

## **Memorandum of Understanding (MOU) between the Davis Joint Unified School District (District) and the California School Employees Association and its Davis Chapter No. 572 (CSEA)**

**This MOU was originally agreed to on February 24, 2021 and has been modified with the following changes on April 6, 2021.**

CSEA and the District are committed to ensuring the necessary school environments to support a rigorous education for all students. Furthermore, we recognize the importance of maintaining safe facilities and operations for the benefit of the students and communities served by the District and its employees. The Parties recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. The Parties further agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

### **Memorandum of Understanding Duration**

The Memorandum of Understanding will sunset June 30, 2021, unless subsequently otherwise agreed.

### **Descriptions of Activities**

The District is planning to reopen DJUSD schools with in-person Preschool, Elementary and Secondary **Modified In-Person Hybrid** Models, as described below when the following criteria, as outlined by DJUSD's Board of Education, are met;

In accordance with state and county guidelines, set conditions for returning to the classroom in a **Modified In-Person Hybrid** Model by:

1. Establishing operational conditions (meaning those under DJUSD control) that include the following:
  - a. Asymptomatic testing in place on or near each campus; and
  - b. Classrooms set up with Physical Distancing according to current State and County Public Health guidelines ~~for 6 foot or greater distancing for students, teachers, and staff~~ and equipped with MERV-13 filters and air purifiers; and
  - c. Safety protocols in place per Cal OSHA COVID-19 requirements; and
  - d. Processes for notification, quarantine, and contact tracing, and
2. Meeting the following external conditions (meaning those outside of DJUSD control) of:
  - a. Yolo County in the Red Tier for two weeks (or a lower tier), and
  - b. Teachers and staff who are being asked to return have had access to the required doses of a COVID-19 vaccine and are provided with up to two weeks following the completion of the vaccine regimen.
3. If the conditions listed above are not met by May 10, 2021, the District will remain in Distance Learning for the remainder of the 2020-2021 school year and this MOU is nullified.

Receiving the COVID-19 vaccination is highly encouraged, but voluntary on the part of the employee, and not a condition of employment.

The District and CSEA leadership will confer weekly to review vaccine distribution and discuss progress toward providing all staff access to the vaccine

### **Secondary Hybrid Model**

DJUSD secondary schools will use the following Hybrid reopening model:

<b>Grades 7-12 Schedule, Quarter 3</b>						
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>		<b>Thursday</b>	<b>Friday</b>
	Cohort A: In-person Cohort B: At-home	Cohort A: In-person Cohort B: At-home	Distance Learning (Synchronous Instruction)		Cohort B: In-person Cohort A: At-home	Cohort B: In-person Cohort A: At-home
<del>8:45-9:45</del>	Period 2	Period 2	<del>8:45-9:30</del>	Period 2	Period 2	Period 2
<del>9:45-9:55</del>	Break		<del>9:30-9:40</del>	Break	Break	
<del>9:55-10:55</del>	Period 4	Period 4	<del>9:40-10:25</del>	Period 4	Period 4	Period 4
<del>10:55-11:05</del>	Break		<del>10:25-10:45</del>	Advisory	Break	
<del>11:05-12:05</del>	Period 6	Period 6			Period 6	Period 6
<del>12:05-12:50</del>	Grab and Go Lunch		<del>10:45-10:55</del>	Break	Grab and Go Lunch	
<del>12:50-1:50</del>	Intervention Block		<del>10:55-11:40</del>	Period 6	Intervention Block	
<del>1:50-2:50</del>	Small Group Instruction; Student work time, Period 2	Small Group Instruction; Student work time, Period 4	<del>11:40-12:25</del>	Lunch	Small Group Instruction; Student work time, Period 6	Individual Work Time
<del>2:35-3:15</del>	Individual Work Time	Individual Work Time	<del>12:25-1:00</del>	SpEd/EL and Gen-Ed Collab	Individual Work Time	Individual Work Time
			<del>1:30-</del>	Teacher		

