MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
AND
MONTEREY BAY TEACHERS ASSOCIATION
SPECIAL EDUCATION COHORT LEARNING
11.9.2020

Monterey Peninsula Unified School District ("District") and Monterey Bay Teachers Association ("Association" or "MPUSD") enter this Memorandum of Understanding ("MOU") regarding the negotiable impacts of opening special education cohorts. Except as modified in this MOU for in-person special education instruction for students on IEPs, the July 24, 2020 Memorandum of Understanding between the parties will apply. (See Exhibit 1, attached.)

The District and MBTA share a joint goal to fully implement Senate Bill 98 (Education Code section 43500 et seq.) by offering in-person small group cohort instruction for special education instruction for students on IEPs to the greatest extent possible as conditions become safe for students and staff as indicated by the California Department of Health and the Monterey County Health Department.

For the purposes of the MOU, the following definitions are attached in Exhibit 2.

The intent of this MOU shall be to provide in-person instruction in accordance with the small group cohort guidance from the CDPH. In the event the District determines that more cohorts are to return based on the timeline in this MOU, both Parties shall meet to determine if there are any modifications needed in the current MOU. In the event no modifications are needed, this MOU shall be carried forward to cover other small group cohorts.

Therefore, the Parties agree to the following:

I. The District shall adhere to the COVID guidelines issued by the California Department of Public Health and the Monterey County Health Department.

Health Guidelines
The District shall adhere to the COVID guidelines issued by the Centers for Disease Control (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 Monterey County Health Department (MCHD) and the Monterey County Office of Education (MCOE). The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.
Physical Distancing
A. The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces where feasible. In the event the six (6) feet minimum physical distancing is not feasible in a unit member’s classroom, the District shall provide additional PPE upon request.
   1. The District shall provide markings throughout school sites that maximize physical distance for students and staff.
   2. The District shall not require in-person full staff meetings, adjunct duty meetings, or professional development. The District may require in-person meetings of 10 or fewer people if the District can ensure a minimum of six (6) feet physical distance between employees for the duration of the meeting and for entering/leaving the meeting.

Health and Safety Issues
A. The District shall require the use of facial coverings (masks) in accordance with federal, state, and local guidelines currently in effect. If a bargaining unit member is in need of a facial covering (mask), the District will provide one for the unit member. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield and neck drape (tucked into the shirt). Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus.
B. The District shall comply with the following hand washing logistical requirements:
   1. Every room with a sink shall be stocked with soap, hand sanitizer, and hand drying equipment.
   2. Every classroom shall be provided appropriate alcohol-based hand sanitizer
   3. Non-classroom workspaces shall be provided appropriate alcohol-based hand sanitizer
   4. Appropriate alcohol-based hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point;
   5. All handwashing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.
C. The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
D. To the extent possible, the District shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand-controlled
ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. Air filters will be checked every three (3) months and replaced as needed.

E. The District shall ensure all employees perform the staff wellness screening process (Exhibit 3) of their health and any symptoms prior to arriving at work. The District shall ensure visitors are checked for symptoms daily prior to entering school buildings outlined in Exhibit 3. Visitors and those employees who visit a site other than their permanent work location are checked for symptoms daily prior to entering school buildings. Unit members shall not be required to meet with parents or visitors without at least twenty-four (24) hours notices. School sites will develop a plan to minimize access to schools for non-essential visitors. Staff and students with any symptom consistent with COVID-19, not attributed to other health conditions or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on-site pending travel home. In the event of exposure to COVID-19 that requires a unit member to self-quarantine, the unit member shall be placed on an appropriate leave of absence.

F. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health officials. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association within 24 hours of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

G. Students, employees, and visitors shall be required to wash their hands or use an appropriate alcohol-based hand sanitizer and wear a mask upon entering district buildings, and every time a classroom is entered.

H. Until onsite testing becomes available, testing schedules shall be provided to unit members that are available in the county. Once testing becomes readily available by the State, the District will offer free testing based on state guidelines.

II. Small Group Cohorts for Special Education

A. The District will begin Phase 1(including original phase 1& 2) of Small Group Cohorts for Special Education on or about November 30th, 2020 and will enter Phase 2 on or about January 6, 2021 Exhibit 4. Prior to Phase 2 being implemented, the Parties agree to meet in December 2020 to discuss any issues that may arise after implementation of Phase 1. In the event of an increase of COVID-19 on a school site and/or within the District, the protocol defined in Section VI, Subsection (d) of this MOU shall be utilized.

B. The District will comply with all CDPH directives and guidance regarding Small Group Cohorts, as it may change over time. Cohorts must be limited to no more than 14 children and youth and no more than two supervising adults, or a configuration of no more than 16 individuals in total (children and youth or adults) in the cohort. SDC classes will be divided in half with all assigned staff present. AA/BB (Monday/Tuesday or Thursday/Friday)-
Elementary Exhibit 5
1. Group AA: in person Monday/Tuesday from 8am-12pm
2. Group BB: Zooming Monday/Tuesday from 8am-12pm
3. Group BB: in person Thursday/Friday from 8am-12pm
4. Group AA: Zooming Thursday/Friday 8am-12pm

Secondary Schedule: Exhibit 5
1. Wednesday all Distance Learning for both groups with minimum daily check in (100 mins of synchronous time) but will be greater if required by an individual student IEP. After the synchronous time, teachers will participate in regularly scheduled PD at site or with the SPED department, plan and attend PLC.
2. Daily instructional minutes must match the last consented IEP
3. Unit members will continue to prepare for both synchronous and asynchronous instruction for their students.

C. Currently, cohorts can be divided, as needed, into subgroups of children and youth from the same cohort, as long as the 14-to-2 ratio is not exceeded.

D. Specialized and targeted support services are determined by the District and include but are not limited to occupational therapy services, speech and language services, and other medical services, behavioral services, educational support services as part of a targeted intervention strategy or assessments, such as those related to English learner status, individualized educational programs and other required assessments. All specialized and targeted support services should be virtual when at all possible.

