

**Memorandum of Understanding  
between  
Vashon Island School District  
and  
Vashon Education Association**

The purpose of this Memorandum of Understanding is to commemorate, in writing, an understanding between the Vashon Island School District (District or VISD) and the Vashon Education Association (Association or VEA) related to the COVID-19 virus outbreak for the 2020-2021 school year.

**Table of Contents**

<b>Section 1</b>	<b>Health and Safety</b>
<b>Section 2</b>	<b>Compensation &amp; Benefits</b>
<b>Section 3</b>	<b>Work and Communication Expectations</b>
<b>Section 4</b>	<b>Student Success</b>
<b>Section 5</b>	<b>Leaves and Assignments</b>
<b>Section 6</b>	<b>Evaluations</b>
<b>Section 7</b>	<b>Duration and Ongoing Conversations</b>

**Background**

The COVID-19 pandemic continues to create a public health emergency and the Office of the Superintendent of Public Instruction and other state agencies have issued requirements for the 2020-2021 school year that substantially affect the wages, hours, and working conditions of Association members;

And as it is the shared obligation of the District and VEA to provide safe and equitable learning conditions and services for all students that explicitly serves students of color, students living in poverty, students who identify as LGBTQ+, and students receiving Special Education and English Language Learner services, and as meeting the needs of our most vulnerable student populations is our highest priority, the parties agree to the following:

**Section 1: Health and Safety**

1. The Vashon Island School District will adhere to all of the safety and health requirements necessary to ensure the safety of staff who work on site. This includes enabling and enforcing appropriate social distancing guidelines and limits to group size, sanitation and disinfection of work spaces, health screenings, PPE provision and enforcement, and any other recommendations/guidance prescribed by all applicable public health agencies.
2. COVID-19 presents unique health, family, disability and staffing challenges for the District and its employees. The following provisions are included to provide clear, objective, and practical options for the District and the employees facing those challenges. In all cases, strict compliance with all relevant District safety and health rules will be an essential function of each employee's job. Health and Safety protocols are detailed in Appendix A.

3. **Return to in person learning.** The District will follow the recommendations of the DOH 8/5/2020 “Decision Tree for Provision of in Person Learning”.
  - a. The District and Association will jointly create a recommendation to the Superintendent and School Board for how gradual in person services will be offered in accordance with DOH recommendations.
  - b. COVID-19 Activity Level will be measured using King County DOH reported cases in King County.
  
4. **Employee Close Contact to COVID-19.** Employees who are identified as having close contact to any student or other district employee through tracing who displays COVID-19 symptoms or who has a suspected or confirmed case of COVID-19, or who are exposed to any student or staff member who was in close contact with someone at a work site with a confirmed or suspected case of COVID-19 shall be notified by the district as soon as reasonably possible, but no later than start of the next school day, or within twelve (12) hours if the district becomes aware before a weekend or holiday.
  - a. The district shall assist, by providing information and applicable resources, any employee who is exposed to COVID-19 as described above in being tested for the virus.
  - b. The district will reimburse any employee for any copay costs related to COVID-19 testing when an employee has been exposed to a student or staff member as described above.
  - c. The district will provide leave benefits for any employee not able to return to work as they await the results of COVID-19 testing because of exposure as described above (See Section 5).
  
5. **Access to School Sites during Remote Learning.** When schools in the District are closed to students, non-essential onsite work will be delayed until such time as the state has deemed it appropriate and safe for schools to reopen and staff are returned to onsite work to prepare for students to return. If onsite work is deemed necessary to provide vital services to students and the community, site administrators will communicate the work needed to staff and together they will work to schedule a time/day to report to accomplish the task(s), given the employee is not receiving accommodations or on any other leave as described in Section 5.
  - a. During remote learning/school closures, staff will be able to access school buildings, as determined by the educator, in communication with their building administrator, and according to safety procedures for entering buildings.
  
4. **Safety Training.** All staff shall receive professional development and training on COVID-19 health and safety precautions and procedures during the first days back in school/district buildings. Employees, including substitutes, hired after the start of school shall receive this training prior to their first day with staff or students. This training shall be paid at the appropriate per diem rate for all staff if it is not scheduled on a previously scheduled district or building directed time. This training may not be scheduled on an educator-directed day or during educator-directed time.