			<b>3:15</b>	collaboration -Staff Meeting		
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Grades 7-12 Schedule, Quarter 4						
Time	Monday	Tuesday	Wednesday		Thursday	Friday
	Cohort A: In-person Cohort B: At-home	Cohort A: In-person Cohort B: At-home	Distance Learning (Synchronous Instruction)		Cohort B: In-person Cohort A: At-home	Cohort B: In-person Cohort A: At-home
<b>8:45- 9:45</b>	Period 1	Period 1	<b>8:45- 9:30</b>	Period 1	Period 1	Period 1
<b>9:45- 9:55</b>	Break		<b>9:30- 9:40</b>	Break	Break	
<b>9:55- 10:55</b>	Period 3	Period 3	<b>9:40- 10:25</b>	Period 3	Period 3	Period 3
<b>10:55- 11:05</b>	Break		<b>10:25- 10:45</b>	Advisory	Break	
<b>11:05- 12:05</b>	Period 5	Period 5			Period 5	Period 5
<b>12:05- 12:50</b>	Lunch		<b>10:45- 10:55</b>	Break	Lunch	
<b>12:50- 1:50</b>	Period 7	Period 7	<b>10:55- 11:40</b>	Period 5	Period 7	Period 7
<b>1:50- 2:50</b>	Intervention Block		<b>11:40- 11:50</b>	Break	Intervention Block	
<b>2:50- 3:15</b>	Small Group Instruction; Student work time, Period 1	Small Group Instruction; Student work time, Period 3	<b>11:50- 12:35</b>	Period 7	Small Group Instruction; Student work time; Period 5	Small Group Instruction, Student work time, Period 7
			<b>12:35- 1:20</b>	Lunch		
			<b>1:20- 3:15</b>	Teacher Collaboration Staff meeting		

**Definitions:**

~~In-person instruction (provided by a Teacher)~~—Students participate in in-person instruction two (2) days a week, following the Quarter block schedule in Hybrid In-person Groups. Students are released home for lunch and participate in the afternoon periods virtually. Students who participated in a small cohort during DJUSD Phase 2 may remain on campus daily (Monday through Friday). Off days, afternoons, and Wednesday's will be facilitated by cohort leads.

~~At home Instruction~~—During at home instruction, students are following their schedule by "Simulcast" instruction from their classroom teacher. This instruction is live instruction that is accessible to students in-person and at home. Wednesdays are entirely Distance Learning for all students with instruction provided synchronously and asynchronously.

~~Distance Learning (Synchronous Instruction)~~—On Wednesdays, all classes will meet virtually and teachers will determine the balance of synchronous and asynchronous teaching and learning happening in that class period.

~~Grab and Go Lunch~~—Students who participated in a small cohort during DJUSD Phase 2 may be on campus on off days for lunch. All other students will take a Grab and Go lunch and leave campus during Quarter 3. During Quarter 4, students with a 7th period class will stay on campus for lunch.

~~Intervention Block~~—Time that will be used to support students who require extra support, which includes English Learner (EL) and Special Education support. This time may be in-person and/or virtual. Students who participated in a small cohort during DJUSD Phase 2 may remain on campus daily. Off days, afternoons, and Wednesdays will be facilitated by cohort leads.

~~Small Group Instruction and Student work time~~—No new content is presented during small group instructional time. All students report to small group instruction periods (Tuesday, Thursday, and Friday) and can be released by their teacher after check-in.

~~Teacher Collaboration, Preparation and Staff Meetings~~—Teachers will hold classes on Wednesdays from 8:45 a.m. to 12:00 p.m. The afternoon is designated for teacher collaboration, preparation time and staff meetings, while students engage in asynchronous work at home.

**Hybrid In-person Group Assignments**

Students will be assigned to an A or B In-person Hybrid Group, will be assigned by household, and an effort will be made to prioritize assignments for siblings attending secondary schools to avoid competing schedules. Staff will work to maintain balanced groups, including the considerations of student strengths, needs and services.

**Special Education and Interventions**

Special Education and EL services will be delivered during in-person instruction, through push-in and pull-out models, as well as during support classes, as scheduled. This support will also be provided during asynchronous time. Students receiving intervention support may stay on campus for intervention support during the afternoon blocks as well.

**Distance Learning Only Option**

Instruction for students who opt out of in-person instruction will be provided instruction by "Simulcast," following students' established schedule and support through the small group instruction block. This means students opting for Simulcast remain in their same classes, but will be Zooming into each class everyday. If a student desires to transition from Distance Only to an in-person Hybrid model, families will be offered flexibility following an articulated process to allow for a shift into in-person learning if space is available.

