window and the HVAC system is unable to localize fresh air to those spaces, or if a MERV-13 filter is not installed in a classroom or workspace, the employee will be provided a portable air exchanging device (portable HEPA

filtration unit) or an alternate work location. The District shall provide up to date information regarding the HVAC systems to the Association, as described above.

#### ***Limiting Individuals an Employee and Student Come into Contact With (cohorts)***

- Schedules will be intentionally designed to limit the number of individuals a student and employee encounter.
- Learning specialists and ESAs will be consulted regarding their schedules and how to limit the number of students they encounter each week.
- In order to restrict exposure of students and educators outside their assigned cohort, substitutes will be required to don a high-risk level of PPE, as defined by L&I, prior to working with students onsite.
- Each school shall designate one (1) substitute that will only be assigned to their school.
- Under no circumstance, shall students be divided up and placed in another classroom/cohort due to a lack of substitute.
- Certificated staff will be provided high level PPE if they volunteer to cover a classroom when there is no substitute available. The district will make every effort to cover classrooms with substitutes.
- Certificated staff who volunteer to cover a class, for a full or partial day, shall be paid at their per diem rate for a minimum of one hour.

#### ***Handwashing***

- The district shall provide facilities and supplies for staff and student hand washing with soap and warm/hot water as required by Department of Health guidelines.
- Hand sanitizing dispensers will be strategically placed throughout the building, especially near entries, exits and intersections. Hand sanitizer, one-gallon pumps, shall be provided for the interior of each classroom.
- The locations of hand sanitizing dispensers shall be noted on individual building protocol plans.
- Portable classrooms, if occupied with students, shall be provided with touchless hand sanitizer dispensers. Those portable classrooms that do not have access to a hand washing station will be provided with a building specific hand washing protocol plan created by the building administrator.

#### ***Cleaning Protocols***

- The District shall provide custodial support to disinfect surfaces used by students in between different cohorts, and cleaning for high-touch surfaces. High touch cleaning and thorough disinfection will take place with all classrooms transitioning between cohorts. The focus on high touch cleaning: door handles and knobs, light switches, hand railings, elevator buttons, desks, kitchens and lunchrooms, counter tops, health rooms, front desk and lobby surfaces, and childcare and preschool centers.
- A cleaning/disinfecting indicator will be used daily at each workspace. The District will provide a cleaning and disinfecting log outside staff restrooms.
- In individual building plans, a space shall be provided to staff when cleaning/disinfecting is taking place in their classrooms.



### ***Cleaning After an Identified Confirmed Case:***

- After a student or staff is sent home with COVID symptoms, or the District learns of a confirmed case of COVID currently or previously on District property, the District shall:
  - a. Close off areas visited by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area.
  - b. Wait 24 hours, or long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (i.e. tablets, touch screens, keyboards, remote controls) used by the ill person(s), focusing on frequently touched areas and surfaces.
  - c. The only event cleaning and disinfecting would not be necessary would be if it has been more than seven (7) days since the person(s) with suspected/confirmed COVID was in the facility.
- Each school will designate one classroom for use in the event a class(es) need to move locations for cleaning as defined above. As more students return to the Hybrid Instructional Model, this item will require further discussion and modification.

### ***Supplies***

- Supplies necessary in order to abide by the health and safety protocols within this agreement shall be readily available to all employees in the building. Cleaning supplies include but are not limited to gloves, soap (both hand soap and soap spray bottles), paper towels, hand sanitizer (60% Alcohol or higher) and approved EPA cleaning solution.

### ***Exclusion of Students and Staff with COVID Symptoms***

- The District will comply with the Daily COVID Screening Protocols (as articulated by Snohomish Health District).
- Each building will have a plan of how to handle students who exhibit COVID symptoms during the day.
- A Care-Isolation Room will be identified at each school and is subject to heightened health and safety protocols.
  - Ventilation in the isolation rooms shall be set to maximum outside air based upon outside air temperature.
  - All air exhausted to outdoors.
  - Isolation rooms shall have added portable air purifier(s). Some locations may have multiple units depending on square footage.
  - Isolation rooms shall be immediately be cleaned and disinfected before next use.
  - Appropriate PPE shall be required to be worn by staff according to the risk transmission level chart including high and extra high transmission levels.
  - A pre-identified isolation bathroom shall be identified in each building. Bathrooms shall be immediately cleaned and disinfected after each use by a student in the isolation room before next use of another student.
- In addition to the District wide protocol, the building plan will describe the steps that will take place to prevent a sick child from returning to school on subsequent days. Each student or staff member who has been excluded from school shall be notified by the District Nursing staff when

to safely return to school. If employees or students have one or more COVID symptoms they shall be sent home.

