

Safety MOU for Small Group Instruction

Acalanes Union High School District and Acalanes Education Association enter this Memorandum of Understanding regarding issues related to the COVID-19 Pandemic and the changes needed to reopen school safely for our students and staff. The parties recognize the need to provide in-person instruction and activities to small groups. This MOU addresses necessary safety procedures given the continuing pandemic. The Acalanes Union High School District ("District") and Acalanes Education Association ("Association") collectively referred to as the "Parties" enter this Memorandum of Understanding ("MOU") regarding issues related to ("COVID -19 RETURN TO SCHOOL 2020-2021").

As a minimum standard, the District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), The Division of Occupational Safety and Health ("Cal OSHA"), the California Department of Education ("CDE"), and the Contra Costa County Public Health department issued as of October 1, 2020. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.

A. Student Expectations

1. Students should not be on campus unless they are part of a scheduled group.
 - a. Every site will have a COVID compliance team. This team consists of campus supervisors and site administrators.
 - b. This team will ensure that students arriving on campus have completed their symptom pre-screening, are cleared to be on campus, and are proceeding directly to their small group classroom/area.
 - c. The site COVID compliance team will also control visitors and ensure adherence to all safety protocols.
2. Students who are part of a scheduled group must arrive and wear a face mask when on campus. Bandanas or neck gaiters are not allowed.
 - a. The face mask must cover both mouth and nose and must not contain a valve.
 - b. Students who refuse to wear masks will be sent home and not allowed back on campus until they adhere to safety protocols.
 - c. Students shall not remove their face masks while on campus. Students will be warned at the start of the small group instruction that if they remove their mask while participating in the small group, they will be sent home.
3. Students must complete a temperature and symptom checklist at home before arriving at school.
 - a. The symptom checklist must be turned into the teacher when students check in. .
 - b. Small-group teachers will check the symptom checklist.
 - c. If students have any symptoms, they will not be allowed on campus for group instruction and need to return home or to the isolation room for pick up.

- d. Nurses will follow up with any student not allowed to come to campus due to symptoms.
4. Students in small groups:
 - a. Must wear a mask at all times on campus.
 - b. Must be physically distant from others during activity (at least 6 feet apart).
 - c. Must sanitize hands as they enter the classroom.
 - d. Must bring their own supplies as practicable and may not share with other students.
 - e. Must sanitize any supplies that are shared before and after using.
 - f. May not share food or water bottles with other students.
 - g. Must clean and sanitize their work area before instruction, following the direction of the teacher.
 - h. If a student refuses to abide by the protocols listed above, the teacher will send the student to the administrator to go home and the student will not be allowed to return to campus until the student agrees to follow the safety protocols.
5. Students participating in small group instruction must go straight to their small group when they arrive on campus and straight to the pick/up drop off point when they leave. No mingling, etc is allowed. Members of the site COVID compliance team will monitor student drop off and pick up points to ensure that there is no mingling on school grounds.

B. Staff Expectations

1. Staff are expected to pre-screen themselves for symptoms prior to coming to campus using a google form or app provided by the district.
2. Staff must adhere to mandatory mask wearing while on campus (indoors and outside) Masks may be off if a teacher is alone in a classroom with the door closed or on an athletic field away from buildings and other people.
3. Staff may get and use thermometers from the office to temperature check students when they arrive.
4. Staff working in small groups must complete an orientation to learn essential safety procedures:
 - a. Maintaining a sign-in, sign-out sheet
 - b. Collecting and examining pre-screening forms
 - c. Bathroom and office procedures
 - d. Isolation room procedures

C. PPE Expectations

1. The following PPE will be made available to all staff:
 - a. Surgical masks
 - b. Face shields
2. Every room with a sink shall be stocked with soap, hand sanitizer, and a stocked paper towel dispenser.

3. Every classroom and workspace shall be provided hand sanitizer station that is fully stocked with hand sanitizer.
4. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked / refilled as soon as possible, but no later than the next small group meeting, based on a teacher's notification to the front office that supply is running low.
5. All sanitizers, soap and paper towels will be checked and refilled as needed nightly by the custodial staff.
6. The District will provide the Association with a plan and procedure for maintaining stock of PPE, distribution of supplies to unit members, the safe storage of disinfecting agents at each school site, and descriptions of enhanced cleaning processes.

D. Facilities

1. Frequently touched surfaces will be cleaned and disinfected within schools daily and throughout the day as practicable by trained custodial staff.
2. Every site will identify drop-off and pick-up procedures in different areas of campus or by grade levels. Drop-off procedures shall ensure that students maintain social distancing and that parents and others who are not to be on campus stay in their cars.
3. Signage/markers will be posted at all campus entrance points, and on the doors of classrooms/workspaces being used for small group instruction. Additional signs may be placed elsewhere as needed.
 - a. Signage should reinforce mask wearing on campus.
 - b. Signage shall indicate that only people who are working on campus and students who have appointments or are in prescribed small groups shall be on campus. Campus is closed to the general public.
 - c. Signage shall also indicate six feet/social distancing outside of classrooms in order to keep students socially distanced as they enter classrooms.
4. Plexiglass shields and dividers will be made available for classrooms and offices.
5. Appropriate cleaning and disinfecting supplies will be made available in the event a teacher desires to perform additional classroom cleaning or sanitization.
6. Rooms with small groups will be sanitized nightly.
7. The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air.
 - a. All indoor meeting locations must have functioning windows that can remain open at all times when multiple people are present.
 - b. Site administration will follow district guidelines and cancel groups if air quality is unhealthy.
8. In all classrooms/workspaces being used for small group instruction, the District shall ensure all HVAC systems operate for a minimum of 9 uninterrupted hours daily, including the time during which the group meets and at least two hours before and after that time.