**Elementary Hybrid Model**

DJUSD elementary schools will use the following Hybrid reopening model:

<b>Grades TK-6 Hybrid Schedule</b>						
<b>Group A: In-person Monday and Tuesday afternoons, Group B: In-person Thursday and Friday afternoons, Group C: Distance Learners</b>						
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Time</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:30–12:00</b>	<b>Groups A,B,C:</b> Distance Learning	<b>Groups A,B,C:</b> Distance Learning	<b>8:30–9:00:</b> Morning meeting (Zoom)	<b>8:30–12:00</b>	<b>Groups A,B,C:</b> Distance Learning	<b>Groups A,B,C:</b> Distance Learning
	<b>Group C:</b> Virtual Instruction, Intervention, and Work Time	<b>Group C:</b> Virtual Instruction, Intervention, and Work Time	<b>9:00–3:00:</b> Groups A,B,C: Asynchronous		<b>Group C:</b> Virtual Instruction, Intervention, and Work Time	<b>Group C:</b> Virtual Instruction, Intervention, and Work Time
<b>12:00–1:00</b>	Lunch	Lunch	Teacher collaboration, staff meeting, and preparation time (240 minutes per week)	<b>12:00–1:00</b>	Lunch	Lunch
<b>1:00–3:00</b>	<b>Group A:</b> In-person Instruction, Intervention, and Work Time  <b>Group B:</b> Asynchronous <b>Group C:</b> Asynchronous	<b>Group A:</b> In-person Instruction, Intervention, and Work Time  <b>Group B:</b> Asynchronous <b>Group C:</b> Asynchronous		<b>1:00–3:00</b>	<b>Group B:</b> In-person Instruction, Intervention, and Work Time  <b>Group A:</b> Asynchronous <b>Group C:</b> Asynchronous	<b>Group B:</b> In-person Instruction, Intervention, and Work Time  <b>Group A:</b> Asynchronous <b>Group C:</b> Asynchronous

**Definitions:**

**Groups A,B,C: Distance Learning** – All students participate in Distance Learning four (4) mornings/week based on instructional guidelines established for Fall 2020 for Distance Learning (see table below):

**Group C: Virtual Instruction, Intervention, and Work Time** – Group C (Distance Learners) will receive dedicated instruction, intervention, or work time that meets the same learning objectives that Groups A and B experience during the afternoon block. Teachers have the flexibility to determine when and how this instruction is delivered. Options may include:

- Individual or small group instruction
- Dedicated instructional time during the morning Distance Learning Block
- Inviting Distance Learners to “Zoom in” to an afternoon in-person instruction session

~~Group A/B In-person Instruction, Intervention, and Work Time~~ – Students participate in in-person school-based activities two (2) days a week following a Monday/Tuesday or Thursday/Friday in-person grouping schedule. Activities during these afternoon blocks are based on teacher discretion and may include direct instruction, physical education, arts, outdoor and social activities.

~~Asynchronous~~ – During asynchronous time, students are assigned independent work by their classroom teacher. Asynchronous instruction may include extension activities, independent work, or assignments using digital curriculum.

~~Teacher Collaboration, Staff Meeting and Preparation Time~~ – Teachers will hold a synchronous whole class morning meeting on Wednesdays from 8:30 a.m. to 9:00 a.m. The remainder of Wednesday from 9:00 a.m. to 3:30 p.m. is designated for contractual teacher preparation time, collaboration and staff meetings, while students engage in asynchronous work at home.

**Model Features:**

**Meals/Room Disinfection** – Meals will be available for students at the end of each day and will include a breakfast and lunch for the next day. Meals will also be available for pick-up for Distance Learners and groups not on campus. Custodial staff will clean and disinfect each room at the end of each day.

**In-Person Group Assignments**

Students will be assigned to an A or B group. These cohorts will be assigned by prioritizing Elementary siblings to have the same daily attendance schedule. Staff will also work to maintain balanced cohort groups using the same criteria currently used to make classroom assignments, including student strengths, needs, and services.

**Special Subjects**

Special subjects (i.e., Library, Music, Intermediate Science) are scheduled during at-home hours and will be delivered primarily through virtual synchronous and asynchronous instruction and through in-person instruction, as practicable.

**Special Education and Academic Supports**

Special Education (SPED) and academic supports will be delivered throughout the day. Note: SPED intervention times need to be prioritized over other services to ensure the needs of students qualifying for Special Education services are met. Schedules will vary by site.

**English Learner Services and Interventions**

English Language Development is a core subject and will be delivered in small groups throughout the day, according to student language proficiency. Interventions will be prioritized based on student need.