5. **Communication with students and families.** Students and their families will receive regular communication from the building and/or district regarding health and safety expectations, including but not limited to wearing face coverings, 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, and/or phone calls. This communication shall be the responsibility of building or district administrators or their administrative designees.
6. **Supervision for compliance.** The district shall designate a District COVID supervisor and administrators at every building to monitor employee health and safety. Prior to any employees' first workday, employees shall be notified of the name and contact information of this supervisor.

### **Section 2: Compensation and Benefits**

1. **Compensation.** Employees will remain in regular paid status, and will not lose any compensation or benefits as a result of any hybrid model or school closure related to COVID-19, through the end of the academic student year with salary payments spread out over summer months, as normal.
2. **Co-curricular Stipends.** The administration will present potential extracurricular offerings and salary proposals to the Labor/Management team. In the fall, the Labor/Management team will review and approve salaries for club offerings for the 2020-2021 academic year and consider proposals (if any) for reclassification of stipend level.
3. **SEBB Benefits.** Employees who were eligible for benefits as of February 29, 2020 will maintain their SEBB Benefits in compliance with all legislative and SEBB rules regarding individual employee eligibility and any impacts to these rules related to COVID-19.

### **Section 3: Work and Communication Expectations**

1. **Staff Meetings.** Staff meetings, including professional development, will be conducted remotely during school closures. In a hybrid model, in person attendance will be at the discretion of the employee and remote access will be offered for every meeting.
  - a. On non-student contact days, no employee shall be required or expected to report to any district facility for remote staff meetings or professional development.
2. **Remote/Distance Learning.** The district shall provide the Association with its plan for remote instruction (Continuous Learning 2.0) no later than two weeks prior to the first contracted workday of the 2020-2021 school year. The Association and the District will collaborate to ensure that the Continuous Learning 2.0 plan prioritizes the needs of traditionally marginalized students first.
  - a. All employees should be available to participate in online meetings during normal work hours as requested by building administration.

- Weekly Staff Meetings as necessary
  - Weekly PLC Meetings as necessary
  - i. Other meetings necessary to accomplish work with colleagues, students/families, leadership teams, IEP and 504 meetings, etc. will occur outside of the times scheduled for the above planned meetings.
  - ii. If an emerging issue necessitates an unexpected and necessary staff or District-wide online meeting, staff will be given as much notice as possible that said meeting will take place.
- b. Employees shall check and respond to emails regularly.
- c. Employees are responsible to:
- Prepare and deliver instruction according to their established building or program schedule;
  - Continue to maintain professional delivery of instruction;
  - Collaborate with colleagues during established meeting times;
  - Communicate to administrator when accessing building to ensure the safety of others;
- Maintain adequate internet access (if working remotely);
  - Provide consistent feedback to parents/guardians regarding student progress and engagement;
  - Assess and monitor student learning;
  - Attend other meetings as necessary, for example, IEP and 504 meetings, department meetings, etc; and
  - Attend District, building, and self directed professional development.
- d. All Employees will communicate with their direct supervisor for clarification of expectations and questions related to remote or onsite work. Any shift in supervisory structures will be clearly communicated to the impacted staff.
- e. Employees who are directed to perform work remotely and may incur costs (e.g. printing, mileage, etc) related to remote work, will communicate the impact with their direct supervisor ~~in~~ with as much advance notice as possible to gain access to needed resources.
- i. Reimbursement protocols will be communicated to all staff (Board Policy 6213 and Procedure 6213).
  - ii. If a purchase by the employee is necessary, employees will utilize the appropriate preapproval process.
  - iii. If an emergent need arises, the employee will communicate the needed purchase with their supervisor. Reasonable requests will not be denied.

**3. Remote instruction during short-term closures.** Buildings will create emergency schedules so that remote learning can happen as soon as possible in the event of an unexpected school closure.

**4. Work Year and Class Size.**

- a. In the event that limited facilities, or some other COVID-19 related reason requires the district to schedule students on alternate days or on am/pm shifts, each day shall be part of the 180- student day contract.
- b. All students assigned to an educator shall count towards their bargained class size or caseload.

