

**MEMORANDUM OF UNDERSTANDING BETWEEN
CLOVER PARK SCHOOL DISTRICT &
CLOVER PARK EDUCATION ASSOCIATION**

**Supplemental Agreement to CPEA MOU dated 8/19/20
(TERMS OF EMPLOYMENT AND DELIVERY OF EDUCATIONAL SERVICES
AFFECTED BY COVID-19 FOR THE 2020-21 SCHOOL YEAR)**

1. Each building shall have a designated and trained COVID Manager whose responsibilities include:
 - Monitoring the District's health and safety plan as outlined in the Re-opening Plan
 - Coordinating with respective supervisor
 - Distributing health and safety supplies
 - Main contact for staff and familiesThe COVID Manager for each site will be communicated to the employees at each building.

2. Each building shall have a designated Safety Committee responsible for safety awareness, reporting, and accident prevention.
 - Employees may bring concerns regarding health and safety to either their building administration or the building Safety Committee for review.
 - Minutes from the Safety Committee shall be made available.

3. When a STAFF member has been **directly exposed to COVID-19, or received a positive test result for COVID-19**, they must follow the guidelines listed below:
(This guidance is intended to protect the employee's confidentiality and the integrity of the process.)
 - Contact health care provider.
 - Email Supervisor and Human Resources Director.
 - Respond to Health Department contact tracers.
 - Do not report to work and follow the current guidance of the TPCHD for isolation and quarantine.
 - Prior to staff member's return, an Employee Health Acknowledgment is sent to staff member by Human Resources for completion.

Human Resources Director will take the following steps:

- Contact the staff member and explain leave provisions.
- Contact staff who have been identified as part of a direct exposure. (Exposure means an employee is within 6 feet of COVID-19 positive person for 15 minutes or more, masked or unmasked.)
- Contact the Health Department regarding exposure, seeks guidance and relays process followed.

Assistant Superintendent for Business Services sends email to Director of Maintenance & Operations regarding deep cleaning needs and timeframe for the respective location.

Building administrator sends notification to staff regarding building exposure. If an employee was determined to be part of exposure through contact tracing, HR will contact that employee directly.

The District posts weekly the number of COVID cases for staff and students by work site. This data can be found on the District website: (<http://www.cloverpark.k12.wa.us/Return/Protocols.aspx>) The District posted data will indicate when an on-site COVID case has resulted in notification of in-person staff at that work site. The District will make every effort to maintain the accuracy of this data.

4. When a STUDENT has been **directly exposed to COVID-19, or received a positive test result for COVID-19**, they must follow the guidelines listed below. (This guidance is intended to protect the student's confidentiality and the integrity of the process.):
 - Student or family reports positive test result to Principal (school administrator).

- Student Services is promptly informed by Principal using the Reporting Information Form (or informs Principal if Student Services contacted directly).
- Student Services Director contacts the Health Department regarding exposure, seeks guidance and relays process followed.
- Student Services sends email to Council identifying that there is a positive case and location.
- Student Services Director notifies Human Resources Director, if staff were involved in exposure.
- Assistant Superintendent for Business Services sends email to Director of Maintenance & Operations regarding deep cleaning needs and timeframe for the indicated location.
- District Lead Nurse will work with the assigned School Nurse (RN) to work with student/family to complete the COVID-19 Student Attestation Form to Return to School.
- School nurse will inform building administrator of the return to on-site learning date for each student.
- If needed, the Director of Community relations will work with the building administrator and the council level supervisor to inform staff and families.

5. **Personal Protective Equipment (PPE)** - The District shall provide appropriate PPE meeting L&I risk requirements and training. Employees who must perform tasks that cannot be accomplished with physical distancing, such as diapering, feeding, and other services will be provided appropriate PPE.

- PPE is provided to staff members whose job duties put them at greater risk of contracting COVID-19. The type of PPE provided depends on the job duties and the risk of contracting the virus. This document explains the different types of face coverings and PPE provided by the district. Some PPE is harder to secure due to limited supplies. Included links in this document offer guidance on reusing some equipment.
- PPE may include the following (dependent on the task):
 - Nitrile Gloves – Health room staff who work closely with students should wear gloves.
 - KN95 Masks – Masks to be used when the COVID-19 transmission risk is in the medium or high-risk category.
 - Face Shields – Used by health room staff and can be used by other staff in addition to a facial covering. Face shields can be reused and should be sanitized by cleaning them with sanitizing wipes. Wearing face shields without a facial covering does not offer as much protection, but can be used alone in the following situations:
 - a. Has a disability that prevents them from comfortably wearing or removing the covering
 - b. The person has a respiratory condition or trouble breathing
 - c. The person is deaf or hard of hearing and use facial and mouth movements to communicate
 - d. A person has been advised by a medical, legal, or behavioral health professional that a face covering may pose a risk for them
 - e. Teachers or other staff may use face shields during speech therapy, demonstrating enunciation, or language instruction
 - Gowns/Coveralls – Used by health room staff and other staff who are in close contact with others who aren't wearing a mask and may come in to contact with bodily fluids. Gowns can be reused during the day if they aren't soiled or torn in any way. They should be carefully removed and put back on if they will be re-worn during the day.
- Employees shall be trained in the use of appropriate PPE.
- COVID manager is the resource for additional PPE needs.

6. **COVID-19 Safety Guidelines for District Staff**

To minimize the risk of transmitting COVID 19, all District staff will be required to adhere to the following:

- **Masks (snug fitting) must be worn at all times** when not in a designated individual work space. (If you do not have a mask, please let your supervisor know and they will provide one.) Plastic face shields or bandanas that are open at the bottom are not appropriate masks to prevent the spread of the virus. Please keep your mask covering your mouth and nose.