**Preschool Hybrid Model**

DJUSD preschools will use the following Hybrid reopening model:

DJUSD Children’s Center: State Preschool (CSPP): Red and Blue Cubbies						
Time	Monday	Tuesday	Wednesday	Time	Thursday	Friday

8:15-11:15	Group A: In-person Red and Blue Cubby AM Students	Group A: In-person Red and Blue Cubby AM Students	8:30-9:15: Morning Meeting (Zoom)	8:15-9:30	Group A: Distance Learning Red and Blue Cubby AM Students	Group A: Distance Learning Red and Blue Cubby AM Students
11:15-12:15	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep	9:15-3:00: Groups A & B: Asynchronous Teacher Collaboration and Staff Meeting; Preparation Time (240 minutes per week)	9:30-10:30	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep
12:15-1:15	Teacher Lunch and Break	Teacher Lunch and Break		10:30-11:30	Teacher Lunch and Break	Teacher Lunch and Break
1:15-2:30	Group B: Distance Learning Red and Blue Cubby PM students	Group B: Distance Learning Red and Blue Cubby PM students		11:30-2:30	Group B: In-person Red and Blue Cubby PM students	Group B: In-person Red and Blue Cubby PM students
				2:30-3:30	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep

**Definitions:**

In-person Instruction - Students participate in-person instruction two (2) days a week and engage in Distance Learning three (3) days a week

Wednesday Zoom Instruction: Wednesday Zoom sessions will be with both Groups A & B from 8:30 a.m. to 9:15 a.m. The focus of this time will be on building community and social emotional skills.

Distance Learning - During Distance Learning time, students will engage in Zoom activities with their classroom teacher and asynchronous learning activities

Grab and Go Snack/Room Disinfection - Students receive a snack or meal at the end of their session to eat at home.

Teacher Collaboration, Staff Meeting and Preparation Time - Teachers will hold a synchronous whole class morning meeting on Wednesdays from 8:30 a.m. - 9:15 a.m. The remainder of Wednesday, from 9:15 a.m. - 3:30 p.m., is designated for teacher preparation time, collaboration and staff meetings, while students engage in asynchronous work at home.

Classroom Cleaning and Disinfection - In addition to cleaning by custodial staff, classroom teachers will sanitize the many hands-on manipulatives and toys that are prevalent in a Preschool classroom.

\*Colored Coded "Cubbies" are different class groups

<b>Fee Based Full Day Preschool Program: Orange and Yellow Cubbies*</b>						
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Time</b>	<b>Thursday</b>	<b>Friday</b>

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Time</b>	<b>Thursday</b>	<b>Friday</b>
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<b>7:30-11:00</b>	Welcome students In-person Circle/Small Group Free Play Outside Play	Welcome students In-person Circle/Small Group Free Play Outside Play	<b>8:30-9:15:</b> Morning Meeting (Zoom) <b>9:15-3:00:</b> Asynchronous Student Distance Learning Teacher Collaboration and Staff Meeting, Preparation Time (240 minutes per week)	<b>7:30-11:00</b>	Welcome students In-person Circle/Small Group Free Play Outside Play	Welcome students In-person Circle/Small Group Free Play Outside Play
<b>11:00 - 12:00</b>	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time		<b>11:00 - 11:30</b>	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time
<b>12:00 - 2:30</b>	Rest Time/Teacher Break	Rest Time/Teacher Break		<b>12:00 - 2:30</b>	Rest Time/Teacher Break	Rest Time/Teacher Break
<b>3:00</b>	Pre-packaged Snack and Break/Recess	Pre-packaged Snack and Break/Recess		<b>3:00</b>	Pre-packaged Snack and Break/Recess	Pre-packaged Snack and Break/Recess
<b>3:30</b>	Dismissal and Pick-up Time	Dismissal and Pick-up Time		<b>3:30</b>	Dismissal and Pick-up Time	Dismissal and Pick-up Time
<b>3:30-4:00</b>	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep		<b>3:30-4:00</b>	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep

**Definitions:**

In-person Instruction – Students participate in-person instruction four (4) days a week and engage in Distance Learning one (1) day per week.

Asynchronous – During asynchronous time, students are assigned independent work by their classroom teacher.

Sack Lunches and Snacks – Students will eat a lunch and snacks brought from home or sack lunch provided by Student Nutrition Services. Students will eat outside as weather permits.

Rest Time/Teacher Breaks: Students in the full-day program will rest in their classrooms. Blankets and sheets will need to be removed and taken home each day. Teachers and paraeducators will relieve each other during this time to allow for staff breaks.

