

MEMORANDUM OF UNDERTANDING
 BETWEEN SPOKANE PUBLIC SCHOOLS
 AND
 THE SPOKANE EDUCATION ASSOCIATION
 REPRESENTING
 NEWTECH CERTIFICATED AND CLASSIFIED STAFF

The Spokane Education Association and the Spokane School District agree to the terms of this Memorandum of Understanding (MOU) to address the unique circumstances related to COVID-19 and the New Tech Skills Center.

It is also acknowledged that the global pandemic of COVID-19 is an unprecedented developing situation, in the event the expectations from the state or federal government change the parties will reconvene. The terms made as a result of this Memorandum of Understanding (MOU) are one time only and non-precedent setting. The terms outlined in this MOU are not intended to alter the terms outlined in the Fall 2020 Workload COVID MOU as agreed to by the District and Association. All other portions of the Collective Bargaining Agreements not addressed here shall remain in full force and effect. In addition, the working conditions MOUs, including general working conditions, certificated, classified, extracurricular and evaluations shall apply.

GENERAL INFORMATION

School Schedule – Remote Learning with Small Cohort Labs Optional

| | A* | B | | A | B | | C | |
|--------------|--------------------|--------------------|--|---------------------------------|---------------------------------|--|-------------|---------------------|
| | Monday | Wednesday | | Tuesday | Thursday | | Friday | |
| 7:30-8:30 | Prep | Prep | | 7:30-8:30 Prep | 7:30-8:30 Prep | | 7:30-8:30 | Prep |
| 8:30-8:45 | Class Meeting | Class Meeting | | 8:30-10:30 Lab Cohort 3 | 8:30-10:30 Lab Cohort 7 | | 8:30-9:00 | Class Meeting (all) |
| 8:45-9:15 | Direct Instruction | Direct Instruction | | 10:30-11:30 Travel/Lunch | 10:30-11:30 Travel/Lunch | | 9:00-11:00 | Lab Cohort 9 |
| 9:15-10:00 | Travel/Online Work | Travel/Online Work | | 11:30-1:30 Lab Cohort 4 | 11:30-1:30 Lab Cohort 8 | | 11:00-12:00 | Lunch/Clean |
| 10:00-12:00 | Lab Cohort 1** | Lab Cohort 5 | | 1:30-1:45 Class Meeting | 1:30-1:45 Class Meeting | | 12:00-2:00 | Lab Cohort 10 |
| 12:00 - 1:00 | Lunch/Clean | Lunch/Clean | | 1:45-2:30 Direct Instruction | 1:45-2:30 Direct Instruction | | 2:00-3:00 | Access Time |
| 1:00 - 3:00 | Lab Cohort 2 | Lab Cohort 6 | | 2:30-3:00 Access Time | 2:30-3:00 Access Time | | | |

*Students will access one "A" day and one "B" day for instruction. All students would check in on "C" day.

**Students have the *option* to sign up for the lab cohort that will be their group for the remainder of distance learning

(If students are unable to come in the building for in-person labs, home-lab materials and work will be provided for them to use at home).

To best meet the needs of students from 11 school districts all with varying schedules, NEWTech will re-open with a flexible distance learning online model complimented by an optional weekly in-person 5 student lab cohort. Students who choose not to participate will be provided similar lab activities as part of the online coursework.

Entrance and Exit Doors

Students will be dropped off and picked up at one of 4 program designated entrances to allow for social distancing and entrance screening. Specific entrance and exit doors will be assigned by program as noted in the table below.

| Program | North Entrance | Main Entrance | South Entrance | West Entrance |
|-----------------------|----------------|---------------|----------------|---------------|
| Animation | | | | X |
| Auto Technician B | | | | X |
| Auto Technician H | | | | X |
| Collision Repair | | | | X |
| Construction | X | | | |
| Cosmetology | X | | | |
| Criminal Justice | X | | | |
| Culinary Arts | | X | | |
| Dental Assisting | | | X | |
| Energy & Power | | | | |
| Graphic Design | | X | | |
| Medical Assisting | | | X | |
| Nursing | | | X | |
| Pharmacy Technician | | | X | |
| Project Management | | X | | |
| Veterinary Technician | X | | | |
| Welding | X | | | |

| Requirements | | Lead Individual | Materials, Resources & Supports | PD Required (Y/N) |
|--|--|------------------------------------|---|-------------------|
| Health Screening at Entry Monitoring learners and staff for symptoms and history of exposure | NEWTech employees will report to the assigned designated entrance. NEWTech employees, learners, and third-party contractors must wear masks before entering any building. Masks must cover both the individual's nose and mouth. Masks will be required to remain in place throughout the duration of the day unless otherwise instructed. If needed, masks will be provided. | Asst Director Director Staff | Masks Hand sanitizer Gloves Signs posted with COVID-19 symptoms at each entrance | Y |