- Anyone with symptoms, even mild ones, must stay home. One symptom is enough to stay home. Symptoms could include:

Class A Symptoms	Class B Symptoms
<ul style="list-style-type: none"><li>• Fever (100.4 F or greater)</li><li>• Chills</li><li>• Cough</li><li>• Loss of sense of taste and/or smell</li><li>• Shortness of breath</li></ul>	<ul style="list-style-type: none"><li>• Fatigue</li><li>• Headache</li><li>• Muscle or body aches</li><li>• Sore throat</li><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea (at least 2 loose stools in 24 hours)</li></ul>

- The District Nursing staff, in collaboration with Snohomish County Health Department will issue guidance and timelines for return to school after illness or exposure, for staff and students:

**No known exposure:**

- No test or negative test results or one class B symptom less than 24 hours and not a close contact: return to school once symptoms have improved and no fever for at least 24 hours.
- Symptoms (Class A, two or more class B, or one class B for more than 24 hours) but not tested or positive test: remain home for at least 10 days after symptoms started AND at least 24 hours after fever is gone and symptoms improve.

**Suspected or Known exposure:**

- Close contact of a **confirmed case**: The District Nursing staff, in collaboration with Snohomish County Health Department will issue guidance regarding quarantine, regardless of symptoms or test results.
- If a health care provider makes a non-COVID alternative diagnosis that explains all symptoms, person must isolate until at least 24 hours after fever resolves without use of fever-reducing medication AND symptoms have improved OR per condition diagnosed by the health care provider whichever is longer.

**Exposure to COVID**

- Upon notification from employees who are exposed on-site to any student or other District employee who displays COVID symptoms or who has a suspected or confirmed case of COVID, or who are exposed to any student or staff member who was in close contact with someone with a confirmed or suspected case of COVID shall be notified by the District Nurse as soon as reasonably possible but no later than the start of the next school day, or within three (3) hours if the District becomes aware before a weekend or holiday. It is understood that results need to be communicated in as fast as manner as possible for public safety. When contact tracing is



necessary, Snohomish Health District will contact employees to complete contact tracing and advise further.

- When an employee has been exposed to a student or staff member as described above, they may be tested free of charge through Snohomish Health District or through their insurance provider.

### ***Meetings***

- Meetings, including professional development, must follow the current state guidelines regarding gathering with individuals from outside your home. Meetings involving more people than guidelines allow will be held remotely.
- The frequency of meetings shall not exceed what is described within the current Collective Bargaining Agreement.

### ***Employees in High-risk Categories***

- Employees in high-risk categories as defined by the CDC may self-identify in order to be able to consider reasonable ADA accommodations.
- Employees do not have to provide personal health information but will be required to provide medical documentation if the individual is seeking accommodations, according to the CDC guidelines.
- No employee in a high-risk category shall be expected or required to work without appropriate PPE, on any task that cannot be performed without social distancing, and/or with students or staff who cannot wear face coverings.
- Priority for future remote teaching positions will be given to those in high-risk groups and will follow the AVT process as outlined in the current Collective Bargaining Agreement. Any employee reassigned related to COVID shall be returned to their original teaching position at the conclusion of the 2020-2021 school year. Section 5.12 Assignment, Transfer, and Vacancy remains in force.

### ***Front Office Area and Visitors***

- No parents or visitors will be allowed to enter the school building (beyond the front office) except for an emergency, IEP meeting requirement, scheduled parent conference or maintenance situation.
- No parent or visitor may enter any building without properly wearing a mask. In school office areas where students/visitors may enter, they will be directed to stand on tape or other markings placed on the floor no less than six feet apart. If the number of visitors exceeds the number of markers, overflow will follow signage to wait outside with other 6-foot distancing markers.

### ***Communication with Staff***

- Staff, students and their families will receive regular communication from the building administration and/or District regarding health and safety expectations, including but not limited to wearing masks, physical distancing, handwashing, and health screenings. This communication must be provided in the home languages of students' families/guardians, and must be provided in multiple formats, such as email, postal mail, visuals/infographics, and phone calls.