Teacher Collaboration, Staff Meeting and Preparation Time – Teachers will hold a synchronous whole class morning meeting on Wednesdays from 8:30 a.m. to 9:15 a.m. Students will engage in Distance Learning the remainder of the day. Wednesdays from 9:15 a.m. to 3:30 p.m. is designated for contractual teacher preparation time, collaboration and staff meetings.

Classroom Cleaning and Disinfection – In addition to cleaning by custodial staff, classroom teachers will sanitize the many hands-on manipulatives and toys that are prevalent in a Preschool classroom.

\*Colored Coded “Cubbies” are different class groups

**Secondary Modified In-person Model**



Quarter 4 - 5 Day All Periods In-person with Simulcast					
Time	Monday In-person/ Distance Learning	Tuesday In-person/ Distance Learning	Wednesday In-person/ Distance Learning	Thursday In-person/ Distance Learning	Friday In-person/ Distance Learning
8:30 - 9:25	Period 1	Period 1	Period 1	Period 1	Period 1
9:25 - 9:35	Break		Break	Break	
9:35 - 10:30	Period 3	Period 3	Period 3	Period 3	Period 3
10:30 - 10:40	Break		Break	Break	
10:40 - 11:35	Period 5	Period 5	Period 5	Period 5	Period 5
11:35 - 11:45	Break		Break	Break	
11:45 - 12:40	Period 7	Period 7	Period 7	Period 7	Period 7
12:40 - 1:25	Lunch (at home)		Lunch (at home)	Lunch (at home)	
1:25 - 2:15	Intervention Block		Teacher Collaboration, Staff Meeting	Intervention Block	
2:15 - 3:00	Virtual Small Group Instruction Period 1	Virtual Small Group Instruction Period 3		Virtual Small Group Instruction, Period 5	Virtual Small Group Instruction, Period 7
3:00-3:30	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep

### Elementary (grades 1-6) Modified In-person Model

Grades 1-6 - 5 Day and 14.5 Hours of In-Person Learning / 11 Hours, 10 minutes of Distance Learning						
Time	Monday	Tuesday	Time	Wednesday	Thursday	Friday
8:30 - 11:30	Class Meeting - Flexible Timing (All - 30 min)	Class Meeting - Flexible Timing (All - 30 min)	8:30 - 11:00	Class Meeting - Flexible Timing (All - 30 min)	Class Meeting - Flexible Timing (All - 30 min)	Class Meeting - Flexible Timing (All - 30 min)
	In-person	In-person		In-person	In-person	In-person

	Learning	Learning		Learning	Learning	Learning
11:30 - 12:15	Lunch (at home)	Lunch (at home)	11:00- 11:45	Lunch (at home)	Lunch (at home)	Lunch (at home)
12:15 - 2:15	Distance Learning	Distance Learning	11:45- 12:55	Distance Learning	Distance Learning	Distance Learning
			12:55- 2:25	Teacher Collaboration/ Staff Meeting		
2:15 - 3:30	Teacher Preparation	Teacher Preparation	2:25- 3:30	Teacher Preparation	Teacher Preparation	Teacher Preparation

### Elementary (grades TK/K) Modified In-person Model

Grades TK/K - 5 Day and 12.5 Hours of In-Person Learning - AM/PM Model					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15- 10:45	Class Meeting-Flexible Timing (All AM Kinders)	Class Meeting-Flexible Timing (All AM Kinders)	Class Meeting-Flexible Timing (All AM/PM)	Class Meeting-Flexible Timing (All AM Kinders)	Class Meeting-Flexible Timing (All AM Kinders)
	In-person Learning AM Kinder	In-person Learning AM Kinder	In-person Learning AM and PM Kinder	In-person Learning AM Kinder	In-person Learning AM Kinder
	PM Kinder Distance Learning (90 min)	PM Kinder Distance Learning (90 min)		PM Kinder Distance Learning (90 min)	PM Kinder Distance Learning (90 min)
10:45 - 11:35	Cleaning and Teacher Prep	Cleaning and Teacher Prep	Distance Learning AM and PM Kinder	Cleaning and Teacher Prep	Cleaning and Teacher Prep
11:35 - 12:20	Lunch (at home)	Lunch (at home)	Lunch (at home)	Lunch (at home)	Lunch (at home)
12:20 - 2:50	Class Meeting-Flexible Timing (All PM Kinders)	Class Meeting-Flexible Timing (All PM Kinders)	Teacher collaboration, staff meeting	Class Meeting-Flexible Timing (All PM Kinders)	Class Meeting-Flexible Timing (All PM Kinders)