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| | <p>Hand sanitizer will be available at the entrances for use prior to entry.</p> <p>NEWTech employees, learners, and third-party contractors must have their temperatures taken prior to entering the building. Students and staff will utilize the Spokane Public Schools designated phone app for self-reporting. Any student or staff member not completing the input for the day will have a manual temperature taken prior to being allowed to participate in school activities.</p> <p>Signs will be posted at each entrance with signs & symptoms of COVID-19.</p> <p>Learners and employees must proceed directly to their program area. No loitering in the hallways will be permitted. All notes, papers, etc, will be given to the learners' teachers.</p> | | | |
| <p>Symptoms or history of exposure upon school arrival Isolating or quarantining learners, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <p>Parents should take their child's temperature prior to leaving for school. If the child has a temperature of 100.4 or higher, they should remain home. A self-reporting app will be available for staff and student use.</p> <p>Faculty, staff, and third-party contractors should take their temperatures before leaving for work. If the employee has a temperature of 100.4 or higher, they should remain home</p> <p>If a student or staff member present at the start of the day with a temperature of 100.4 or higher, they will be required to leave the building and must meet quarantining requirements prior to return. If the student was dropped off by a parent, the student will be escorted to the "sick" area and parent notified to pick them up asap.</p> | <p>Asst Director Director School Nurse</p> | <p>Non-contact thermometer Face masks Gloves</p> | <p>Y</p> |

REDUCING TRANSMISSION

| Requirements | | Lead Individual | Materials, Resources & Supports | PD Required (Y/N) |
|--|--|--------------------------------------|--|-------------------|
| <p>Communal Spaces Staggering the use of communal spaces and hallways</p> | <p>Communal space use will be governed by the building schedule.</p> <p>Schedules are designed to limit interactions of groups. This includes arrival/dismissal.</p> <p>See the above schedule</p> | Asst Director Director | None | N |
| <p>Grouping Students & Physical Distancing Classroom/ learning space occupancy that allows for 6 feet of separation among learners and staff throughout the day, to the maximum extent feasible</p> | <p>Class and lab student enrollment numbers have been capped to allow for 6 feet of separation in all areas. Each onsite Lab Cohort will contain 5 or less students.</p> <p>Each CTE program area consists of lab and classroom space. Learners will be assigned specific learning areas within each program area, maintaining social distancing of at least 6 feet.</p> <p>Students will not be assigned to work closely in small groups</p> <p>There will be no field trips for learners during this time.</p> | Teacher Asst Director Director | <p>Devices for all learners</p> <p>Internet access in available areas for all learners requesting assistance with connectivity</p> | Y |
| <p>Learning Materials Limiting the sharing of materials among learners</p> | <p>All materials will be provided to learners that they will use throughout the day.</p> <p>Items from home will be discouraged.</p> <p>Any materials that could possibly be shared will be disinfected by the learner prior to being used by another</p> | Teacher | Disinfecting wipes or spray bottle disinfectant such as Alpha HP | Y |
| <p>Staff Member Breaks</p> | Teachers will take breaks during the assigned class breaktime. | Asst Director Director Teacher | N/A | N |
| <p>Outside Activities Handling sporting activities for recess and physical education classes consistent with</p> | Students and staff will be required to wear a face covering on the way through the school to reach the outdoor site and upon return. Students will be able to remove their face covering for exercise time | Teacher | Masks | Y |

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| the CDC Considerations for Youth Sports | <p>while remaining a minimum of 6 feet apart. The teacher will keep a face covering in place.</p> <p>This process will be reviewed with the teacher and students prior to outdoor activities.</p> | | | |
| <p>Meals and Snacks</p> <p>*Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> | NEWTech does not serve lunches. All communal areas will be restricted, and social distancing will be implemented when they are in use. This includes the Conference Room, Commons, and Lobby areas | Asst Director Director | N/A | Y |
| <p>Hygiene Practices</p> <p>Hygiene practices for learners and staff including the manner and frequency of hand-washing and other best practices</p> | <p>Learners, staff, and third-party contractors will sanitize hands upon entry into buildings.</p> <p>Hand hygiene will be conducted hourly, or when leaving the classroom, or when sneezing, coughing or face touching occurs.</p> | Teachers Asst Director Director | <p>Hand Sanitizer stations throughout the building and inside of classrooms</p> <p>Sinks, soap, and water</p> | Y |
| <p>Face Coverings & PPE</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>All people entering the building will be required to have a face covering</p> | <p>Signage will be posted throughout the building, including classrooms, that will address the following.</p> <p>a.Masks/Face Coverings Required b.Social Distancing c.Handwashing & use of sanitizer</p> <p>Staff will be educated on the reopening plan prior to the return of learners.</p> | Asst Director Director Teachers Facility Manager - Procurement | Signage Masks Hand sanitizer | Y |
| <p>Transportation</p> <p>Adjusting transportation schedules and practices to create social distance between learners</p> | Transportation to NEWTech will be provided by the student or parent/guardian. Use of public transportation may also be used. If school bussing is used, NEWTech will work directly with the sending school district to follow their outlined protocols. | N/A | N/A | N |
| <p>Non-Essential Visitors & Volunteers</p> <p>Identifying and restricting non-essential visitors and volunteers</p> | Non-essential personnel will not be permitted in the building. This includes but is not limited to: a.parents/guardians b.volunteers c.student teachers d.outside agencies e.salespeople | Asst Director Director | Signage | N |

