

LETTER OF AGREEMENT
between the
WASHINGTON EDUCATION ASSOCIATION / ISSAQUAH SCHOOL NURSES ASSOCIATION
and the
ISSAQUAH SCHOOL DISTRICT
Regarding Conditions for On-Site Agency Nurse Coverage
during the COVID-19 Pandemic 2021-2022 School Year

APPENDIX TO THE LOA 2021-22 FULL TIME IN PERSON INSTRUCTION

WHEREAS the Public Employment Relations Commission certified the Washington Education Association ("Association") on January 26, 2021 as the legal representative of all full-time and regular part-time nurses in non-certificated positions ("ISNA nurses") employed by the Issaquah School District ("District");

WHEREAS representatives of the District and the Association ("the parties") met on February 4, 2021 and agreed to Full Time in Person Instruction for bargaining unit members;

THEREFORE, the parties agree as follows:

The District may hire a Registered Nurse through a third-party contractor ("agency nurse") to work at a school under the following conditions:

1. Work performed by the agency nurse shall be on-site, five (5) days per week on days that students are on-site.
2. Terms: "Days" shall mean student instructional days. ISNA and ESP nurse are used interchangeably in this MOU unless clearly indicated otherwise.
3. An agency nurse's employment shall not begin before the District has fulfilled the training requirements stated in the parties' Full Time in Person Instruction LOA, herein and, if not outlined in these LOAs, as set forth by DOH, L&I and or the Governor.
4. An agency nurse's employment shall end on the last instructional day of the 2021-22 school year.
5. The agency nurse will be responsible for:
 - Attending to children presenting with illness or injuries
 - Administering medications
 - Conducting vision & hearing screenings
6. The agency nurse may be responsible for supporting COVID protocols including supervising students in the isolation room, so as long as this work does not leave the health room without coverage by staff who have had the required training for these responsibilities.
7. No later than the first day the agency nurse works on-site, the school's COVID Supervisor or back-up COVID Supervisor shall train the agency nurse in COVID health and safety protocols for the Issaquah School District and for the worksite, the topics to include but not be limited to:

- How to screen for symptoms;
 - How to maintain physical distance;
 - The use of appropriate PPE;
 - Understanding and practicing frequent cleaning and handwashing;
 - How to handle situations when someone develops signs of COVID-19;
 - Location of and protocols for using the isolation room and health room; and
 - Any other topics outlined by the Department of Health's "K-12 School's 2021-22 Guidance.
8. No later than the first day the agency nurse works on-site, the school's COVID Supervisor or back-up COVID Supervisor shall provide the agency nurse a copy of or access to the building COVID Mitigation Plan and will promptly inform the nurse of any changes to the Plan. Providing the plan does not replace the training required by DOH.
 9. No later than the first day the agency nurse works on-site, the school's COVID Supervisor or back-up COVID Supervisor shall provide the agency nurse a document which includes the protocols for sending a student to the Isolation Room and for sending a student home if this information is not contained in the school's COVID Mitigation Plan.
 10. No later than the first day the agency nurse works on-site, they will be provided training on epi-Pen protocols, seizure care plans, and the administration of seizure medications, Albuterol, and other medications specific to students' health plans. Primary responsibility for providing such training and training on systems needed to perform the work including but not limited to Skyward, is with the nurse supervisor.
 11. For the safety of the agency nurse and the school community, the District shall provide PPE per CDC guidelines and L&I for the risk transmission level associated with the agency nurse's responsibilities and the circumstances of the school and students served. The COVID Supervisor will inform the agency nurse on procedures and protocols for accessing additional PPE, and who in their building to contact if questions or concerns arise.
 12. The agency nurse shall wear a face covering, face shield, or N-95 mask at work, as appropriate to the situation and L&I rules.
 13. Absences will be handled as follows:
 - An agency nurse may cover a school due to an absence of a building nurse and health room coverage by an RN is deemed necessary by the Health Services Supervisor, although the school may be staffed by an HRS, if a float nurse is not available. The nurse supervisor will inform an agency nurse assigned to cover another school that they may request additional training from the nurse supervisor prior to work in that school, and at any time after starting.
 - If an agency nurse is absent and health room coverage by an RN is deemed necessary by the Health Services Supervisor, although the school may be staffed with an HRS, the absence will be handled according to the following progression:

1. The District will assign a float nurse, if available, to cover for the absence of the agency nurse.
 2. Building nurses shall be emailed and asked to volunteer to temporarily cover for the absence of the agency nurse.
 3. Another agency nurse already working for the District may cover.
 4. A nurse supervisor may temporarily cover a school due to an absence or other unforeseen situation when a float nurse is not available.
 5. Any nurse assigned to cover another school will be trained in District COVID safety, mitigation and isolation room protocols by the building's COVID Supervisor or back up COVID Supervisor, and trained by one of the nurse Supervisors on medical complexities of any student in the newly assigned school prior to performing in-person services. The nurse supervisor will inform a nurse assigned to cover another school that they may request additional training from the nurse supervisor prior to work in that school, and at any time after starting.
14. The District will follow public health and safety requirements and guidelines including those established by the Governor, Department of Health (DOH), Labor and Industry (L&I), Employer Health & Safety Requirements for School Scenarios, and K-12 Fall Health and Safety Guidance.
15. The District may be unable to attract staff so that they can provide either an in-person HRS or in-person registered nurse at a school, the parties agree in these unique circumstances to allow the District to hire an agency nurse for more than a single school where there is the need at the time of execution of this LOA. In the event ISD is unable to hire an ESP nurse and the need cannot be provided by existing staff who volunteer to do so, the District shall undertake the following steps prior to hiring more agency staff:
- Notification: ISD shall notify ISNA designated representatives of the need to hire an agency nurse as soon as the District determines such need.
 - Catalogue what transpired at key steps while attempting to fill the position by:
 - Posting - how long, where advertised, when was open position submitted.
 - Interviewing – number of qualified candidate(s) interviewed.
 - Offers of Employment - no minimally qualified candidate applied, routine interview process conducted consistent with existing District practices does not result in a recommendation of a candidate acceptable to the interview team, candidate(s) declining offers of employment.
 - Reasonable and good faith consideration of alternatives to fill an open position for a Licensed registered nurse.
 - Building nurses shall be emailed and asked to cover a vacancy. If a current bargaining unit member agrees to cover the vacancy, they shall receive an additional \$15 per hour. If more than one bargaining unit member volunteers to fill the vacancy, the bargaining unit member with the most seniority shall be granted the additional hours. The selected nurse must continue to work in the vacancy until a nurse has been hired to fill the vacancy.
 - The District will continue to advertise and recruit for nursing staff to fill vacancies in the ISNA bargaining unit.

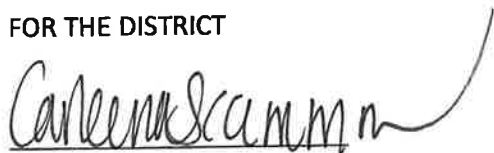
- If an agency nurse is placed in a District school for 2021-22 school year and hired as a District employee, the agency nurse may not displace any current ESP nurse from the school assigned to the ESP nurse in 2021-22.

This agreement is intended to support the health and safety of staff, students and school community. The parties have worked to anticipate issues that may arise at a time when in person teaching and learning is expanding in the District. If an unanticipated issue arises, the parties agree to promptly inform the other party and work together to resolve them.

This agreement is not precedent-setting and is limited to the unique circumstances specific to the 2021-2022 school year. Given the recent certification of the union, this agreement addresses an emergent issue and is intended to "bridge the gap" until negotiations for a collective bargaining agreement takes place, including a more complete addressing of contracting out. The Association does not waive its right to bargain contracting out in a more comprehensive manner nor other issues where the duty to bargain exists.

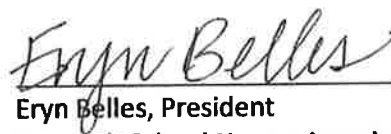
Agreed to this 6 day of October, 2021.

FOR THE DISTRICT



Carleena Scammon
Director of Human Resources

FOR THE ASSOCIATION



Eryn Belles, President
Issaquah School Nurses Association