	In-person Learning PM Kinder	In-person Learning PM Kinder		In-person Learning PM Kinder	In-person Learning PM Kinder
	AM Kinder Distance Learning (90 min)	AM Kinder Distance Learning (90 min)		AM Kinder Distance Learning (90 min)	AM Kinder Distance Learning (90 min)
2:50-3:30	Teacher Prep	Teacher Prep		Teacher Prep	Teacher Prep

### Elementary (Preschool) Modified In-person Model

CSPP Preschool - 5 Day and 12.5 Hours of In-person Learning - AM/PM					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 11:00	In-person Learning Red/Blue cubbies - AM groups	In-person Learning Red/Blue cubbies - AM groups	In-person Learning Red/Blue cubbies - AM groups	In-person Learning Red/Blue cubbies - AM groups	In-person Learning Red/Blue cubbies - AM groups
11:00 - 11:45	Cleaning and Teacher Prep	Cleaning and Teacher Prep	Cleaning and Teacher Prep	Cleaning and Teacher Prep	Cleaning and Teacher Prep
11:45 - 12:30	Lunch (at home)	Lunch (at home)	Lunch (at home)	Lunch (at home)	Lunch (at home)
12:30 - 3:00	In-person Learning Red/Blue cubbies - PM groups	In-person Learning Red/Blue cubbies - PM groups	In-person Learning Red/Blue cubbies - PM groups	In-person Learning Red/Blue cubbies - PM groups	In-person Learning Red/Blue cubbies - PM groups
3:00 - 3:30	Prep	Prep	Prep	Prep	Prep

Fee-Based Full-Day Preschool Program: Orange and Yellow Cubbies - 5 day and 40 hours/week of In-person Learning

Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:30-11:00</b>	In-person Welcome Circle/Small Group Free & Outside Play	In-person Welcome Circle/Small Group Free & Outside Play	In-person Welcome Circle/Small Group Free & Outside Play	In-person Welcome Circle/Small Group Free & Outside Play	In-person Welcome Circle/Small Group Free & Outside Play
<b>11:00-12:00</b>	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time	Sack Lunch Outside, Bathroom Break and Prepare for Rest Time
<b>12:00-2:30</b>	Rest Time/Teacher Break	Rest Time/Teacher Break	Rest Time/Teacher Break	Rest Time/Teacher Break	Rest Time/Teacher Break
<b>3:00-3:30</b>	Pre-packaged Snack and Break/Recess	Pre-packaged Snack and Break/Recess	Pre-packaged Snack and Break/Recess	Pre-packaged Snack and Break/Recess	Pre-packaged Snack and Break/Recess
<b>3:30</b>	Dismissal and Pick-up Time	Dismissal and Pick-up Time	Dismissal and Pick-up Time	Dismissal and Pick-up Time	Dismissal and Pick-up Time
<b>3:30-4:00</b>	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep	Clean and Disinfect Classrooms/Prep

### **Administratively-Initiated Transfer Process**

1.0 For the **Modified In-Person Hybrid** Re-opening in Spring 2021, this article was developed based on the following interests:

1. Maintaining status quo as much as possible.
2. Place members in assignments that the member deems most desirable.
4. Create predictability for members who are administratively transferred.
5. Prevent unnecessary moves.

1.1 Each school will transition to a **Modified Hybrid** in-person model at a date specified by Administration based on conditions set by the Board.

1.2 Any staff member who elects not to return may request a full-time or part-time leave in compliance with Article 12 of the CSEA-DJUSD Agreement.

1.3 In the event that a vacancy exists and:

- 1.3.1 The District does not anticipate new hiring,

1.3.2 The transfer of a member of the bargaining unit is deemed necessary by the administrator responsible for filling the vacancy in question,

1.3.3 The transfer is deemed necessary to promote the District's efficient and effective operation,

1.3.4 Volunteers will be sought first from the school site where the vacancy exists.

1.3.5 In the event that no bargaining unit member volunteers to fill the vacancy the Director of Personnel Services may initiate transfer(s) from qualified personnel in the District.

1.3.5.1 Administratively-initiated transfers will be decided based upon the skills and qualifications of the employee as specifically related to student need(s) and seniority (most to least).

1.4 All personnel affected by an administratively initiated transfer will be notified within one work day in writing by the administrator responsible for processing the reassignment(s) or transfer(s).