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| | This list does not include therapists, who provide required mental health services or occupational and physical therapy. | | | |
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DEVELOPMENT OF COVID SIGNS, SYMPTOMS & RETURNING TO SCHOOL

| Requirements | Action Steps under Phase 2 | Lead Individual | Materials, Resources & Supports | PD Required (Y/N) |
|--|--|--|---|-------------------|
| <p>Symptoms or illness reported from home or developed at school</p> <p>Isolating or quarantining learners, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <p>To prevent potential exposure and spread of infection, NEWTech will be utilizing a “sick” area.</p> <p>a. Parents or staff will be asked to call the office immediately to notify them that a learner or staff member appears to be sick. Potentially infectious persons will need to be immediately assessed, and isolated if necessary. The office will provide direction on how to proceed – the office will instruct the staff member to send the learner to the Sick Area or to report there themselves if they are experiencing symptoms. Reasons to call the office for a “sick” child include: suspected fever, shortness of breath</p> <p>If a student or staff member tests positive for COVID-19, the local Department of Health, in conjunction with SPS district administration, will determine next steps regarding quarantining processes and possible school closure.</p> | <p>Teacher Asst Director Director Office staff Nurse</p> | <p>Creation of a sick area</p> <p>Educational materials for parents</p> | Y |

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| <p>Returning isolated or quarantined staff, learners, or visitors to school</p> | <p>PROTOCOL FOR COVID-19 POSITIVE NEWTech EMPLOYEE OR LEARNER:</p> <p>The decision to discontinue isolation should be made in conjunction with an individual's personal physician and under the context of local circumstances (i.e. testing availability, community spread, underlying personal health issues, etc.).</p> <p>Clearance will need to be submitted to NEWTech & SPS administration before returning to work/school.</p> | <p>Asst Director Director District office staff Nurse</p> | <p>District process and protocols</p> | <p>Y</p> |
| <p>Communication of school closure Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> | <p>The SPS Mass Notification System and school website will be used to alert the community of any necessary changes to protocol. The supporting documentation and or training will be provided depending upon the situation.</p> | <p>District office staff Director Asst Director</p> | <p>N/A</p> | <p>N</p> |

CLEANING & DISINFECTING PROCEDURES

| Requirements | | Lead Individual | Materials, Resources & Supports | PD Required (Y/N) |
|---|--|--|---|-------------------|
| <p>General Cleaning & Sanitizing Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by learners (i.e., restrooms, drinking fountains,</p> | <p>A deep cleaning of all facilities has been conducted. Disinfection products have been procured that are recommended by the CDC and meet OSHA requirements for the elimination of the COVID-19 virus.</p> <p>Daily disinfection of high touch areas of the building will occur after school hours. The implementation of a hybrid schedule will allow for deep cleaning of all classrooms in use in the afternoons</p> | <p>Facilities Director Lead Custodian Director Asst Director</p> | <p>All cleaning materials will be procured through district facilities purchasing</p> | <p>Y</p> |

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| hallways, and transportation) | <p>when all learners are participating in virtual instruction.</p> <p>During instructional times, communal areas will receive daily disinfection of high touch areas.</p> <p>The “sick” area will be cleaned after use by custodial staff.</p> <p>Hand sanitizing stations and appropriate amounts of hand sanitizer have been procured to ensure that there is availability for all persons during instructional hours.</p> <p>Ventilation systems have been set to allow the maximum amount of fresh air flow as is appropriate for the weather conditions.</p> <p>While the sharing of instructional materials will be limited, sanitation wipes or disinfectant spray will be provided in all areas to disinfect any items that may be shared. This combined with the cleaning schedule that will be implemented will allow the safest possible environment for learners, faculty and staff. All maintenance and custodial staff will be trained in the disinfection protocols required to safely open instructional spaces.</p> <p>Further, all staff will be trained regarding NEWTech’s School Reopening Health and Safety Plan prior to the start of the school year. Parents and students will receive training on the re-opening plan during the first week of school prior to any in-person activities. Preparedness will be based upon observable data gathered by this team</p> | | | |
| <p>Hands-On Equipment Keyboards Program Equipment</p> | <p>Staff and students will be provided with sanitizing wipes or disinfecting spray for use on all equipment.</p> <p>Staff and students will be provided gloves for use on equipment.</p> <p>Students in nursing and medical assistant labs will be assigned a specific unit. All linens will be removed by the outgoing lab cohort and laundered. The incoming cohort will reapply linens as part of lab opening activities after the unit is cleaned.</p> | Teacher | Gloves Sanitizing wipes or disinfecting spray provided by district facilities | Y |

The District and Association agree to meet and review concerns associated with unforeseen impacts associated with COVID and changes to traditional student educational models.

FOR THE ASSOCIATION:



Jeremy Shay
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Michelle Jenner
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8/24/2020

Date

FOR THE DISTRICT:



Jodi Harmon
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Adam Swinyard, Ph.D.
Superintendent, Spokane Public Schools

8/24/2020

Date