III. Additional Safety Precautions
A. The District will implement health screening questions (wellness questionnaire) for employees and students. Those with COVID symptoms not attributed to other health conditions (such as allergies), will be excluded from the work site pursuant to current CDPH and local health guidelines. Any student who has a temperature of 100.4 (or greater) shall not be allowed on campus until it returns to the normal range. A student who is on campus when the fever is discovered and shall be moved to an isolation room.

B. Every unit member shall be provided with touchless thermometers and may be asked to conduct temperature checks to students in their cohort.

C. The District will have one or more isolation rooms on each campus for students who may become symptomatic during the school day.
   1. Health care professionals, such as registered nurses and CNAs/LVNS may monitor isolation rooms.
   2. Unit members who provide coverage for isolation rooms shall be provided with N-95 respirators and/or PPE that is equivalent and FDA approved.
   3. Unit members providing in-class instruction shall not monitor isolation rooms.

D. Unit members will be provided two unencumbered paid days to prepare for the return to the campus and on-site teaching. Unit members shall receive a total of four (4) hours of
pay at the hourly rate of pay for prepping for the asynchronous instruction provided for these two days.

E. N-95 Respirators: The District shall provide N-95 respirators for bargaining unit members working directly with individuals who get sick at a worksite with COVID-19 like symptoms, students who are not able to wear a mask, and bargaining unit members who have a large number of daily person-to-person contact that does not permit for social distancing.

F. Aprons/Smocks: The District shall provide disposable aprons/smocks for bargaining unit members working with individuals who are sick, need hygiene assistance, or who need feeding assistance.

G. Additional PPE will be provided to counselors and special education teachers when their duties require them to be in close contact with students and may allow for multiple changes of PPE per day.

H. Upon request, unit members shall be provided plexiglass barriers for the student desk and/or one plexiglass table shield. Shields will be installed within 48 hours of teacher request.

I. In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with county public health guidelines and provides equivalent protection to the PPE provided by the District.

J. Unit members shall not be required to bring their own PPE, except when entering and exiting campus. No unit member shall be disciplined or evaluated negatively for not bringing their own PPE but will be provided PPE from the site.

K. If the District fails to provide sufficient PPE for the day, the unit member will notify the site administrator who will ensure that PPE is provided.

L. Face coverings are required to be worn properly at all times by all individuals on a school campus, indoors or outdoors. This applies to all unit members, students on campus, all administrators, and any visitors on campus over the age of 2.

M. If a member of the public refuses to wear a face covering, they will be asked to leave the premises. There are some circumstances where an employee or member of the public may not be able to wear a face covering due to a health reason. No unit member shall be required to meet with any member of the public who refuses and/or is unable to wear a mask and/or face shield with drape.

N. If a student is refusing to wear a mask, unit members and site leadership will utilize the PBIS system that is in place in order to support the student. Additionally, unit members and site leadership will work closely with the parents of the student and create a plan of support as needed. If there is no success after PBIS interventions, unit members and site administration will look at other alternatives to support the student and their learning.

   1. Unit members shall not be required to be placed in unsafe conditions due to a student who is able but is unwilling and is refusing to wear a mask and/or face shield with a neck drape.
O. Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing a face covering. This should be verified in writing from a medical professional, member of the school IEP team, or the school counselor.
   1. Unit members who work with students who are not required to wear masks and shall receive multiple sets of PPE per day, if needed.
   2. Unit members shall be provided with additional PPE for students who may need it throughout the day.

IV. School Campus Safety
   A. When staff lounges are in use, physical distancing of six (6) feet will be maintained when practicable. Staff members who use shared appliances will clean them before and after each use. Staff members shall not gather in indoor common areas.
   B. Unit members shall not be required to supervise their assigned student cohort(s) in designated outdoor spaces for entry and exit of the school site.
   C. School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter work days for unit members. School site administrators shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following
      1. All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.
      2. All recess and break times or locations shall be staggered as necessary to minimize the number of different people with whom staff and students interact.
   D. Each cohort/class will be assigned a specific recess time and play area to help prevent the mixing of student cohorts.

V. Special Education Cohorts
   A. Each student’s school supplies shall be separated and stored in individually labeled storage containers, cubbies, or areas.
   B. The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses. Unit members will be provided with supplies to clean shared equipment.
   C. School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the primary cohort teacher shall primarily use virtual methods of interacting with the student cohort, as practicable.
      1. Substitute Coverage for In-Person Special Education Learning
         i. In the event a unit member is out due to an illness and is unable to provide in-person instruction, the unit member must notify their school site office by
3:00 p.m. if they will not be on campus the next day. If the unit member is unable to provide distance learning instruction, the district will make every effort to provide a sub.

ii. In no event shall two (2) or more stable student cohorts be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.

2. Unit Member Daily Start Time
   i. Unit members shall report to their assigned work site according to the bargaining unit member start time in the CBA or consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall adjust their contractual start and end time so that the overall workday remains the same as provided for in the CBA.

VI. Health Screening, Testing, Notification, and Contact Tracing
   A. The School Nurse shall:
      1. Oversee the health screening, testing, and notification of all individuals in the district,
      2. Oversee the health care for any individuals that manifest symptoms associated with COVID-19, when practicable,
      3. Assist in the design and implementation of quarantine protocols,
      4. Coordinate the training of all students, staff, parents, and visitors on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage, and
      5. Receive up to 10 minutes of preparation time at the receiving site should the nurse need to drive from one school to another.

VII. Industrial Accident Leave/Workers’ Compensation
   A. The District will not discourage an employee from filing a workers' compensation claim with regards to contracting COVID-19 at the workplace, and will, as with all other workers' compensation claims, expect its Workers' Compensation Insurance Company to engage in its normal process of handling claims.
   B. Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.
   C. If a staff member, administrator, student, or household member associated with a stable student cohort tests positive for COVID-19, the District will comply with local health department guidance. During this period of quarantine, students will receive distance learning. The bargaining unit member, if medically able to do so, shall continue to provide instruction to the cohort during distance learning. The unit member shall be notified of the transition to distance learning by 12:00 p.m. the day before distance
learning is to begin. If not, the unit member will receive 2.5 hours of hourly pay for preparation.