**5. Hybrid Learning Model.** The district shall provide the Association with its draft plan for hybrid or on-site instruction no later than four weeks prior to the transition. The Association and the District will collaborate to ensure that the hybrid or on-site plan prioritizes the needs of traditionally marginalized students and staff who are high-risk for COVID-19 (Section 5) first and will bargain additional provisions, as necessary.

- a. No employee shall be required to provide separate synchronous remote instruction simultaneously when they are providing in-person instruction.
- b. Transition to a hybrid model will be communicated to all staff at least one work week prior to switching from remote to hybrid learning.
- c. The District and Association agree to meet and discuss both workload and student impacts regarding hybrid and/or in person learning models throughout the start of the school year.

**6. Remote Assignments.** Employees in vulnerable/high risk categories, as defined by the CDC, shall be offered remote assignments first and may be given out-of-endorsement waivers if needed. No remote assignment will be awarded to any member unless it has been first offered to all employees in high-risk categories (see Section 5).

**7. Recordings.**

- a. **Recording Staff Meetings/Other Meetings.** Meetings will not be recorded unless all staff present are made aware.
- b. **Recording Lessons.**
  - i. Staff may choose to record lessons/sessions with or without students. If students are present, staff will follow all District policies and guidelines to address privacy issues. District will clearly communicate these to staff at the start of the school year.
  - ii. A recording may be used in the evaluation process, if the educator chooses to submit the recording as evidence.
  - iii. Building/program staff and their administrators will meet and discuss both protocols and privacy impacts of recording and posting lessons in order to ensure that there is equity of access.

**Section 4: Student Success**

- 1. **Student Services.** Special Education and other Student Services teams will determine appropriate implementation of service delivery models with the Director of Student Services and/or appropriate Program Administrator. Service delivery model structures from these teams will be communicated to VEA leadership and will comply with all necessary safety requirements.

- a. IEP Teams will continue to guide implementation of individual learning plans (IEPs) to meet the needs of individual students with special needs. Implementation decisions include which services can be offered remotely and those supports that can only be delivered in person.
- b. Service delivery model decisions that result in a financial impact to an employee will result in a separate conversation between the administrator and employee to determine extra compensation needed, for example, mileage, hourly rate, etc.

**2. Safety and Discipline.** Ensuring the safety and health of students and staff shall be the district's first priority. Students shall be required to follow all safety protocols.

- a. The district shall design age and culturally appropriate student expectations for safety protocols. These expectations shall be enforced equitably across the district.
- b. The district shall provide face coverings for all students, as needed. No student shall be permitted to enter any school facility unless they are wearing a face covering, except as permitted by the DOH (See Appendix A).
- c. Students will be provided age and culturally appropriate instruction on face-coverings, hygiene, and physical distancing within the first week of school.
- d. Students new to the district after the start of the school year will also be provided time with a counselor, nurse, social worker, or other qualified staff person for universal screening and instruction on health and safety protocols as described above.
- e. Building administration and leadership teams with VEA staff representation will work together to develop age, cognitive, and culturally appropriate behavior/discipline systems and interventions to ensure student compliance with health and safety rules. These systems will include clear expectations for behavior as well as clear building-wide interventions and will be established prior to the first student day.
  - i. Students who will receive special services during remote learning, and will require behavior support, will have specific behavior plans in place prior to in person services, which will be communicated to all staff who work with the student(s).
  - ii. An administrator will be on site whenever students are present to support staff with behavior interventions, as needed.
- f. VISD, VEA, and VESP will develop an MOU that clearly describes and defines protocols related to classroom exclusions in accordance with the CBA and state law by the end of September or prior to the first student day, whichever occurs first.
- g. In the event a student willfully and knowingly violates safety protocols towards an employee in a manner that may cause harm and constitutes assault according to the CBA while in the course of their duties (for example, purposefully removing a mask and coughing or sneezing on the employee), the employee will be placed on paid administrative leave while being tested for COVID-19 and while awaiting the results. The district shall pay for any copay costs associated with COVID-19 testing in these instances. In the event the employee tests positive for COVID-19 after such an incident, the employee will file an L&I claim according to District

processes and the district shall provide paid leave and offset salary loss for any portion of the employee's illness not covered by L&I.-

### **Section 5: Leaves and Assignments**

1. **Possible Limitations:** All the contractual, insurance and statutory leave benefits referenced below have specific rules or external agencies that govern their application, and the terms of this agreement will be interpreted consistent with those rules and agencies.