1.5 A Principal and/or Director of Personnel Services may enter into a conversation with a staff member regarding any position that would be available. Nothing in this section shall preclude the Principal's/Director's right to conference with staff concerning open positions.

1.6 No bargaining unit member shall be administratively transferred if there is a qualified unit member who has volunteered to fill the vacancy.

1.7 Every effort will be made to return staff back to their original positions and sites for the 2021-22 school year given that assignments are made dependent upon student need, enrollment and many other factors.

### **Professional Development**

All paraeducators and library technicians will be required to complete an estimated 13-15 hours of professional development prior to the District's transition to the **Modified In-Person Hybrid** model.

In order to complete this requirement:

- All paraeducators and library technicians will be provided with six (6) hours of professional development paid at the member's hourly rate.
- In addition, within two weeks of school reopening in a **Modified In-Person Hybrid** model, the District will have four (4) primarily Asynchronous days, where students will receive minimal synchronous instruction to provide members with time within their contract day to complete the remaining professional development.
  - Should a member be unable to complete the required professional development as a result of their assigned duties, the member will consult with their supervisor and, where needed, additional paid professional development time will be provided.

All other bargaining unit members will be provided with two (2) hours of professional development paid at the member's hourly rate to complete required Health and Safety related training.

### **Health and Safety**

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"), California Department of Education ("CDE"), the California Department of Industrial Relations Division of Occupational Safety and Health ("Cal/OSHA"), and the Yolo County Department of Public Health, and any other guidance or orders issued by these entities during the term of this Agreement.

Personal Protective Equipment (PPE), including face coverings, face shield (with neck drape), gloves and hand sanitizer will be provided by the District for staff and students, if needed. An N-95 mask(s) will be provided to staff at their request.

The District will conduct a health screening and training of students and staff on the first day of a school's reopening. The purpose of this screening and subsequent first day training is to educate students, staff, family and household members on the health screening protocol, which will be self-administered each day. Family and household members will receive health and safety training virtually. Students or staff with family/household members reporting or exhibiting symptoms will be required to remain at home for at least three (3) days after they are symptom free, or consistent with the most current public health guidance.

Red pop-up tents will be put up at each site daily to house symptomatic students. The tents will be supervised by a campus supervisor, administrator and/or nurse. Any student who becomes ill and/or presents COVID-19 like symptoms during the day will be sent to the tent where they will be evaluated for illness by a nurse and/or an administrator and, if needed, sent home.

The District will provide training and disinfecting materials for any staff who needs to disinfect any materials or surfaces during the time when students are in the classroom.

Cleaning and disinfection of common areas (i.e., office, restrooms, workrooms, etc.) will be done daily by custodial staff. Classrooms will be cleaned and disinfected by custodial staff if occupied during the day.

Students and staff; will be seated with physical Distancing in accordance with current State and County Health Department guidelines, ~~will be seated six (6) feet from one another.~~

The District will make available COVID-19 testing to staff, through the UC Davis Healthly Davis Together partnership at least once per week. Should the partnership be unable to meet the DJUSD demand for testing the parties will meet and negotiate.

### **Working Conditions**

Staff will wear a face covering at a minimum, and some may decide to wear a face covering and a face shield (with or without neck drape). Service providers may take off their face covering for a brief period in order to provide necessary instruction. If the face covering is removed a face shield must be worn. Staff may elect to wear a gown and/or gloves if they choose. Students, ages Preschool through grade 12, will wear a face covering unless directed otherwise by staff in order to complete the service or activity, or in cases of a documented medical condition which prohibits the use of face coverings. Students with a documented medical condition that prevents them from wearing a face covering will be strongly encouraged to wear a face shield with neck drape.

If a student will not comply with health and safety regulations and directions, such as the wearing of face coverings or other behaviors, which may compromise the health and safety of other students or staff, the staff member shall immediately consult with their administrator, who will determine if the student will continue in-person. Students will comply with behavioral expectations outlined in [DJUSD Policy #37](#).

Employee's needing childcare for their own school aged children in grades TK-6 during the workday, so they may serve in a **Modified In-Person hybrid** model, will receive childcare through a District-approved provider at no cost.

Should a unit member be unable to complete their assigned District duties for any reason, the Director of Personnel Services or designee shall meet with the member to determine if accommodations can be made. A doctor's note may be required to provide certain accommodations. If there are more employees requesting a modified assignment than the District can accommodate, the District will grant accommodations based first on a Doctor's note for the employee; second, based on a Doctor's note regarding an individual(s) living in the member's household; and, third, based on seniority date.