D. If there is a confirmed case of COVID-19 in a cohort, the District will comply with the most recent state and local public health guidelines for confirmed COVID-19 cases and provide updates on quarantine practices. (Under current guidelines: The classroom cohort will be sent home to quarantine for 14 days. If multiple cohorts have cases or more than 5% of the school population tests positive in a 14-day period, the entire school will be sent home to quarantine. If 25% of the schools are closed within a 14-day period, the entire district will close all schools and move to full distance learning. In addition, if a potential outbreak of COVID-19 is detected by a federal, state, or local public health officer, the District shall close the entire school site or entire District as necessary. In the event that there are changes to state and local public health guidelines, the Parties agree to revise this section accordingly.)

1. In the event of a school or District closure, unit members affected by the closure will be paid 2.5 hours at the current hourly rate for planning and preparing to transition back to distance learning.

2. All closed classroom spaces, worksites, rooms, school sites, or other district facilities shall be thoroughly cleaned and disinfected prior to being reopened for in-person learning.

E. The District shall communicate closures and re-opening to bargaining unit members as applicable. Such communication shall be by email, by telephone all call or via Parent Square.

VIII. Accommodation

A. The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.

B. The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

C. The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as “high risk,” “vulnerable,” or equivalent terminology as related to exposure to COVID-19.

D. The District may offer reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

1. Providing additional or enhanced PPE;
2. Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;
3. Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;
4. Moving the employee workstations; and
5. If available, transferring or reassigning the employee to a distance learning assignment or an assignment with minimal daily contacts with others.

6. When no reasonable accommodation can be reached, the District shall provide unpaid leave to bargaining unit members according to Article XIII, Section P, per the collective bargaining agreement.

E. Units members who are absent due COVID or COVID related symptoms shall first utilize EPSL, if available. The unit member then will use their sick leave. If all sick leave is exhausted, the district will provide an additional five days of COVID sick leave.

**IX.** Nothing in this MOU precludes the District from seeking a waiver pursuant to CDPH Guidance for implementation of instruction to designated groups of students. The District acknowledges its duty under such guidance to consult with MBTA (among other groups) prior to submitting a waiver application. In the event a waiver is granted, the Parties agree to negotiate the impacts to the bargaining unit and any other applicable sections subject to negotiations under the EERA.

Signed on this day: November 10, 2020

For the District:

Dr. Manny Nuñez
Assistant Superintendent, Human Resources

For the Association:

Sara Prather
MBTA Lead Negotiator
MEMORANDUM OF UNDERSTANDING
BETWEEN
MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
AND
MONTEREY BAY TEACHERS ASSOCIATION
REGARDING REOPENING OF SCHOOLS 2020-2021
JULY 24, 2020

The Monterey Peninsula Unified School District and Monterey Bay Teachers Association enter this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 (“COVID”).

Both parties agree that the coronavirus (“COVID-19”) pandemic, has brought unprecedented challenges to our schools, our economy, and our families. In these challenging times, all of our employees, including teachers, have gone to extraordinary lengths to ensure some continuity of education to meet the needs of the whole child and to support students who depend on schools as a source of stability in uncertain times. Parties recognize that in the event of changing circumstances as it relates to COVID-19 that effects and/or impacts the learning and working conditions shall be subject to negotiations.

The parties agree to the following:

A. Distance Learning

I. Adhere to Health Guidelines

1. The District shall adhere to the COVID guidelines issued by the Centers for Disease Control (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 Monterey County Health Department (MCHD) and the Monterey County Office of Education (MCOE). The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.

II. Physical Distancing:

1. The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces where feasible.

2. The District shall provide markings throughout school sites that maximize physical distance for students and staff.
3. The District shall not require in-person full staff meetings, adjunct duty meetings, or professional development. The District may require in-person meetings of 10 or fewer people if the District can ensure a minimum of six (6) feet physical distance between all employees for the duration of the meeting and for entering/leaving the meeting.

III. Health and Safety Issues

1. The District shall require the use of facial coverings (masks) in accordance with federal, state, and local guidelines currently in effect. If a bargaining unit member is in need of a facial covering (mask), the District will provide one for the unit member. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield and neck drape (tucked into the shirt). Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus.

2. The District shall comply with the following hand washing logistical requirements:
   a. Every room with a sink shall be stocked with soap, hand sanitizer, and hand drying equipment;
   b. Every classroom shall be provided hand sanitizer
   c. Non-classroom workspace shall be provided hand sanitizer
   d. Hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point;
   e. All handwashing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.

3. The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.

4. To the extent possible, the District shall ensure all HVAC systems operate on the mode which delivers the fresh air changes per hour, including disabling demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. Air filters will be checked every three months and replaced as needed.

5. The District shall ensure all employees perform the staff wellness screening process (Exhibit A) of their health and any symptoms prior to arriving at work. The District shall ensure visitors are checked for symptoms daily prior to entering school buildings outlined in (Exhibit A). Visitors and those employees who visit a site other than their permanent work location are checked for symptoms daily prior to entering school buildings. Unit members shall not be required to meet with parents or visitors without at least 24 hours notice. All other visitors shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19
should be sent home or sent to an isolation room on-site pending travel home. In the event of an exposure to COVID-19 that requires a unit member to self-quarantine, the unit member shall be placed on an appropriate leave of absence.

6. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health officials. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

7. Students, employees, and visitors shall be required to wash their hands or use hand sanitizer and wear a mask upon entering district buildings, and every time a classroom is entered.

8. Until onsite testing becomes available, testing schedules shall be provided to unit members that are available in the county. Once testing becomes readily available by the State, the District will offer free testing based on state guidelines.

