

This Side Letter is an agreement between RCSD and RTA on the necessary conditions required for RCSD schools to physically reopen for in-person instruction and remote learning during the remainder of the 2020-2021 school year.

Section I: Required Health & Safety Conditions for a Physical Reopening of RCSD Schools for In-Person Instruction

In-person instruction shall commence for students at RCSD school sites and RTA bargaining unit members may be required to provide in-person service under the following health & safety conditions:

- A. San Mateo County is in the Red/Orange Tier, as currently defined by the California Department of Public Health and according to California's Blueprint for a Safer Economy. The parties agree to immediately bargain the impact of any change to the CDPH criteria for risk level tier changes, or any change to the San Mateo County risk level tier after being in the Red/Orange Tier.
- B. All unit members reporting to District schools or worksites have had the opportunity (eligibility and access) to be fully vaccinated for achieved immunity at the prescribed schedule, including the time prescribed as being needed to achieve immunity after receiving the full vaccine dosage.
- C. The District shall ensure minimum physical distancing of three (3) feet between student workspaces, and size (6) feet between educator and student workspaces, and between employee workspaces.
- D. The necessary Health & Safety conditions articulated in this side letter are not exhaustive. Accordingly, both parties jointly acknowledge the District's obligation to collaborate monthly with all stakeholders, including but not limited to RTA bargaining unit members, in facilitating transparent compliance with the language in Section I.C. above. Bargaining unit members shall have the opportunity to conduct a safety walk through with a Return to School Checklist. (See Return to School Checklist at the end of this document.)

Section II: Vaccination of School Staff

- A. **Vaccine Access.** The District shall actively support and assist the San Mateo County Department of Public Health in coordinating the administration of COVID-19 vaccination for all school staff, to the best of the District's ability, including the measures listed below:
 - 1. The District shall communicate with all staff in writing about the availability of the COVID-19 vaccine, including where they may receive the vaccine and how to make an appointment, if necessary, to receive the vaccine.
 - 2. The District shall provide written educational materials to all staff about the vaccine, including accurate information from the Centers for Disease Control (CDC) on the vaccine's benefits, risks, and efficacy rates.
 - 3. The District shall continue requesting that the county department of health support a school site vaccination program for staff to be vaccinated against COVID-19 at District school sites and work sites.
 - 4. The District shall allow staff to be vaccinated during their work hours and shall provide up to three hours during work hours per dose, including observation reaction time with no loss of pay.

5. On March 19, 2021, Governor Newsom signed into law SB 95, which re-establishes California's COVID-19 paid sick leave law (that had expired on December 31, 2020). SB 95 requires that employers with more than 25 employees provide [COVID-19 supplemental paid sick leave](#) to eligible employees. The new law goes into effect on March 29, 2021 but applies retroactively. The District shall re-designate, as appropriate, employee sick leaves taken on or after January 1, 2021. Under SB 95, eligible employees may utilize up to 80 hours of paid sick leave if they are unable to work or telework because they are:

- Subject to quarantine or isolation related to COVID-19;
- Advised by a health care provider to self-quarantine due to COVID-19 concerns;
- Experiencing COVID-19 symptoms and seeking a medical diagnosis;
- Caring for a family member who is subject to quarantine or isolation;
- Caring for a child whose school or place of care is closed due to COVID-19;
- **Attending an appointment to receive a COVID-19 vaccine; or**
- **Experiencing symptoms related to a COVID-19 vaccine.**

The two bolded bullet-points above are new categories of eligible leave created by SB 95. SB 95 will remain effective through September 30, 2021.

B. **Proof of Vaccination.** In recognition of the diverse personal values (including privacy), the District shall rely on self report of vaccinations. This Agreement will not be implemented in a way that impedes on the District's ability to provide equal opportunity and access to unit members based on their religious beliefs, personal beliefs, and/or medical exemptions as it relates to vaccinations.