### ***Supervision for Compliance***

- The District shall designate a COVID Supervisor for each building to oversee employee health and safety. This supervisor shall actively monitor staff and student compliance with social distancing protocols and other safety precautions.
- Prior to any employee's first workday, employees shall be notified of the name and contact information of this supervisor. No bargaining unit member shall act as such a supervisor.
- The Nurse in collaboration with the building COVID Supervisor shall track the return-to-school date for all staff and students who require quarantine and/or isolation. Educators who work directly with a student who requires quarantine and/or isolation will be notified of their return-to-school date.

### ***Reporting Health and Safety Concerns***

- Employees with workplace health and safety concerns should report them to the COVID Supervisor and their Building Safety Committee Representatives.
- Concerns shall be addressed at a routinely scheduled or emergency Building Safety Committee meeting. If the concerns raised are not adequately addressed, then the employee may contact Tracy Souza, Executive Director of Human Resources or file a complaint with OSHA/WISHA and/or L&I.
- Protections for reporting: RCW 49.17.160 specifically states that "no person shall discharge or in any manner discriminate against any employee" because the employee has exercised rights under WISHA.

### ***Additional Provisions***

- Continued Joint Decision-Making: The District and the Association will continue to meet regularly to review the current instructional model and health and safety plans and adjust as necessary.
- Secondary schools: Once the parties begin to plan Secondary Hybrid In-Person Instruction, a separate MoA will be negotiated.

### ***Duration of MOA***

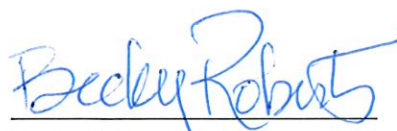
This Memorandum of Agreement, once ratified by the parties, shall be in effect for the remainder of the 2020-21 school year.

Signed this 29<sup>th</sup> day of January 2021.

For the District

  
\_\_\_\_\_  
Jason Thompson  
Superintendent

For the Association

  
\_\_\_\_\_  
Becky Roberts  
Marysville Education Association  
President



## **Appendix A: K-5 Hybrid In-person Instructional: Model Working Conditions**

### ***Definitions***

- a. In-person = refers to teaching or providing student services to students in-person at school.
- b. Hybrid = refers to a modified student schedule that is less than the number of days and/or hours students were in school during previous school years.
- c. Cohort = refers to a group or classroom of students and their teacher.

### ***MEA Building Health and Safety Reps***

- a. The COVID Supervisor will work with the MEA Building Safety Committee Reps, as part of the Building Safety Committee, to ensure adherence to all health and safety protocols and requirements within the buildings. This team will work together to increase knowledge of what Labor and Industries health and safety guidance mandates in each building.
- b. Two MEA members per school will serve on this team and be compensated at the current curriculum rate of pay. Selection of the two (2) MEA members will be facilitated by the MEA Building Reps. One MEA team member per building will attend the district wide safety committee meetings.
- c. If the Safety Committee Representative has already been selected, that representative shall stay on the Building Safety Committee, and be the District Representative at the district wide safety committee meetings.

### ***Initial Return Date Notification***

- a. No official return date shall be announced until the District and the Association have come to an agreement that has been ratified by the MEA membership and MSD School Board of Directors. Upon ratification, fourteen (14) calendar days will be provided for preparation and training for the Hybrid In-person Instructional Model.
- b. The District shall not begin returning students to in-person learning prior to an agreement being completed and ratified by the District and the Association. Once an agreement has been completed and ratified, the District will notify teachers of the planned return date. The preparation period should be no less than fourteen (14) calendar days.
- c. During the initial transition period all office hours and small group time shall be cancelled to allow for K-1 certificated staff to prepare for the return of students to in-person learning.
- d. Individual building plans shall be completed before the second week of the initial transition period to allow for proper building specific health and safety protocols training.
- e. The District shall notify certificated staff returning to on-site instruction at least 24 hours prior to the MSD community being notified.

### ***Transitions***

- a. The District shall give a minimum of a two-week monitoring period between the return of grade groupings to the Hybrid In-person Instructional Model.
- b. Individual building plans shall be completed before the second week of the monitoring period to allow for proper building specific health and safety protocols trainings.
- c. During the two-week monitoring period, the second week all office hours and small group time shall be cancelled to allow for certificated staff to prepare for the return of students to in-person learning. This week shall be inclusive of District and building specific trainings regarding health and safety protocols and classroom set up.

- d. To the greatest extent possible for all teachers, building and District meetings that are not directly related to the transition of students back to in-person services shall be suspended during each grade level's transition period.