- a. Except as provided in subsection b, employers must not require verification from a medical provider when the employee either is 65 years or older, or falls within the "at increased risk" category.
- b. The District may require verification from a medical provider when the employee either falls within the "might be at an increased risk" category or seeks to use any leave where a state or federal law, collective bargaining agreement, or contractual obligation separately requires verification.
- c. The leave entitlements within the FFCRA (both EPSLA and EFMLA) currently expire December 31, 2020, and the parties agree to meet prior to that date to reconsider whether the leave entitlements above will be amended.

2. **Employees with COVID-19/Suspected COVID-19:** Employees who have been diagnosed with COVID-19, or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Emergency Paid Sick Leave (EPSL) under the federal Families First Coronavirus Response Act (FFCRA), with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by other paid leaves identified below;
- b. Wellness leave;
- c. Shared leave;
- d. Washington Paid Family Medical Leave (PFML) (can be used as supplemental benefit);
- e. Worker's compensation (Under certain circumstances, claims from health care providers and first responders involving COVID-19 may be allowed. Other claims that meet certain criteria for exposure will be considered on a case-by-case basis.)
- f. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- g. Unpaid leave of absence for the period of the temporary disabling condition;
- h. Long-term disability benefits; and
- i. Unemployment benefits.

3. **Employees Quarantined Due to Possible Exposure to COVID-19:** Employees who have been advised by a public health agency to quarantine at home due to possible exposure to COVID-19 may not come to work at a District work site and may access any

or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 7 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by (a) paid administrative leave if the quarantine was due to reported exposure at a District work site; or (b) other paid leaves identified below if the quarantine was due to reported exposure elsewhere;
- c. Paid administrative leave if the employee has exhausted EPSL, an alternative work assignment for work/services provided at home is unavailable, and the quarantine was due to reported exposure at a District work site;
- d. Wellness leave;
- e. Unpaid leave of absence for the period of the quarantine; and
- f. Unemployment benefits.

**4. Employees Caring for Someone with COVID-19/Suspected COVID-19:** Employees who are caring for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 7 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- c. Wellness leave;
- d. Shared leave;
- e. Washington Paid Family Medical Leave (PFML) (can be used as supplemental benefit);
- f. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- g. Unpaid leave of absence; and
- h. Unemployment benefits.

**5. Higher Risk Employees:** Employees who are at higher risk of severe illness or death from COVID-19 as that term is defined by the Governor's proclamation may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 8 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by other paid leaves identified below;



- c. Wellness leave;
- d. Unpaid leave of absence; and
- e. Unemployment benefits.

6. **Higher Risk Individual in the Employee's Household:** Employees who themselves are not at higher risk but have someone in the household who is at higher risk of severe illness or death from COVID-19 as that term is defined by the Governor's proclamation may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 8 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- c. Wellness leave;
- d. Unpaid leave of absence.

7. **Employees with Children Impacted by School Closure:** An employee who must care for the employee's child because of a school closure or unavailability of the care provider due to COVID-19 precautions may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 8 below);
- b. EPSL with possible supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- c. Emergency Family and Medical Leave (EFML) under the FFCRA (partially unpaid, and partially paid at 2/3 regular wages up to a maximum of \$200/day) with possible supplementation up to the employee's regular daily salary by other paid leaves identified below;
- d. Wellness leave;
- e. Unpaid leave of absence.

8. **Alternative Work Assignments Provision One- Temporary Alternate Assignment:** When an employee's regular 2020-2021 assignment requires work/services at a District work site and the employee cannot work at a District work site on a temporary basis due to conditions under paragraphs 1, 2 or 3 above, the District will attempt to accommodate these circumstances by assigning the employee to available work that can be provided remotely from home on the condition that the employee is qualified, prepared and willing to provide such services. When choosing from among multiple employees for the same available assignment, the District will prioritize employees in the following order:

- a. Employees who hold the appropriate training, licensing, endorsement (or out-of-endorsement waiver) or other qualifications for the position;
- b. Employees with COVID-19/suspected COVID-19;
- c. Employees quarantined due to possible exposure to COVID-19; and
- d. Employees caring for someone with COVID-19/suspected COVID-19.