Section III: Testing, Contact Tracing, and Notifications

A. **Staff Surveillance Testing.** Information on staff surveillance testing can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Procedures for Communicating to Employees," on page 22. Information on staff testing for exposed employees can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Testing Procedures for Exposed Employees," on page 30. Information on staff surveillance testing and staff testing for exposed employees can be found in the 2021 COVID-19 School Guidance Checklist under section titled, "Testing of Staff," on pages 10.

B. **Student Testing.** Information on student testing can be found in the 2021 COVID-19 School Guidance Checklist under section titled, "Testing of Students," on page 10-11.

C. **Community Testing.** Information on community testing available to employees, students, and household members of students will continue to be shared through the Ravenswood City School District Newsletter distributed via email.

D. **COVID-19 Outbreaks.** Information on the District's obligations and response to COVID-19 outbreaks can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Procedures for Response to COVID-19 Outbreak," on pages 31-32. Information on school/district closures as a result of COVID-19 outbreaks can be found in the 2021 COVID-19 School Guidance Checklist under section titled, "Identification and Reporting of Cases," on pages 11-12.

E. **Contact Tracing.** Information on contact tracing can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Investigative Procedures in

Response to COVID-19 Cases in the Workplace,” on pages 28-29 and in the 2021 COVID-19 School Guidance Checklist under sections titled, “Identification and Tracing of Contacts,” on page 7-8.

- F. **Notifications.** Information on notifications of confirmed COVID-19 cases can be found in the COVID-19 Prevention Program portion of the District’s Injury and Illness Prevention Program under sections titled, “Procedures for Communicating to Employees,” on pages 22-23 and “Procedures for Recording and Reporting to Cal/OSHA and the San Mateo County Public Health Department,” on pages 33-34 and in the 2021 COVID-19 School Guidance Checklist under sections titled “Identification and Reporting of Cases,” on pages 11-12, “Communication Plans,” on page 12, and appendix C on pages 16-26.

Section IV: Return to In-Person Instruction

- A. **Classroom Setup and Teacher Work Days.** Teachers will be granted two (2) preparation days before the start of hybrid or in-person-only instruction at their site for classroom setup and preparation. Teachers shall conduct a brief morning check-in with students that meets the requirements of daily live instruction. Students shall be assigned asynchronous lessons to be completed during the two (2) preparation days. Teachers will have flexibility in how to allocate the time in 2 full days or 4 half days in conjunction with their site administration.
- B. **Teacher Volunteers.** As long as there are adequate teacher volunteers to support the needs of Ravenswood families, teachers will not be required to report back to their school site. Those teachers will remain in distance learning with their students. If there is a grade level that does not have enough volunteers, then first, grade level teams will get together to make a proposal to the site administrator(s). The site administrator(s) will determine the final plan to meet the needs of families for in-person and remote learning, with approval from the Superintendent.
- C. **Training.**
1. Training will be provided to Unit Members who request it via Target Solutions.
 - a. Physical distancing guidelines and their importance;
 - b. COVID-19 symptoms, how COVID-19 is spread, and how to prevent the spread of the disease;
 - c. How to properly use personal protective equipment;
 - d. The COVID-19 Prevention Program for the District; and
 - e. All other training required or recommended by CDPH, SMDPH, and Cal/OSHA.
 2. Training and information will be provided via Zoom and in writing for the following:
 - a. How to respond to students who struggle to wear a face covering or follow other health and safety protocols or are engaging in other behaviors that are unsafe for preventing the spread of COVID-19;
 - b. The name and contact information for the facility’s COVID-19 liaison (site principal);
 - c. Any changes in Ravenswood safety procedures or updates in county guidelines.
- D. **Instruction.**
1. Teachers will use one of the following instructional models:
 - a. **Hybrid (A Group/B Group):** Hybrid A Group/B Group teaching is defined as teaching students in person at one time and teaching students online at another time.