IV. Distance Learning

MPUSD defines distance learning as the strategic integration of in-person learning with technology to enable real-time data use, personalized instruction, and mastery-based progression. It is a mechanism for giving educators, students, and parents the resources they need to deliver on the vision of a highly effective, engaging, and equitable educational experience for every child, every day. This will include consistent daily virtual instructional interaction between teachers and students. It will also include the use of online tools (teacher and student facing) used to improve, facilitate, and extend learning within and beyond the school walls. Development of assignments and lessons will be aligned to MPUSD’s Distance Learning Principles:

1. **Communication**: Frequent communication with students is key for online learning to be consistent and purposeful
2. **Content**: Students assigned work that is meaningful and reasonable for student access, completion, and mastery
3. **Flexibility**: Easily deployed, at any time, for any amount of time
4. **Interactions**: Works for guardians, while providing consistent support through feedback cycles, teacher/student connections, and other consistent “live interactions”.
5. **Feedback**: Frequent strength-based feedback is provided for students/ families to monitor learning progress
6. **Instruction:** These efforts are to enrich, accelerate, and extend learning and will not be utilized in a punitive way due to the extenuating circumstances of many of our students and families.

The District and MBTA shall adhere to student participation and absenteeism requirements. (Education Code Section 43504)

a. The Bargaining Unit member will document daily participation for each student on each school day, in whole or in part, for which distance learning is provided, as well as contributing to a weekly engagement record for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning.

b. Daily participation may include but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the District and students or parents or guardians. A student who does not participate in distance learning on a school day shall be documented as absent for that school day.

c. The District shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

d. A student who does not participate daily in distance learning shall be deemed absent by the District. The District shall use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.

e. The District shall develop written procedures for tiered re-engagement strategies for all students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited to:

   i. Verification of current contact information for each enrolled student;
   
   ii. Daily notification to parents or guardians of absences;
   
   iii. A plan for outreach from the school to determine student needs including connection with health and social services as necessary.

Unit members shall not be required to be at their worksites while performing distance learning instruction exclusively. Unit members working remotely shall:

a. provide assurance to their immediate supervisors that they have sufficient technology to adequately provide instruction to students, conference with parents, colleagues, administrators, and students.

b. maintain the confidentiality of all student information.

c. ensure that the environment from which they are working is professional, absent of distractions, and safe.

d. provide their instructional schedule to their immediate supervisor and access to all online instruction
e. In the event a teacher is absent they will work with their site leader on a plan to ensure learning continues for their students. This can include:
   i. Detailed sub plans, if a sub is needed
   ii. Asynchronous learning activities for the day equivalent to the minimum number of minutes for grade levels/class

If any of the above requirements are not satisfied, the bargaining unit member may be required to work on their school site as determined by the site administrator and Human Resources. Before a unit member is required to return to work on the school site, a reasonable and immediate effort will be made to rectify any unsatisfactory practices. The Association shall be notified in the event a site administrator and/or Human Resources needs to address concerns with a unit member.

V. Distance Learning Schedule

1. In preparation for the 2020-21 school year, the parties recognize the need to address the district’s learning environment and instructional model given the continuing pandemic. It is in the mutual interest of the parties to abide by the recommendations of public health officials to prevent illness and further spread the virus. The parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions. In accordance with guidance from 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 County Health Department issued, the parties recognize and agree that reopening under a distance learning approach is necessary at this time and will be revisited as new information comes out.

2. During the 2020-21 school year and to address safety and health concerns arising out of the current COVID-19 pandemic, student attendance shall follow alternate day scheduling. In a full distance learning model, the five-day workweek (Monday through Friday) for all bargaining unit members shall include four (4) days full Distance Learning instruction and one reduced synchronous instructional day with at least 100 minutes of “live interaction” with the remainder being asynchronous instruction. Reduced Synchronous instructional days shall be reserved for bargaining unit member preparation, professional development, and planning time. Reduced Synchronous instructional days shall not utilize more than 2 hours for staff meetings or professional development.

3. In the interest of implementing Distance Learning, the parties agree to the following:
   a. Unit members will provide at least 3.5 hours of daily synchronous instruction support and check-ins with students on caseload on all instructional days
beginning at 8:00am to 11:50am (M, T, TH, F), and at least 100 minutes per day on Reduced Synchronous instructional days (W). (See Exhibit B)
b. The remainder of the unit members’ duty day shall include office hours, preparation, professional development, PLC, as detailed in (Exhibit B).
i. Suggested activities during office hours include:
   ■ Monitoring student usage of online programs
   ■ Set up a time for students and families to check-in
   ■ Emailing students/parents
   ■ Planning and communicating assignments
   ■ Providing feedback to students on assignments

c. Unit members will provide the following instructional minutes to all students
   ■ TK through Kindergarten 180 minutes
   ■ 1st through 3rd Grade 230 minutes
   ■ 4th through 12th Grade 240 minutes
d. Provide accompanying synchronous/asynchronous instruction
e. Document pupils participation on each school day
f. Regularly communicate with parents and guardians regarding students academic progress
g. Staff participating in DL will also participate in structured activities during the allocated teacher planning day with other colleagues virtually when social distance guidelines can’t be accommodated.
h. Under the current distance learning model, bargaining unit members may access and work from their classroom/office worksite in coordination with site administration and no less than 24 hours in advance. In the event a Bargaining Unit member enters a district worksite, they will sign in and out, and complete the wellness questionnaire (Exhibit A). The bargaining unit member shall be responsible for following state, county, and local public health recommendations. Bargaining unit members shall maintain six feet of physical distancing between themselves and other individuals and be required to wear a face mask.
i. Unit members are to be available to administration and parents/guardians, to the extent possible, via during their regular contractual hours.
j. High-quality teaching and rigorous learning experiences for all learners will be facilitated through the identification of essential standards. The coursework provided to students shall have the intention of promoting continuity of learning while students are not in school. Over the course of the week, the learning activities will include the following:
   1. enrichment,
   2. intervention,
   3. review and/or
4. Teachers of full-time Distance Learning shall engage in utilizing instructional platforms for distance learning that are available to all teachers and students that include District Board adopted or approved core and supplemental materials.