If two or more employees qualify for a temporary assignment under the priorities above, the District will award the assignment on the basis of seniority.

**9. Alternative Work Assignments Provision Two- Full School Year Alternate Assignment:** When an employee's regular assignment requires work/services at a District work site and the employee would prefer to not work at a District work site for the 2020-2021 school year due to conditions under paragraphs 4-6 above, the District will attempt to accommodate these circumstances by assigning the employee to available work that can be provided remotely from home on the condition that the employee is qualified, prepared and willing to provide such services. When choosing from among multiple employees for the same available assignment, the District will prioritize employees in the following order:

- a. Higher risk employees;
- b. Employees with a higher risk individual in the employee's household;
- c. Employees who cannot wear a mask or other required PPE;
- d. Employees with children impacted by school closure; and
- e. Employees who would prefer to not work at a district work site due to a concern for safety or the requirement to wear a mask or other required PPE.

If two or more employees qualify for an assignment under the priorities above, the District will award the assignment on the basis of seniority. If a remote assignment is created and assigned to an employee with the expectation that it will continue indefinitely for the school year until a return to a full in-person educational model, the District will not be required to reassign employees previously awarded such assignments in order to accommodate remote assignments for other employees whose need for an alternative assignment arises later in the school year. Employees who accept an alternative assignment during the 2020-2021 school year shall be considered to have been retained in their former assignment for the purposes of subsequent year (2021-2022 school year) assignments.

**10. Alternative Work Assignments Provision Three- Temporary Reassignments:** To maximize the District's options for meeting the educational, social and emotional needs of students in the unusual circumstances of the 2020-21 school year, the Association and District agree to the following limited opportunity for temporary reassignment of employees:

- a. An employee may be temporarily assigned to provide services outside the employee's normal job description if work within the employee's job description is unavailable due to the temporary closure of school facilities. A temporary assignment is one that is no longer than 3 weeks duration;
- b. Such employee may only be assigned to perform work for which the employee is appropriately trained, licensed (if applicable) and prepared to perform;

- c. Such assignment shall not, without the employee's agreement, exceed the hours normally assigned to such employee;
- d. Such employee shall be paid the regular salary, wages and benefits the employee would receive from the employee's normal assignment or at the rate designated for that job description, whichever is higher;
- e. Such employee's temporary assignment may not result in displacing any other employee performing services within their regular job description;
- f. Such temporary assignments may, with advance discussion with the Association, include a reassignment of employees (a) to work within the jurisdiction of another bargaining unit, or (b) from other bargaining units to work residing within the jurisdiction of this bargaining unit; provided, the other bargaining unit agrees to similar provisions, and further provided that union dues, if any, paid by the employee will continue to be paid to the representative of the employee's original bargaining unit;
- g. The temporarily reassigned employee retains a right to return to the employee's original assignment upon resumption of normal school operations (full open), subject to existing contract rights of the District to reassign employees within the same bargaining unit; and
- h. This provision applies exclusively to the assignments and job duties of employees represented by this bargaining unit, unless agreed to by other bargaining units. Employees represented by this bargaining will not be assigned job duties performed by job classifications in other bargaining units without the agreement of any affected bargaining unit(s).

**Section 5: Evaluations**

- 1. VISD and VEA agree to further discuss and create recommendations to guide the evaluation process (TPEP and other certificated evaluations) in the 2020-2021 SY during regularly scheduled Labor Management meetings.
- 2. Labor Management shall consider guidance from OSPI and other models to create a recommendation before a final agreement is made.

**Section 6: Duration and Ongoing Conversations**


- 1. The parties agree to use the Labor Management process to troubleshoot and monitor the successful implementation of this agreement.
- 2. As the impacts of COVID-19 develop and unforeseen issues arise, and/or state requirements/guidelines or funding change, VISD and VEA agree to meet and negotiate future workload impacts.
- 3. This MOU will expire at the end of the 2020-2021 SY or at the start of normal school operations, whichever occurs first. All other provisions of the collective bargaining agreement shall remain in full effect.