- b. **Hybrid (Hyflex):** Hybrid Hyflex teaching is defined as teaching students online and in person simultaneously.
 - c. **Distance Learning:** Distance learning is defined as teaching all students online. Should the District return to remote only instruction, the “Distance Learning MOU” shall be in effect.
2. Teachers shall not be required to simultaneously teach students in the classroom and students on Zoom.
3. Teachers with more than 16 students attending in person instruction at the same time shall, upon request, be provided:
 - a. 1 additional air purifier.
 - b. KN95 masks.
 - c. The opportunity to move to a bigger classroom space if one is available and with the approval of the site administrator.
4. For teachers utilizing a Hybrid (A Group/B Group) am/pm model, the 40 minute teacher lunch period shall be used for the purpose of cleaning the classroom between groups.
5. Reading Specialists/Literacy Coaches, Math Coach (TK-5), ELA/SS Coach (6-8), Math/Science Coach (6-8), Art Teachers, Music Teachers, Drama/Theatre Teachers, and PE Teachers may not be required to be on campus if their assigned schedule permits them to continue providing distance learning instruction. Teachers in these assignments may be required to return to campus when needed to provide in person instruction to students.

Section V: Health Screenings

- A. **Health Screenings for Staff.** Information on health screenings for staff can be found in the COVID-19 Prevention Program portion of the District’s Injury and Illness Prevention Program under section titled, “Procedures for Engineering and Administrative controls, and PPE,” on pages 25-26 and in the 2021 COVID-19 School Guidance Checklist under sections titled, “Health Screenings for Students and Staff,” on pages 4-5.
- B. **Health Screenings for Students.** Information on health screenings for students can be found in the 2021 COVID-19 School Guidance Checklist under sections titled, “Health Screenings for Students and Staff,” on pages 4-5.
- C. **Health Screenings for Visitors.** Visitors shall be subject to the same health screenings as applicable to staff.
- D. **Daily Attendance Log.** Sites shall maintain a daily log for the purpose of recording all individuals who enter the school site.

Section VI: Physical Distancing

- A. **Minimum Physical Distance.** The District shall ensure minimum physical distancing of three (3) feet between student workspaces, and six (6) feet between educator and student workspaces, and between employee workspaces.

- B. **Entrance, Egress, and Movement.** Information on entrance, exit, and movement around and through school site buildings can be found in the 2021 COVID-19 School Guidance Checklist under section titled, "Entrance, Egress, and Movement within the School," on page 3.
- C. **Virtual Meetings.** All required meetings, including staff meetings, grade level meetings, department meetings, and professional development meetings shall be conducted virtually.

Section VII: Additional Health & Safety Measures

- A. **Face Coverings for Staff.** Information on staff required face coverings can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Requirements for Use of Face Coverings," on pages 24-25. Teachers will be provided with an adequate amount of face coverings for staff in their classrooms.
- B. **PPE for Staff.** Information on PPE available for staff can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Procedures for Engineering and Administrative controls, and PPE," on the bottom of page 27 to the top of page 28 and in the 2021 COVID-19 School Guidance Checklist under section titled, "Face Coverings and Other Essential Protective Gear," on pages 3-4. Each teacher can request a physical barrier for their work station and for student workspaces from their site administration.
- C. **Face Coverings for Students.** Information on student face coverings can be found in the 2021 COVID-19 School Guidance Checklist under section titled, "Face Coverings and Other Essential Protective Gear," on pages 3-4. Teachers will be provided with an adequate amount of face coverings for students in their classrooms. It is understood that masks will be provided to students if they request a fresh mask.
- D. **Hand Washing.** Information on the availability of handwashing stations and hand sanitizer can be found in the 2021 COVID-19 School Guidance Checklist under section titled, "Healthy Hygiene Practices," on pages 5-6. Classrooms that do not have handwashing stations will either have a handwashing station inside the classroom or directly outside of the classroom.
- E. **Cleaning and Disinfecting.** Information on cleaning and disinfecting can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Procedures for Engineering and Administrative controls, and PPE," on pages 26-27 and in the 2021 COVID-19 School Guidance Checklist under section titled, "Cleaning and Disinfection," on pages 6-7.
- F. **Ventilation.** Information on ventilation can be found in the COVID-19 Prevention Program portion of the District's Injury and Illness Prevention Program under section titled, "Procedures for Engineering and Administrative controls, and PPE," on page 26 and in the 2021 COVID-19 School Guidance Checklist under section titled, "Ventilation," on page 7. The District will send a weekly email to all certificated staff reminding them of the ventilation guidance from CDC and CDPH. Specifically, that the CDC recommends **keeping windows and doors open when practical and that staff are encouraged to leave doors and/or windows open when the outside climate allows.**