#### ***Support in Preparing Classrooms***

- a. Administration will communicate with families of students in returning grade levels. Families should direct their questions to building administration during the transition to onsite services; building and District administration will contact families ahead of the transition in order to prepare for in-person services. At least three asynchronous learning days for students will be scheduled to allow time for this work.
- b. All certificated employees required to return on-site for preparation of the return to hybrid in-person instruction will be provided support with moving District-owned materials out of their workspace/instructional space. The District shall make storage available for District-owned items certificated employees choose to have stored.

#### ***Student Behavior Supports***

Each school will review/revise their building behavior support plan to include additional guidance for remote and hybrid in-person instruction, given the current conditions and requirements due to COVID. These plans should be reviewed/revise through a collaborative process with educators, and will address at a minimum the following issues:

- a. Escort and safe location for a student who is removed from the classroom.
- b. Supports for teachers when a student exhibits unsafe behaviors that may endanger themselves or others. This may include removing other's masks, getting close to others, or physical aggression.
- c. Procedure to use when a student refuses to wear a face covering (after appropriate mask wearing instruction and reminders).
- d. Procedures and prevention techniques to be used with students who elope.
- e. Any other behavior supports the team feels should be addressed.

#### ***Assignment, Vacancies and Transfer: Right to Return to Original Position***

- a. Any employee who has been transferred or reassigned in order to accommodate the unique challenges presented by COVID, shall be returned to their original position at the conclusion of the 2020-21 school year.

#### ***District COVID Leave***

- a. Leave provisions found within the MSD-MEA COVID Remote Learning MoU, Appendix A (Sept 2020) shall apply to employees working in the hybrid in-person instruction model.
- b. Upon direction and advice from a District Nurse certificated staff will receive Emergency COVID Leave under the following circumstances:
  - If a certificated staff member has been exposed or tests positive for COVID.
  - If a member of the certificated staff's household has COVID symptoms, exposed or tests positive for COVID they shall also be covered by the Emergency COVID leave.
  - Is experiencing symptoms on the attestation chart that precludes on-site work.
  - If certificated staff is assigned to remote instruction, provides limited on-site instruction or comes on-site to work, tests positive for COVID and is unable to work.

Those who do not come on-site to work will not be covered by the Emergency COVID Leave.



### Meal Service

- Students will have access to their breakfast/lunch during their mask break.
- Each school will have an alternative location for students, other than the student's classroom, for students who may need to eat upon arrival or sooner than designated mask break.
- Buildings will adhere to all agreed upon health and safety protocols during meal service.
- This proposal should be revisited anytime we transition the hybrid model.

**Workday:** The Hybrid certificated staff contracted day shall be from 8:15am -3:45pm.

### Schedule

#### *In-Person AM/PM Hybrid Schedule (K-5)*

TIME	MONDAY AM Model	TUESDAY AM Model	WEDNESDAY AM Model	THURSDAY AM Model	FRIDAY All- Remote
8:15-8:30	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time
8:30-11:00	Morning Meeting, Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	Morning Meeting, Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	Morning Meeting, Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	Morning Meeting, Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	8:30-9:00 Synchronous Morning Check in w/Students (attendance, assignments for the day)
11:00-1:00	Teachers Lunch & Planning Time	Teachers Lunch & Planning Time	Teachers Lunch & Planning Time	Teachers Lunch & Planning Time	See language below
1:00-3:30	Asynchronous Learning Activities  Specialist Time for Students  Interventions Time for Students (As applicable)	Asynchronous Learning Activities  Specialist Time for Students  Interventions Time for Students (As applicable)	Asynchronous Learning Activities  Specialist Time for Students  Interventions Time for Students (As applicable)	Asynchronous Learning Activities  Specialist Time for Students  Interventions Time for Students (As applicable)	See language below
3:30-3:45	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time
TIME	MONDAY PM Model	TUESDAY PM Model	WEDNESDAY PM Model	THURSDAY PM Model	FRIDAY All- Remote
8:15-8:30	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time
8:30-11:00	Asynchronous Learning Activities,	Asynchronous Learning Activities,	Asynchronous Learning Activities,	Asynchronous Learning Activities,	Synchronous 8:30-9:00 Morning Check in

	Specialist Time for Students  Interventions Time for Students (As Applicable)	Specialist Time for Students  Interventions Time for Students (As Applicable)	Specialist Time for Students  Interventions Time for Students (As Applicable)	Specialist Time for Students  Interventions Time for Students (As Applicable)	w/Students – attendance, assignments for the day
11:00-1:00	Lunch Planning Time	Lunch Planning Time	Lunch Planning Time	Lunch Planning Time	See language below
1:00-3:30	Class Meeting Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	Class Meeting Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	Class Meeting Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	Class Meeting Instructional Time  Mask Break/Recess (Teacher Break)  Instructional Time	See language below
3:30-3:45	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time	Contracted Teacher Time

#### ***Remote Learning Model***

- Certificated staff teaching remotely shall follow the hybrid schedule on Fridays.
- Placement in hybrid or remote learning model is final unless there is an exceptional circumstance or a change in instructional modality.