This Agreement made this August 27, 2020.

**Vashon Education Association**

**Vashon Island School District**

  
Sarah Hamill, Co- President 8/31/2020

  
Slade McSheehy, Superintendent 9/2/20

  
Jenny Granum, Co- President

  
Amy Sassara, Director of Human Resources 9/2/2020

## Appendix A- VISD Health and Safety Protocols

1. **Face coverings and PPE.** All employees, students, and building visitors shall wear a cloth face covering (over nose and mouth) or protective face shield while at the worksite, except:

- those with a disability that would prevent them from comfortably wearing or removing a face covering
- those with respiratory conditions that would prevent wearing face covering, or trouble breathing
- those who are deaf or hard of hearing and use facial and mouth movements as part of communication
- those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person

- a. The District shall provide appropriate face coverings for all employees and students.
- b. Employees may choose to provide their own face coverings.
- c. Employees working with students who cannot wear a face covering for the reasons described above shall be provided all appropriate personal protective equipment (PPE), including but not limited to medical grade masks and gloves, as described by the L &I, the DOH, and the CDC.
- d. Students who cannot wear face coverings and cannot maintain physical distancing shall be encouraged to opt for remote and/or in-home instruction, if available and determined to be necessary by the student's IEP or Distance Learning Plan (See Section 4.2).

2. **Employees Who Cannot Wear a Mask or Other Required PPE:** An employee whose assignment requires work at a District work site and who cannot wear personal protective equipment (PPE) required for the employee's assignment, including but not limited to a face mask, may choose to access any or all of the following benefits upon presentation of appropriate documentation from the employee's health care provider and under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (See MOU Section 5);

- b. Leave for illness, injury or emergency;
- c. Wellness leave;
- d. Unpaid leave of absence; and
- e. Other accommodations identified through the interactive process of the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD).

3. **Employees Who Choose to Not Wear a Mask or Other Required PPE:** An employee whose assignment requires work at a District work site and who does not have a documented inability to wear PPE required for the employee's assignment, including but not limited to a face mask, but nevertheless does not wish to do so, may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Alternative assignment for work/services which may be provided from home, if available (See MOU Section 5);
- b. Wellness leave; and
- c. Unpaid leave of absence.

4. **Health Screenings.** Prior to entering any school facility or vehicle, if away from the location for more than 15 minutes, students and employees will attest that they have screened for COVID-19 symptoms and have checked their temperature. No student or 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. Only designated health support staff or staff specifically trained to administer health screenings, will be asked to help with health screenings.

5. **Exclusion of students and staff with COVID-19 symptoms.** Students and staff who display COVID-19 symptoms shall be immediately excluded from the classroom setting.

- a. Classrooms and other facilities used by a student or staff member who is excluded, as described above, shall be evacuated as soon as possible, and will be disinfected according to CDC, DOH, and OSPI guidelines by appropriate staff.
- b. The district shall provide a safe room for excluded students to wait for their parents/ guardians. This room shall be designated specifically and exclusively for this purpose. Only RNs or designated health support staff shall be required or expected to supervise students who are excluded with COVID-19 symptoms.

6. **Sanitation of facilities.** The district shall provide custodial support to disinfect all surfaces used by students in between use by different students. For example, custodial support shall be provided between classes and after lunches and meals to disinfect desks, computers, and other equipment, if students transition into a space that was occupied by a different group of students. Supplies will be provided to staff members for use by students during the school day.

7. **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.
  - a. Prior to the first student contact day, employees shall collaborate with administrators and custodial staff to determine the number of students that may be in a classroom or other facility while observing physical distancing. In the event the employee does not agree with this determination, the employee shall appeal to the determination to the superintendent, who shall make a determination within two (2) business days. During this time, the classroom or facility shall not exceed the lowest proposed capacity.
  - b. The district shall provide appropriate PPE and training for employees who must perform tasks that cannot be accomplished with physical distancing, such as diapering.
8. **Handwashing and Hand Sanitization.** The district shall provide adequate facilities, including running hot water, and supplies for staff and student handwashing and sanitization as required by state agency guidelines.