- **Avoid multi-person** face-to-face projects/interactions whenever possible. Move to virtual meetings or provide a virtual attendance option, whenever possible.
- **Maintain 6-foot social distance** whenever possible when interacting with anyone. This includes staff who work outside.
- **“Wash your hands” often** or use hand sanitizer. (Hand sanitizer is available to departments and buildings on request.)

7. **Physical Distancing & Signage:**

- Capacity for students and staff in any facility and/or classroom shall be limited by physical distancing requirements of at least 6 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.
- The District will determine the number of students that may be in a classroom or other facility while observing physical distancing. The District will follow all TPCHD and Department of Labor and Industries guidelines regarding maximum capacity maintenance levels and social distancing requirements. Maximum occupancy of students, while maintaining appropriate social distancing for students and staff, shall be posted on all classrooms. Staff with concerns should report concerns in a timely fashion to the building's COVID manager.
- Floor markings and directional arrows will be used to guide foot traffic to minimize contact between students. Signage and markings will be posted throughout all buildings. Transition times for classes will be scheduled to minimize the number of students in common areas at one time.
- For all grades, bathroom visits will be scheduled by the classroom teacher to ensure that a limited number of students enter the bathroom at one time. Water fountains will be turned on for bottle filling or bottle fillers will be available. Bottled water will be provided for all students on days with high temperatures, for those who do not bring one from home.
- Signage will be posted in multiple places at a site reminding about things such as proper hygiene, how to properly clean and disinfect, staying home when sick, how to safely cough and sneeze, etc.
- Students will be provided with a safe space to store essential items brought to school.
- Personal items (stuffed animals, etc.) will not be allowed in school. At the secondary level, lockers will not be issued or used until the local Health Department recommends the safe congregation of individuals. No classroom supplies will be shared. Portable hand sanitizer stations will be placed in the school buildings.
- All staff and students will be required to check their temperatures at home every day before coming to school. Staff and students will be required to complete daily attestations to certify that they are healthy enough to be in the building that day.
- Consistent with OSPI guidelines, students are expected to wear masks at school except those students who meet the exemptions in the Governor’s proclamation. Students refusal to wear a mask will be dealt with on a case-by-case basis and administrators will respond appropriately to such refusal. The parties agree that the removal of a student in relation to mask wearing will be a reaction to public health and safety requirements and will be compliant with all student discipline laws and regulations.

8. **Cleaning & Disinfecting Facilities**

- Certificated staff will be provided with necessary cleaning supplies for their workspace. Non-custodial staff are not required to clean or disinfect as a regular part of their daily work duties, but are encouraged to wipe down high touch areas, tables, or desktops as needed and consistent with regular job duties.
- Remove all papers from desk tops, tables, and countertops. This allows custodial staff the ability to clean desk tops, tables, and countertops.
- Custodial staff have been directed to increase cleaning throughout the day to high touch areas.
- It is also important to know the difference between cleaning, disinfecting, and sanitizing.

- **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them lowers the numbers and the risk of spreading infection.
 - **Disinfection kills germs**, on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs on a surface after cleaning, but it can further lower the risk of spreading infection.
 - **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by the public health standards or requirements. This process works by either by cleaning or disinfecting surfaces or objects to lower the risk if spreading infection.
 - Products currently used by CPSD for disinfecting and sanitizing:
 - Hepastat 256- requires a 10-minute dwell time on surfaces to effectively work.
 - Envirox Non-Acid Disinfectant - requires a 10-minute dwell time on surfaces to effectively work.
 - Envirox Absolute H2Orange2 112 Sanitizer Virucide
 - Aqueous Ozone
 - The District will maintain its HVAC system consistent with industry protocols in response to COVID-19.
9. **Enhanced Screening Room** - A room will be designated in the building (not the Health Room) that students and/or staff can be brought to and maintain 6-foot distance between individuals.
- Staff member assigned to support the Enhanced Screening Room should have the following PPE:
 - KN95 mask with face shield
 - Surgical gown
 - Gloves
 - Staff member assigned will have access to a phone and contact information for students and staff.
 - Staff member assigned to the room will not be the nurse, LPN or Health Clerk. They can assess the student or staff member's health, if necessary. Potential staffing for the room includes: family involvement coordinators; campus supervisors; playground paraeducators; attendance clerks; and classroom paraeducators.
10. **Clarification of Definitions for Instruction & Learning**
- Synchronous Instruction: Learning led by an instructor at a specified time in real time (live). Teachers will interact directly with students at specific times and days using *Teams*.
 - Asynchronous Instruction: Learning that occurs independent of teacher presence. Time for this independent learning is built into the designated daily school hours. However, content can be accessed any time and students may work outside of the school day on the materials, content, and assignments.
 - Certificated staff will remain available (logged in) during Asynchronous instructional times via *Teams* as well as phone or email communications during the workday. Certificated staff may schedule small group instruction or help sessions during Asynchronous time periods. A staff member who is engaged with face-to-face instruction will not be required to respond immediately to students who are engaging in asynchronous activities during the same time period. However, the employee will be required to maintain student attendance documentation consistent with District requirements.
 - In-Person (Hybrid) Learning: In general, the return to In-Person Learning model combines both in-person learning and distance learning. Students are expected to engage in learning each day following the guidelines. No schedule will include simultaneous in-person and remote learning instruction responsibilities for an individual teacher.
 - **For Elementary** - The phase-in plan carefully moves from small groups of students (up to 15) onsite to a full return to the classroom beginning with preschool students. Depending on how a school can meet safety guidelines, students may attend onsite and other virtually. Under this phased-in approach to In-Person Learning students may be re-assigned teachers, and teachers