5. Teachers will utilize the following online platforms for instruction:
   a. Google Classroom (Grades 3-12) & SeeSaw (Grades TK-2)
   b. Google Meets
   c. Echo
   d. Unique Learning Systems (SPED)

6. In order to best support our students and staff, our approach to re-open schools addresses three phases:
   a. **Realize | July 31 - August 7** - Teachers and staff will become familiar with health, safety, and learning protocols and understand the implications for planning for the consistent and equity-focused reopening of our MPUSD Classrooms in a Distance Learning Environment. Unit members shall be provided one and a half days of unencumbered time for preparation per the CBA. (July 31 & August 4)
   b. **Reimagine | August 10-14** - Teachers and staff will engage in structured planning and collaboration to ensure that all virtual lessons will provide students with access to rigorous tasks and grade-level work. Teachers will engage synchronously with students for a small portion of each day to begin community building and home/school connections.
   c. **Reunite | August 17-28** - All students will return to school virtually in a synchronous and asynchronous distance learning environment receiving specific instruction in new routines, expectations settings, virtual community circles, and deep social-emotional learning experiences. Teachers will administer universal screeners to collect and analyze data. Significant prioritization will be to re-socialize in a virtual classroom and teach appropriate behavior and participation expectations in the first few weeks of school.

**VI. Evaluations**
1. The District shall suspend evaluations for Permanent Employees for the 20-21 school year. Probationary employees will be evaluated under the current evaluation MOU. Additionally, bargaining unit members who were on a growth plan will be evaluated in 2020-2021. Permanent employees on cycle 2020-2021 will be evaluated in 2022-2023.

**VII. Special Education**
1. The parties agree to meet as needed to address implementing guidance from the California Department of Education as well as the Federal Department of Education in order to provide an equitable and appropriate education for our students with special
needs. Special education teachers will work collaboratively with core content teachers to accommodate, and/or adapt lessons to meet the needs of students' IEP in a digital learning environment, and ensure that lessons and activities are appropriate as documented in the student's IEP. Special education teachers will continue to implement supplemental curriculum (i.e Lindamood-Bell, Do The Math, Edgenuity, Unique) as outlined by the student’s IEP, including baseline testing and progress monitoring. Individual accommodations will be provided:

a. Special education teachers of students within a Special Day Class (SDC) setting will provide 3.5 hrs of daily synchronous instruction/ tutorial support and check-ins with all students on their assigned to their class to meet the unique learning needs of students with exceptional needs.
   i. Special education preschool teachers will complete daily live sessions for a minimum of 30 minutes per the whole group and then schedule targeted instruction to address IEP goals in a small group or individual setting.
   ii. Special education infant/toddler teachers will complete individual weekly sessions with families as outlined on the child’s IFSP. These sessions will be provided using videoconferencing or via phone.

b. Speech/Language Therapists, Deaf and Hard of Hearing Teachers, School Psychologists, and Adapted Physical Education Teachers will prepare distance learning activities that are aligned to the student’s goals/objectives within their consented IEP.

c. Special education teachers and all related service providers will still complete all mandated annual and triennial IEP meetings, 30 Day meetings, or parent requested IEP meetings to maintain compliance provided virtually and in-person following health protocols. Initial IEP assessments will also commence once school campuses are officially open (per recommendation from the California Department of Health guidelines).

d. IEP teams shall prioritize and complete the list of deferred assessments, from the 19/20 school year, while also keeping current 20/21 assessments in compliance. Once schools reopen, these assessments must be completed within the first 30 days of the new school year.

e. All IEP meetings and teams will convene using a virtual video format or over the phone. Teams will use either GoToMeeting, Google Meets, or Zoom.

B. Hybrid Model

The parties agree that the governing board shall have the ability to change to a hybrid model following the guidelines established by the California Department of Health and the Monterey County Health Department. The timing of the switch to hybrid instruction shall be at the discretion of the governing board.
Additional changes to this MOU may be required. Upon future changes and/or recommendations from the State of California, CDPH, or County Public Health & Safety, the provisions herein may be reviewed and renegotiated as appropriate. Either party may initiate a said review.

This MOU shall expire on June 30, 2021 unless extended in writing by the parties.

Signed on this day: 07.24.2020

For the District:  
Dr. Manny Nuñez  
Assistant Superintendent, Human Resources

For the Association:  
Sara Prather  
MBTA Lead Negotiator
EXHIBIT A
Staff and Visitor Safety and Wellness Screening Protocols

Health Screening for Staff

Based on the information provided by the County Health Department and recent guidance from the CDC, we have made some adjustments to the Staff wellness screening process. Here is updated guidance for staff wellness screening:

All staff should self-screen on a daily basis prior to arriving at work. The following are health and wellness considerations based on information from the CDC on Covid symptoms and the local health department. Staff who answer “Yes” to any one of these questions should stay at home and seek medical care.

1. In the past 24 hours have you had a fever over 100.4 (without the use of fever-reducing medications)?

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason, such as allergies, common cold, etc.?
   - Fever of 100.4 degree or higher
   - Cough
   - Shortness of breath/trouble breathing
   - Chills
   - Sore throat
   - Muscle/body aches
   - Loss of taste or smell
   - Headache
   - Vomiting
   - Diarrhea

If a staff member does not come in to work or is released from work due to any of the reasons associated with possible Covid symptoms, they should remain at home, contact their primary care physician, and connect with their HR representative who can inform them of their leave options.

• Staff must follow the CDC Guidelines for returning to work after exhibiting
symptoms possibly related to Covid, including 3 days with no fever, symptoms have improved and 10 days since symptoms have appeared or by providing a Doctor’s release back to work.

• School Leaders should communicate screening requirements to all staff and families and provide periodic reminders throughout the school year.

**Health Screening for Visitors**

• **Only** Visitors with scheduled appointments should be allowed to enter the school facility. It is important to limit the number of visitors on campus to reduce the possibility of exposure.
• Visitors must complete the visitor wellness screening form prior to entering the school facility.
  - Visitor Wellness Screening Form can be accessed by using the provided QR code on a personal cell phone or by completing the form on an ipad provided by school staff.
  - QR codes signage must be posted outside of the entrance area.
• Once a visitor completes the wellness screening form, the Principal and/or designee will receive notification of completion via email.
• If a visitor answers “Yes” to any of the wellness screening questions, they should not be allowed to enter the school facility.
• All visitors must wear a face covering at all times upon entering the school facility.
• Visitors must maintain physical distancing of 6 feet at all times.
• Visitors who have completed a wellness screening must be given a visitor badge or sticker identifying them as an approved visitor while on campus.
• Post signs, already provided to you, at all entrances including instructing visitors not to enter campus if they have any COVID-19 symptoms and to maintain physical distancing.
• Postal Deliveries can be provided without the use of a visitor screening form being completed. The delivery process should ensure safe and healthy practices, including physical distancing and wearing of face coverings.