#### ***Calendar 2020-21***

The 2020-2021 calendar shall remain consistent with the current CBA language.

#### ***Elementary Spring Conferences***

- Only asynchronous learning will be taking place during these three days of school (March 31<sup>st</sup>, April 1<sup>st</sup> and April 2<sup>nd</sup>).
- At the certificated staff's discretion, these days shall be focused on connecting with families as well as students. Students showing engagement and academic progress will not necessitate participation in the Elementary Spring Conference week.
- Prioritized students could include:
  - students who are furthest from educational justice, or
  - students who are either not engaging, or
  - students who are struggling academically.

#### ***PGF Days***

PGF days shall remain consistent with the current CBA.

#### ***Preparation time***

- Elementary planning time for the hybrid in-person instructional model shall be 90 minutes per day Monday-Thursday.



- i. During asynchronous Fridays, a building shall be limited to a one (1) hour of building directed time outside of the PGF schedule. This hour shall take place immediately following the synchronous morning meeting.
- ii. All certificated staff may have the option to work remotely on Fridays.

### ***Cohorts***

The parties agree to maintain tight cohorts of students and staff in the interest of student and staff safety. At no time will classrooms/cohorts of students mix with other classrooms/cohorts of students, including during recess.

### ***Elementary Specialists***

- a. During the hybrid model, specialists shall remain remote.
- b. PE, Music, Library, CODE and others will teach remotely during their allocated Specialist time. This will help mitigate cross cohort issues.
- c. Specialists will not be required to do any duties outside of their job description.
- d. Specialists shall not be required to substitute for other classes.

### ***Resource Room***

Resource room staff shall largely work with students remotely, except when mandated by an IEP or after consultation and agreement with the IEP team. The IEP team shall determine which students need in-person services and how they are served and the instructional modality. Every effort shall be made to keep resource room students in their core cohorts. When cohorts are crossed, student's names shall be documented in writing and submitted to the COVID Supervisor at the end of each day.

### ***Other Certificated Non-Classroom Staff***

EL, LAP, Title, Counselors etc. can continue to teach/serve students remotely. After consultation and agreement by the certificated non-classroom teacher, there may be some limited in-person contact with students.

### ***DLP and Self Contained*** [Note: this would apply to all grade levels when returning to in-person]

All students in DLP/Self-Contained classrooms will return in the first phase at their building site and these students will have OT/PT/SLP services provided in-person during a push-in model to not cross cohorts.

### ***K-5 OT/PT/SLP*** [Note: this would apply to all grade levels when returning to in-person]

OT/PT/SLP services for general education students will continue to be provided remotely until all grade levels are back on site with the exception of DLP and Self-Contained classrooms. When all students are back on site, services will be provided in person. A student may be seen in-person if the IEP team determines in-person services are necessary.

### ***Early Learning Center (ELC)***

- The Early Learning Center will not return to the in-person hybrid model until an agreement has been created and ratified by ELC staff.
- Any exceptions to the cohorts described above shall be documented in writing and given to and retained by the COVID Supervisor should contact tracing be necessary.

***Class Sizes***

On-site class sizes will be limited to the number of students per class which can be seated 6-feet apart for the purposes of safety and access to learning in accordance with DOH guidelines. The building administrators will work with Certificated employees and the District to ensure each classroom holding students during in-person instruction meets the health and safety guidelines

***Workload***

The classroom teacher's primary responsibility is to focus on essential standards-based instruction and targeted differentiated instruction while students are in-person.

***Assessments***

Teachers will have flexibility with administering non-state mandated assessments that are identified on the District's Assessment Calendar. State mandated assessments and assessments required for identifying and monitoring the growth of federally identified students must be administered.

***Substitutes***

- a. The District shall utilize available substitutes.
- b. Certificated staff shall utilize the Substitute On-Line Program to report absences and assign/request coverage as needed.
- c. All substitutes will be trained regarding all health and safety protocols.
- d. No certificated staff shall be required to substitute or fill in for another class.