If applicable, unit members, by classification, shall meet and confer with their supervisor to ensure an equitable distribution of workload.

Staff will receive notice of no fewer than five (5) working days before being asked to report to in-person duties.

Staff may be directed back to Distance Learning at any time. Decisions to move from in-person learning back to Distance Learning will be primarily guided by health and safety considerations and local and state health department orders.

The District will comply with Senate Bill 1159 and Executive Order N 62-20 regarding COVID-19 and Workers Compensation.

### **Reporting of and Response to Health and Safety**

The District and CSEA agree that during the pandemic, any concerns regarding health and safety should be handled as expeditiously as possible. In the interest of protecting community and workplace health, any employee shall report, in writing, any unsafe condition in the working environment to the immediate supervisor. The District shall appoint one lead administrator and one back up administrator to deal directly with all health and safety concerns or grievances. Acknowledgement of a health and safety concern or grievance and communication of next steps shall occur within one workday. Employees may be directed to complete alternate work or work under modified conditions, within their classification, as directed until the health and safety concern is resolved.

### **Communication**

In the event of a potential workplace exposure to COVID-19, the District will inform potentially exposed unit members and CSEA within 1 business day. The District will follow the guidance of the Yolo County Public Health Officer for cases and contact tracing in the school community. The District shall not be required to disclose any information which is considered private, such as personal, medical, or confidential student or staff information.

### **Telecommuting and Working Remotely**

Unit members working remotely with permission from their supervisor shall observe the following expectations of telecommuting and working remotely:

- 1) Provide instruction and engagement using the District-provided online curriculum and resources
- 2) Be available during work hours
- 3) Have District-issued computer and/or device
- 4) Have internet access that is personally provided or a District provided internet hotspot device and service.

Have a workspace that is reasonably safe and free of distraction

#### **In-person Cohorts**

Employees supervising a small cohort will receive an additional \$2.00 per hour for the duration of their service in the small cohort.

Employees supervising a small cohort will be provided at least one day to receive any necessary training, prepare the small cohort room, and any other work needed to prepare for the small cohort to open.

Employees supervising a small cohort will receive one half hour of non-student contact preparation time paid at their hourly rate for cohorts lasting fewer than 3.5 hours and one hour of non-student contact preparation time paid at their hourly rate for cohorts lasting more than 3.5 hours.

#### **No Loss of Pay During COVID-19-Related Closures or Curtailments**

In the event any District facility must be closed, or any District operations are curtailed due to the coronavirus epidemic, CSEA bargaining-unit employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. Thus, for example, the District will continue to pay bargaining-unit employees even if they are unable to work due to coronavirus-related reduction in the use of District facilities. Employees who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality.

#### **Leaves**

Unit members who are placed on quarantine by a physician, county medical agency or the District, due to illness, suspected illness or exposure to COVID-19, and cannot report to the workplace, will continue to work remotely, as practicable, in order to provide continuity of service to students and reduce substitute costs to the District. Quarantined unit members will not have their sick leave balance docked for the duration of their quarantine. Sick leave balances will not be affected, whether the employee can or cannot work, during their quarantine period.

Unit members are also entitled to the 2021 COVID-19 Supplemental Paid Sick Leave, which is in effect from January 1, 2021 through September 30, 2021, unless otherwise extended. This leave provides up to 80 hours for full-time employees (or a prorated amount for part-time employees) when unable to work or telework as a result of COVID-19 when either caring for oneself, a family member, or a vaccine-related event.

#### **Evaluations**




In light of the unprecedented working conditions of the 2020-21 school year, all permanent employee evaluations will be suspended until the following school year with the exception of any employee who will have an evaluation as a result of disciplinary action. Probationary employees shall not be evaluated for any work completed prior to September 30, 2020.

**Information and Further Negotiation**

The District will inform CSEA, in writing, prior to any changes in operations and will negotiate the effects on terms and conditions of employment, including occupational health and safety.

**Violations of this Agreement**

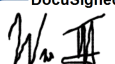
This agreement will be subject to the grievance process as outlined in Article VII.

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Sande Royval,  
CSEA #572 President

DocuSigned by:  
  
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Matt Best,  
Deputy Superintendent

4/8/2021  
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Date

4/6/2021  
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Date

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William Pope, CSEA Labor Representative

4/6/2021  
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