***Staff who visit a school site that is not their assigned site and/or who have multiple assigned sites MUST sign-in on the visitor log before entering the school site.***
**EXHIBIT B**

### High School & MS Proposed Schedule A/B Rotation

<table>
<thead>
<tr>
<th>Period**</th>
<th>Times</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup</td>
<td>7:45-8:00</td>
<td></td>
</tr>
<tr>
<td>1/5</td>
<td>8:00 - 8:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Transition</td>
<td>8:50 - 9:00</td>
<td></td>
</tr>
<tr>
<td>2/6</td>
<td>9:00 - 9:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Transition</td>
<td>9:50 - 10:00</td>
<td></td>
</tr>
<tr>
<td>3/7</td>
<td>10:00 - 10:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Transition</td>
<td>10:50 - 11:00</td>
<td></td>
</tr>
<tr>
<td>4/8*</td>
<td>11:00 - 11:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:50 - 12:20</td>
<td></td>
</tr>
<tr>
<td>1-4/5-8</td>
<td>12:20 - 3:15</td>
<td>ASYNCHRONOUS/Office Hours</td>
</tr>
</tbody>
</table>

*Middle school Advisory (1st period teacher will check in with students during this time)*

**Prep will follow teaching daily assignment for HS and for MS added unencumbered prep equivalent to period after lunch (during/instead of Office Hours)**

### Elementary Proposed Schedule

<table>
<thead>
<tr>
<th>Block**</th>
<th>Times</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup</td>
<td>7:45-8:00</td>
<td></td>
</tr>
<tr>
<td>AM Block* 1</td>
<td>8:00 - 8:50</td>
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</tr>
<tr>
<td>Transition</td>
<td>8:50 - 9:00</td>
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</tr>
<tr>
<td>AM Block 2</td>
<td>9:00 - 9:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Transition</td>
<td>9:50 - 10:00</td>
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</tr>
<tr>
<td>AM Block 3</td>
<td>10:00 - 10:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Transition</td>
<td>10:50 - 11:00</td>
<td></td>
</tr>
<tr>
<td>AM Block 4</td>
<td>11:00 - 11:50</td>
<td>SYNCHRONOUS</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:50 - 12:20</td>
<td></td>
</tr>
<tr>
<td>All Subjects</td>
<td>12:20 - 2:25</td>
<td>SYNCHRONOUS/Office Hours</td>
</tr>
</tbody>
</table>

*Instructional Synchronous blocks can include small group instruction, full group instruction, or partner work in ELA, Math, Social Studies, ELD, PE, VAPA, and etc.*

### High School Wednesday A/B Rotation

<table>
<thead>
<tr>
<th>Period</th>
<th>Times</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup</td>
<td>7:45-8:00</td>
<td></td>
</tr>
<tr>
<td>1/5</td>
<td>8:00 - 8:25</td>
<td>LIVE INTERACTION</td>
</tr>
<tr>
<td>Transition</td>
<td>8:25 - 8:30</td>
<td></td>
</tr>
<tr>
<td>2/6</td>
<td>8:30 - 8:55</td>
<td>LIVE INTERACTION</td>
</tr>
<tr>
<td>Transition</td>
<td>8:55 - 9:00</td>
<td></td>
</tr>
<tr>
<td>3/7</td>
<td>9:00 - 9:25</td>
<td>LIVE INTERACTION</td>
</tr>
<tr>
<td>Transition</td>
<td>9:25 - 9:30</td>
<td></td>
</tr>
<tr>
<td>4/8</td>
<td>9:30 - 9:55</td>
<td>LIVE INTERACTION</td>
</tr>
<tr>
<td>1-4/5-8</td>
<td>9:55 - 3:15</td>
<td>ASYNCHRONOUS/PLC, Planning, PD, prep</td>
</tr>
</tbody>
</table>

### Elementary Proposed Wednesday Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Times</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup</td>
<td>7:45-8:00</td>
<td></td>
</tr>
<tr>
<td>Homeroom Teacher</td>
<td>8:00-9:55</td>
<td>LIVE INTERACTION &amp; Check in</td>
</tr>
<tr>
<td>All Subjects</td>
<td>9:55 - 3:15</td>
<td>ASYNCHRONOUS/PLC, Planning, PD, prep</td>
</tr>
</tbody>
</table>

### Middle School Wednesday

<table>
<thead>
<tr>
<th>Advisory (Period 1)</th>
<th>8:00-9:55</th>
<th>LIVE INTERACTION Advisory lesson, community circle check in, and support</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7</td>
<td>9:55 - 3:15</td>
<td>ASYNCHRONOUS/PLC, Planning, PD, prep</td>
</tr>
</tbody>
</table>

**Note:**
- Middle school Advisory (1st-period teacher will check in with students during this time)
- Prep will follow teaching daily assignment for HS and for MS added unencumbered prep equivalent to period after lunch (during/instead of Office Hours)
- **2:25-3:15 Unencumbered Elementary Teacher Prep Period**
- Instructional Synchronous blocks can include small group instruction, full group instruction, or partner work in ELA, Math, Social Studies, ELD, PE, VAPA, and etc.
Exhibit 2: Definitions

**Cohort** - As defined by the Guidance Related to Cohorts released on 9/4/2020: a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

**Synchronous** - Synchronous instruction/learning happens under the immediate supervision and control of a certificated employee where the teacher and the class of students interact in a specific virtual place, through a specific online medium, at a specific time. The purpose of a daily live interaction as outlined by the SBE is to provide instruction, monitor progress, and maintain school/social connectedness with students. “Daily live interactions” occur in the morning and should also be included as part of suggested activities for office hours based on student need.

