

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
And the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER CHAPTER #528 ("CSEA")

Small Cohort Groups of Students Returning to In-Person Instruction

10/22/2020

The Health and Safety of our staff and students is of the foremost importance. This MOU is drafted with the intention that FCUSD will be able to serve students and avoid a reduction in work force if possible.

This Memorandum of Understanding shall be in effect upon ratification and shall expire June 30, 2021. The parties have met, negotiated, and agreed to the following:

The Parties agree to comply with the "Guidelines for In-Person Cohort Instruction" (see Attachment A). As these Guidelines may be revised consistent with State and County local health orders and guidance, the Parties agree to meet and confer if the above Guidelines are revised.

In the event that a unit member is unable to return to Cohort In-Person Instruction, the site/district administration with all of the unit members involved shall conduct an analysis of site, regional, and/or job-alike unit member supports. Depending on the results of that analysis, the following options or a combination thereof may be considered:

- Redistribute assignments in order to meet the needs of students.
- Options identified by the District and CSEA.
 - Staff or Unit Member "remotes" into the Cohort room for live instruction. Another staff will be in the Cohort room with the students.
 - Unit Member works remotely with students who are only able to do "Distance Learning".

Once a plan for coverage of assignments has been developed, it shall be submitted to the Assistant Superintendent, Special Education, and to CSEA President for review. The District and CSEA will continue to meet and confer to monitor the coverage of assignments.

Generally, IAs will not be left alone in-person with students. But, from time to time, they may be left alone with students for a limited time period as mutually agreed upon with the IA(s) and administration. For example, a teacher may push into the cohort virtually but leave the IAs to work with students while the teacher works with other students online in DL. Other examples include having the IAs work in an adjacent room or nearby. At all times, the work the IAs are doing with students will be under the supervision of a credentialed employee.

Health and Safety

- FCUSD safety procedures as set by the October 21, 2020, Guidelines for In-Person Cohort Instruction (Addendum A), Distance Learning MOU, and the Mandated In-Person Assessments MOU will be followed by all participating staff, students, and parents or guardians. The above stated Guidelines and MOUs for daily student and staff prescreening, face covering, and PPE usage, social distancing, and cleaning and sanitizing will be strictly adhered to.

- District shall provide disposable non-latex gloves and paper gowns upon request. Paper gowns and gloves will be made available for use in bathrooms where toileting occurs. PPE, including paper gowns will be made available for OT's and PT's, upon request.
- KN-95 face coverings (up to two per week) will be readily available (at the employee's worksite) to any Classified employees upon request.
- When requested, portable plexiglass (sneeze guards) with pass-through slots shall be provided for any surface (desk, table, etc.).
- District will provide students unable to wear a facemask with a face shield and drape.
- District will provide all unit members with the proper face coverings needed for Cohorts. The following options will be made available to staff by request; a facemask with a clear mouth area, a face shield with a drape, or a surgical mask. Staff may provide their own PPE or touchless thermometer at personal expense. Size of Cohort must be no more than 16 individuals with at least two adults.
- For related service providers, contact will be limited to servicing one cohort daily with no more than two cohorts in a week or 16 contacts per week, whichever occurs first.
- District will provide cleaning solution with instructions on how to properly clean classroom items. Classrooms will be sanitized by the District (not certificated unit members) on a daily basis.
- If a child refuses to keep mask or face coverings on when in class, an administrator or administrative designee will remove the student and call the family. If parents provide a medical recommendation for a student not wearing a mask, the in-person instruction shall be provided using any and all PPE requested by the staff member.
- When rapid testing is made available by the State or County, District will work collaboratively with CSEA to provide rapid tests.
- FCUSD will provide a list of classrooms that have HVAC updates completed that will include a checklist of the scope of work completed (units cleaned and disinfected, MERV13 filters installed, air dampers opened to provide additional fresh air) and the checklist/log will be signed by both the HVAC Technician and the site head custodian. The intention of this sign off is to make each Head Custodian and HVAC Technician aware of the status of the HVAC system.
- As stated in the Distance Learning MOU and the Mandated In-Person Assessment MOU all safety items will be in place before the return of students and staff to the classrooms.

In the event there are no reasonable options available for work reassignment and unit members are medically unable to return to In-person Instruction, the unit member may contact Human Resources to engage in the Interactive Process.

This is a one-time non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this change.

Rob Thomas
Rob Thomas, for CSEA, Chapter 528

10/22/2020
Date

Donald Ogden
Donald Ogden, for Folsom Cordova Unified School District

10/22/2020
Date

Skyler Porras
Skyler Porras, CSEA Labor Representative

October 22, 2020
Date

Guidelines for Essential In-Person Cohort Instruction

Guidelines for cohort instruction include:

Cohort Instruction includes, but may not be limited to Special Education, English Learners, Homeless, Foster Youth, At Risk Students. Cohort sizes are limited to 14 students.