- a. The HVAC system shall be on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.
 - b. Workspaces that are in use and that do not have adequate HVAC ventilation will be supplied with an alternative, portable air filtration unit.
9. Isolation rooms shall be identified at each site. Site admin will develop procedures to send, monitor and follow up with students who are sent to them.
10. Each time there is a small group, members of the site COVID compliance team shall inspect all classrooms and workspaces being used for small group instruction to ensure that all cleaning and safety protocols/supplies are in place.
11. Any concerns about cleaning and/or safety protocols/equipment should be addressed immediately with the site COVID team. Alternate small group locations may be utilized if necessary.

E. Classroom Setup

1. Desks being used by students shall be spaced at least 6 feet apart and desks/tables not to be used must be clearly marked.
2. Plexiglas shields shall be provided for teacher desks at the request of the teacher.
3. Classrooms with tables should have plexiglass dividers between students.
4. Specialized classes (CTE, VAPA, science/labs, etc) will have additional PPE for students (face shields and goggles) who are working in groups. Additionally, other PPE will be provided at the request of the teacher.
5. A sign-in and sign-out station will be set up in every classroom. Students will sign in with a time when they arrive and sign out with a time when they leave. If the teacher wishes to take attendance in lieu of a sign in, that is acceptable.
6. Bathrooms for each classroom/workspace being used for small group instruction shall be identified at each site. A bathroom system (one person in the bathroom at a time, posted sign for the door to indicate someone is in the bathroom) shall be in place to ensure one person is in the bathroom at a time.
7. Classrooms shall have disinfecting supplies for cleaning of surfaces before and after instruction.

F. COVID Testing, Quarantine, and Contact Tracing

1. Employees are encouraged to get COVID testing on a regular basis and if needed due to symptoms or possible exposure to COVID. Employees who need a test can contact the Human Resources Department for a list of no cost testing sites.
2. Any employee failing the daily symptom screen will be contacted by the Human Resources Department and if symptoms warrant, the employee will be sent for a COVID-19 test.
3. The Associate Principal and AUHSD School nurse (the COVID site team) at each site shall assist in any COVID contact tracing and notification as needed.

4. Positive COVID-19 cases will be traced immediately by the Human Resources Department and site teams. People in contact with possible positive COVID cases will be notified by site teams as required by the County Health Department.
5. The Human Resources Department will consult with the County Health Department and notify people who need to be quarantined or report for testing per county directives.
6. Employees who need to be quarantined will be notified by the Human Resources Department. Leave, per the COVID leave MOU may be used if the employee is unable to fulfill their teaching obligations under the distance learning MOU.
7. Sites that experience an outbreak, defined by the County Health Office by 3 or more positive cases that are directly related, may be closed for all in-person small group instruction and one to one special education testing following guidance from the County Health Department.

G. Small Group Size

1. Indoor instruction should be held to 12 or fewer students.
2. Outdoor spaces may have up to 20 students.
3. Exceptions to this may be made per AEA/AUHSD approval.

H. Library Use

1. Students who are in a small group for Academy time or who do not have wifi access may sign up to use the library via teachmore.
 - a. Students may use the library Wednesdays and Fridays until lunch time.
 - b. Only students who have signed up on TeachMore prior to the end of the Academy time Wednesday or Friday will be allowed to work in the library. If other students show up or are mingling around/near the library, site administration and campus supervisors will ensure that they leave the premises.
2. Class limits will be 12 students. More than 12 students may be allowed depending on available workstations and mutual agreement by AEA and AUHSD.
3. Prior to the start of library use, site admin will meet with library techs and librarians together to review expectations for student monitoring.
4. If a librarian is teaching during the Wednesday or Friday time, the library tech will monitor students as needed.

I. Compensation

1. The small group instruction schedule shall include a morning (8:30-9:30) small group instruction period, and afterschool (3:30-5) small group instruction period, and an evening (5:30-7) small group instruction period.
2. Small group instruction shall be a minimum of an hour and no longer than 90 minutes.
3. Exceptions to the amount of time for group instruction may be made with joint AEA/AUHSD approval.

4. Members teaching small groups during the morning instruction period or during their contract day shall be compensated due to the loss of prep time at the AEA hourly rate and also not be responsible for virtual academy at that time.
5. Members teaching small groups during the after school or evening instruction period shall be paid \$60 per hour.

This small group instruction MOU shall remain in effect until such time as we return to a hybrid or full in person instruction.

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