**Asynchronous** - Instruction and learning that do not occur for all students in the same place or at the same time. It does not require the student and teacher to be working together in a live setting, but involves students working on their own on assignments they have been given by their teachers. Examples include watching a pre-recorded video, completing assignments and activities without direct teacher supervision and other self-paced independent work assignments. Staff are still working during this time and the “asynchronous” activities are for students.

**Distance Learning MPUSD defines Distance Learning as** - The strategic integration of in-person learning with technology to enable real-time data use, personalized instruction, and mastery-based progression.

- A mechanism for giving educators, students, and parents the resources they need to deliver on the vision of a highly effective, engaging, and equitable educational experience for every child, every day.
- A mechanism that includes consistent daily virtual instructional interaction between teachers and students.
- A mechanism that includes the use of online tools (teacher and student facing) used to improve, facilitate, and extend learning within and beyond the school walls and time.
- Core Principles of MPUSD Distance Learning include:
  - **Communication**: Frequent communication with students is key for online learning to be consistent and purposeful
  - **Content**: Students assigned work that is meaningful and reasonable for student access, completion, and mastery
  - **Flexibility**: Easily deployed, at any time, for any amount of time
- **Relationships:** Works for guardians, while providing consistent support through feedback cycles, teacher/student connections, and other consistent “live interactions”.
- **Feedback:** Frequent strength-based feedback is provided for students/families to monitor learning progress.
- **Instruction:** These efforts are to enrich, accelerate and extend learning and will not be utilized in a punitive way due to the extenuating circumstances of many of our students and families.

**Daily instructional minutes** - (Includes both synchronous and asynchronous instruction) -

TK-K - 180 minutes, 1st-2nd - 230 minutes, 3rd-12th 240 minutes. Instructional time for distance learning is calculated based on the time value of synchronous and/or asynchronous instruction and assignments made by and certified by a certificated employee of the LEA. For in person instructional minutes, time scheduled under the immediate physical supervision of a certificated employee can be combined with assignments made under the general supervision of a certificated employee of an LEA to meet minimum instructional day requirements.

**Fever** - CDC considers a person to have a fever when he or she has a measured temperature of 100.4°F (38°C) or greater, or feels warm to the touch, or gives a history of feeling feverish. A person will not be considered to have a fever unless confirmed by a thermometer.

**ELL** - English Language Learner “English learner” means a pupil who is “limited English proficient” as that term is defined in the federal No Child Left Behind Act of 2001 (20 U.S.C. Sec. 7801(25)). At a minimum, an LEA shall provide a program of Structured English Immersion for English learners, which includes Designated and Integrated ELD.

**Students at higher risk of further learning loss/not participating in distance learning** - Any student who falls in this category based on data criteria set forth by the district (specifically headwinds criteria) and any other information that is provided by teachers.

**Students at risk of abuse or neglect** - Any students who fall in this category will be because the district has confidential information about the student and is in need of additional support.

**N95** - When this is stated in the MOU, it can mean KN95 or FDA equivalent PPE.
Exhibit 3: Visitor Screening Form

### MPUSD Daily Wellness Check

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department**

Select from the dropdown menu.

- [ ] Check here for itinerant staff visiting sites you don’t normally visit

**In the past 24 hours have you had a fever (without the use of fever reducing medications, a fever is 100.4 degrees or higher)?**
- [ ] Yes
- [ ] No

**In the past 24 hours have you experienced shortness of breath (not due to exertion e.g., exercise)?**
- [ ] Yes
- [ ] No

**In the past 24 hours have you had a persistent cough (not associated with seasonal allergies)?**
- [ ] Yes
- [ ] No

**In the past 24 hours have you had a runny nose (not associated with seasonal allergies)?**
- [ ] Yes
- [ ] No

**Have you had close contact to someone with COVID-19 test results within 14 days (close contact is defined as being in physical contact within 6 feet for more than 15 minutes with an individual who has been tested positive for COVID-19)?**
- [ ] Yes
- [ ] No

**Signature**

- [ ]

**Date**

- [ ]

**Rev 12 - 8/13/20**

[Submit]
Exhibit 3: Visitor Screening Form

Monterey Peninsula Unified School District
Visitor Screening Form

Presione aquí para español

First Name ___________________________ Last Name ___________________________

Mobile Number ______________________ Visit Date ____________

Email ________________________________

☐ I am a contractor

I am visiting
☐ elementary school ☐ middle school ☐ high school
☐ district office ☐ DSC ☐ charter school

Are you showing any signs of the following symptoms?
☐ Temperature 100.4 degrees or higher; chills
☐ Shortness of breath, difficulty breathing (not due to physical exertion due to for example exercise)
☐ Persistent cough (not associated with seasonal allergies)
☐ Congestion or Runny Nose (not associated with seasonal allergies)
☐ Sneezing (not associated with seasonal allergies)
☐ Muscle or Body aches
☐ Fatigue
☐ New loss of taste or smell
☐ Nausea or Vomiting
☐ Diarrhea
☐ Sore Throat
☐ Not applicable

Have you had close contact to someone with COVID-19 test results within 14 days (close contact is defined as being in physical contact within 6 feet for more than 15 minutes with an individual who has been tested positive for COVID-19)?

☐ Yes ☐ No

Is the information you provided on this form true and correct to the best of your knowledge?

☐ Yes ☐ No

Signature ___________________________ Date ____________

Rev10 – 9/10/20

Submit

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Exhibit 4: Phases

Phase in SPED Cohort Approach

Phase 1- Starting Nov 30th
Phase 2: Starting January 6th

Phase 1

Targeted Classes:
- Highland STEPS (2)
- Ord Terrace STEPS (2)
- Olson LEAP (2 or 3)
- Seaside Middle School STEPS (2)
- Los Arboles Middle School LEAP (mod/severe)

Physical Space:
- Room set-up with 6 feet between desks
- Configure small group tables or spaces to allow for distancing during small group activities

PPE/Safety
- Face masks must be worn by students and staff at all times (unless medical reason as to why can not wear a mask). Face shields available as needed or necessary
- In Moderate/severe settings that require close proximity to students, face shields may need to be worn (consult with nurses on each class and what students are attending) and additional PPE.