Section VIII: Additional Unit Member Issues

- A. **Reasonable Accommodations.** Information on reasonable accommodations for staff can be found in the COVID-19 Prevention Program portion of the District’s Injury and Illness Prevention Program under section titled, “Procedures for Communicating to Employees,” on page 22.
- B. **Exclusion Due to COVID-19.** Information on staff exclusion due to COVID-19 can be found in the COVID-19 Prevention Program portion of the District’s Injury and Illness Prevention Program under section titled, “Exclusion Policy for Exposed Employees, and Return to Work Procedures,” on pages 32-33. (See Section II.A.5 for information on [COVID-19 supplemental paid sick leave](#)).

Section IX: Term of Agreement

- A. **Effective Dates.** This non-precedent setting side letter shall be effective upon signing and shall be implemented according to the terms above. This MOU shall expire on June 16, 2021, but may be extended by mutual agreement of the parties.
- B. **Waivers.** Members shall not be required to sign any waivers unless agreed to by the RTA Bargaining Team.
- C. **Full Force and Effect.** All components of the current RCSD/RTA Collective Bargaining Agreement shall remain in full effect except for those provisions modified by the terms of this Agreement and other bargaining agreements reached since the beginning of the school closures. The parties acknowledge that certain terms of the Agreement may need to be implemented using electronic or remote platforms for the duration of the school closure when possible.

Return to School Checklist

- Green: meets standard as required/promised (present and functional/actionable for start)
- Yellow: approaching standard (present but *not* functional/actionable for start)
- Red: no evidence/absent (not present)

Outside of Your Classroom

			Wellness Screening stations for students and staff
			Testing Protocol (schedule, locations, etc. for staff <i>and</i> students)
			Traffic Flow Marking (hallways, exits, entrances, etc.)
			Regulatory Signage for Safety Protocols
			Isolation site
			Staff Monitors for halls (maintain 3 ft between students) during transition periods
			Staff Monitors for every bathroom (maintain 3 ft between students) during transition periods
			Outside hand washing stations (with soap and water) and hand sanitizer station in high-traffic locations

Inside Your Classroom

			Face Masks
			Hand sanitizers
			Soap (if you have a sink)
			Water (if you have a sink)
			Tissues
			Gloves
			Cleaning supplies for desk tops and high touch areas
			Plexiglas Shields for teacher station
			Six Feet of distance between desks and teacher station
			Signs on desks that can not be used (if applicable)
			Air purifiers will be placed in every room w/HEPA filter
			Filters will be monitored and replaced as needed

Tech Enhancements

			Headphones for each student
			Noise Cancelling mic/headphones (upon teacher request)
			At least 27 inch external monitor
			USB Document Camera
			Owl or similar technology to those who request it

Training

			How to respond to students who struggle to wear a face covering or follow other health and safety protocols or are engaging in other behaviors that are unsafe for preventing the spread of COVID-19
			The name and contact information for the facility's COVID-19 liaison (site principal)
			Any changes in Ravenswood safety procedures or updates in county guidelines

[COVID Safety Plan](#)

- [Injury Illness Prevention Program - COVID-19 Prevention Program](#)
- [2021 COVID-19 School Guidance Checklist](#)