General Guidelines:

- Perform all tasks virtually that can be done so effectively.
- Keep face-to-face time as brief as possible.
- Follow WWSP protocol.

Cohort Instructional Schedule:

- Monday follow CPT MOU
- In-Person Services provided in Cohorts available (Tuesday, Wednesday, Thursday, Friday)
 - Specialized Academic Instruction provided in small groups
 - Related Services 1:1 and small group in person when practicable
 - Provides as needed by the instructor as mutually agreed upon by the site administrator

Outside Space Use:

When practicable, provide essential services outdoors, taking into consideration weather and privacy.

Room Use:

- Use a larger room whenever possible, (this may entail changing rooms from the regular assigned room).
- Keep doors and windows open when possible.
- Set up the essential service space with physical distancing parameters in place.
- Use Plexiglas shields as appropriate.
- Merv 13 filters will be installed in HVAC system for the rooms in use.

Face Coverings

- Face coverings are required for all staff, student and family members following county health guidelines.
- Staff may use a face shield, but they are not to use in replacement of face coverings.
- If face shields are used, face coverings/mask must also be worn unless the face shield has a drape.
- Face coverings for students and staff will be made available.

Exceptions for face coverings:

- Children younger than 2 years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Students, teachers, and staff with special educational or healthcare needs, which may include intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity where wearing a face covering may be difficult.

- Students, teachers, and staff who have a hearing impairment or need to communicate to someone with a hearing impairment and seeing the mouth is essential for communication or assessment with individuals with hearing impairments or speech needs. A clear face covering or face shield with a drape is recommended at this time.

Gloves

- If direct contact is needed to be made with student, use of latex-free gloves is recommended for staff.
- After direct contact, dispose of gloves properly and wash hands/use hand sanitizer.
- If used, gloves must be switched between each appointments and cohort group.

Cohort Instruction Cleaning and Disinfecting:

- Staggered schedule to ensure physical distancing, and allow time to clean between students
- Clean and disinfect testing material between students, and stagger use of materials as possible
- Clean and disinfect tables, desks, and Plexiglas between each cohort group
- Refer student or parent to designated public restroom as needed

Cohort Instruction - Daily Home Screening: (Passive Screening)

- Parent/guardian will check student(s) each morning and report to the school office if child(ren) has any COVID-like symptoms and/or close contact/ potential exposure.
 - If anyone in their household has COVID-like symptoms, student(s) must stay home;
 - If anyone in their household has been in close contact with anyone who has tested positive for COVID in the last 14 days, student(s) must stay home;
 - Families are not to bring other people with them to the school;
 - Playgrounds are not open;
 - Parents/guardians may not remain on site without prior consent from administration;
 - Student and parent must always wear a face covering when on site;

During Cohort Instruction:

- Keep 6-feet distance as much as possible
- Face coverings/appropriate face shields must be worn at all times
- Minimize sharing of materials
- Use hand sanitizer as needed
- Use Plexiglas divider when appropriate

After Cohort Instruction:

- Staff must clean and disinfect surfaces, materials, and high touch point areas
- If gloves were worn, properly dispose
- Staff must wash their hands between each appointment and cohort group

Cohort Rooms- Staff may sign up on the Google Form to Schedule In-Person Assessments:

ADDENDUM A

<u>Site</u>	<u>Rooms</u>
Blanche Sprentz	2,4,5A,5B,8,Band,Student Care
Carl Sundahl	10, Library, Student Care
Cordova Gardens	5,K2,11,14,15,18
Cordova Lane Center	1,2,3,4,5,6,11,14,17,1-IEP
Cordova Meadows	E6,E11,C11,C4,C7,D2,D5,Multi
Cordova Villa	11,12,14,21,22,23,27,31,RmB,K1
Empire Oaks	3,2,4,7, Student Care
Folsom Hills	1,4,7,21,22, Offices A-D, Student Care
Goldridge	F1,F5,F6,G1,B6, Student Care
Mather Heights	3,6, Student Care
Natoma Station	13,14,15,18,19,23,26 Student Care
Navigator	8,9,17,18,19, Library Building, Student Care
Oak Chan	D4, 12,21,22, Library Building, Student Care
Peter J Shields	7,11, Stars, Student Care
Rancho Cordova Elementary	9,12,20,22,25,29,30
Riverview	10, Student Care
Russell Ranch	2,3,16,17,18,19,21,22,23,24,27, Student Care
Sandra J Gallardo	1,24, Library Building, Student Care
Theodore Judah	15, 24,Library, Stem Lab, Student Care
White Rock	Admin Building, 4,24,25,28,31,40
Williamson	B7, Computer Lab, Student Care