Targeted Classes:
- Crumpton LEAP & Mild/Moderate (4)
- Marina Vista LEAP & Mild/Moderate (4)
- LAMS LEAP mild/moderate (1)
- Seaside High School STEPS (2)
- Marina HS LEAP (2)
- Adult Transition Program (3)

Physical Space:
- Room set-up with 6 feet between desks
- Configure small group tables or spaces to allow for distancing during small group activities

PPE/Safety
- Face masks must be worn by students and staff at all times (unless medical reason as to why can not wear a mask). Face shields available as needed or necessary
- In Moderate/severe settings that require close proximity to students, face shields may need to be worn (consult with nurses on each class and what students are attending)
Exhibit 4: Phases

Phase 2

Targeted Classes:
- MLKSOA mild/moderate (2)
- La Mesa mild/moderate (2)
- Del Rey Woods KEY (2)
- Colton KEY (1)
- Colton Mild/moderate (1)
- SMS Mild/Moderate (1)
- LAMS Mild/Moderate (2)
- Marina HS Mild/Moderate
- SHS Mild/Moderate
- Preschool LEAP/STEPS (4 rooms, 8 classes)

Physical Space:
- Room set-up with 6 feet between desks
- Configure small group tables or spaces to allow for distancing during small group activities

PPE/Safety
- Face masks must be worn by students and staff at all times (unless medical reason as to why can not wear a mask). Face shields available as needed or necessary
### Exhibit 5: Schedules

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
</tr>
<tr>
<td>8:15</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td>ELA. Unique</td>
<td>ELA. Unique</td>
<td>Math</td>
<td>ELA. Unique</td>
<td>ELA. Unique</td>
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<td>8:45</td>
<td>New2You</td>
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<td>9:15</td>
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<td>9:30</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:45</td>
<td>Recess/Break</td>
<td>Recess/Break</td>
<td>Virtual Fieldtrip</td>
<td>Recess/Break</td>
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<tr>
<td>10:00</td>
<td>Speech</td>
<td>OT</td>
<td>Closing</td>
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<tr>
<td>10:30</td>
<td>Math</td>
<td>Social Studies</td>
<td>Math</td>
<td>Social Studies</td>
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<tr>
<td>10:45</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>Science</td>
<td>Math</td>
<td>Science</td>
<td>Math</td>
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<tr>
<td>11:15</td>
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<td>11:30</td>
<td>APE</td>
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<tr>
<td>11:45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch - Go Home</td>
<td>Lunch - Go Home</td>
<td>Lunch - Go Home</td>
<td>Lunch - Go Home</td>
<td>Lunch - Go Home</td>
</tr>
<tr>
<td>12:45 - 2:25</td>
<td>asynchronous work</td>
<td>asynchronous work</td>
<td>asynchronous work</td>
<td>asynchronous work</td>
<td>asynchronous work</td>
</tr>
</tbody>
</table>
Exhibit 5: Schedules

<table>
<thead>
<tr>
<th>R/Z Middle</th>
<th>Monday (A - roomers, B - Zoomers)</th>
<th>Tuesday (A - roomers, B - Zoomers)</th>
<th>Wednesday</th>
<th>Thursday (B - roomers, A - Zoomers)</th>
<th>Friday (B - roomers, A - Zoomers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td><strong>Period 1</strong></td>
<td><strong>Period 5</strong></td>
<td>Both Groups</td>
<td><strong>Period 1</strong></td>
<td><strong>Period 5</strong></td>
</tr>
<tr>
<td>8:45</td>
<td>(A - roomers)</td>
<td>Distance Learning</td>
<td></td>
<td>(B - roomers)</td>
<td></td>
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<tr>
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<td>1:15 - 3:35</td>
<td>Asynchronous work assigned to students to ensure all minutes are being met as noted on the IEP.</td>
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<td>Monday (A - roomers, B - Zoomers)</td>
<td>Tuesday (A - roomers, B - Zoomers)</td>
<td>Wednesday (Both Groups Distance Learning)</td>
<td>Thursday (B - roomers, A - Zoomers)</td>
<td>Friday (B - roomers, A - Zoomers)</td>
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<td>Asynchronous work assigned to students to ensure all minutes are being met as noted on the IEP.</td>
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COVID-19 School Cleaning and Disinfecting

**Purpose:** Outline plan for cleaning to prevent the spread of COVID-19.  
**Objective:** Prevent the spread of COVID-19 through the frequent cleaning and disinfecting of school buildings.  
**Scope:** All schools, programs, offices, and district service facilities.

<table>
<thead>
<tr>
<th>Hourly:</th>
<th>Nightly:</th>
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<tbody>
<tr>
<td>• Clean and Disinfect Restrooms</td>
<td>• Classroom:</td>
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<tr>
<td>• Disinfect Water Fountains</td>
<td>o Disinfect Student Desks and Chairs</td>
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<tr>
<td>• Common Area High Touch Surfaces</td>
<td>o Disinfect Hard Surfaces</td>
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<td>• Handrails</td>
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<td>• Door Handles</td>
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<td>• Light Switches</td>
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<td>• Cabinet and Drawer Handles</td>
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<td>o Vacuum Carpets</td>
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<td>o Sweep/Dry Mop Tile</td>
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<td>o Trash Bins Emptied</td>
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<td></td>
<td>o Restock Hand Sanitizer and Disinfecting Wipes</td>
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<td></td>
<td>• Office, Kitchen, and Common areas</td>
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<td></td>
<td>o Disinfect Hard Surfaces</td>
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<td>• Handrails</td>
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<td><strong>Routine High Touch Cleaning (Multiple Times Daily):</strong></td>
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<td>• Handrails</td>
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<td><strong>In-between Use:</strong></td>
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<td>• Outdoor Play Structures</td>
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<td>• Playground Equipment</td>
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<td>• Shared Student Materials (shared equipment will be limited)</td>
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<tr>
<td>• Kitchen Surfaces</td>
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<td>• Desk/Chairs (Middle and High School)</td>
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<td><strong>As Needed:</strong></td>
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<tr>
<td>• Restock Hand Sanitizer, Disinfecting Wipes, and other cleaning supplies</td>
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<td>• Emergency Cleaning/Disinfecting</td>
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</table>