

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
RIVERSIDE CHAPTER #506
AND THE
RIVERSIDE UNIFIED SCHOOL DISTRICT
October 16, 2020

This memorandum of understanding ("MOU") is agreed between the Riverside Unified School District (the "District" or "RUSD") and the California School Employees Association and its Chapter 506 ("CSEA"), collectively, ("the parties") concerning the District's response to the Novel Coronavirus (COVID-19) and re-opening of schools for Phases 2-5.

As a result of negotiations, the District and CSEA met and agree to the following:

- Staff will be provided the appropriate Personal Protective Equipment ("PPE") (e.g., face shields/masks, gloves, gowns, rolling plexiglass and desk guards) for job specific duties.
- Instructional Assistants and Intensive Behavior Intervention Assistants will be provided N95 masks, to the extent possible, for those in classrooms where students documented behavior/needs put them at risk. Students stay in cohorts where possible but in compliance with IEP's and inclusion processes. All students will have plexiglass desk partitions (sneeze guards).
- Based on site needs, and Administrator's discretion in collaboration with Personnel and CSEA, site-based classified staff's start and end time can be changed up to thirty (30) minutes in either direction. due to site schedule changes related to COVID-19 in-person instruction.
- Both parties recognize that duties, as agreed on in the Phase 1 MOUs, may continue, be modified or eliminated. These duties will be on par with current duties. This does not forfeit out of class pay based on the Classified Bargaining Agreement when applicable.
- Based on site needs, and Administrator's approval, site-based Instructional Assistants and Intensive Behavior Intervention Assistants have the option to use Wednesday as a day for teleworking.
- Based on site needs, and Administrator's approval, site-based clerical staff have the option to use Wednesday as a day for teleworking every other week.

- Classroom-based Instructional Assistants and Intensive Behavior Interventions Assistants, who have their own children attending school at the same site at which they work, can have their child with them prior to the start of the day on the days that students attend in-person based on the following:
 - Cohort aligns
 - Children cannot be disruptive to instruction
 - If there is more than one child in a classroom, the Administrator will coordinate and approve.
- Certain groups of employees in the Maintenance, Operations & Transportation (MOT) Department (specifically, Team Cleaning Custodians, Floor Crews, Grounds Crews including Green and Hardscape and PM Crews) who are using their personal vehicles to drive to sites, will have the option to:
 - Choose to utilize their own vehicle (for individual use only) and shall receive a monthly stipend in lieu of submitting mileage reimbursement for driving between District sites. Monthly stipend amounts are based on the documented number of miles driven, as follows:

⇒ 1 to 100 miles	= \$75.00
⇒ 101 to 140 miles	= \$100.00
⇒ 141 to 185 miles	= \$125.00
⇒ 186+ miles	= \$150.00

If the monthly stipend is chosen, MOT will **not** move members between teams. Teams are to stay in the current configuration for the remainder of Phase 2 through 4.

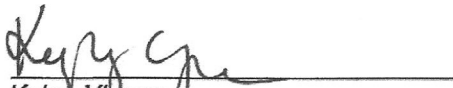
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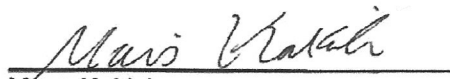
- Choose to utilize the District vehicles for site-to-site transportation, agrees to wear masks at all times when more than one person is in the vehicle, and shall sign a waiver for a time period of six (6) months or the end of phase 4, whichever is sooner.
- District will follow the attached Positive Finding of COVID-19 Protocol whenever an employee has a positive finding of COVID-19.
- The District will follow the attached ventilation protocol.
- This MOU shall expire at the end of phase 4.

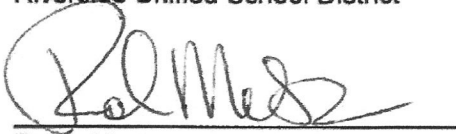
- This MOU shall not be precedent setting nor form any basis for a past practice.


This Memorandum of Understanding (MOU) is subject to review under CSEA's policy 610 and the approval of RUSD's Board of Education.

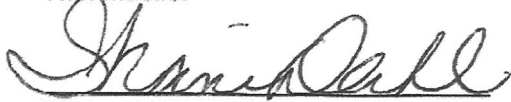
FOR THE DISTRICT

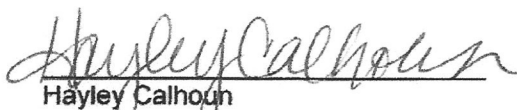

 Kylee Ybarra
 Assistant Superintendent, Personnel
 Riverside Unified School District


 Mays Kakish
 Chief Business Officer
 Riverside Unified School District



 Robin Mesa
 Director V, Classified Personnel
 Riverside Unified School District

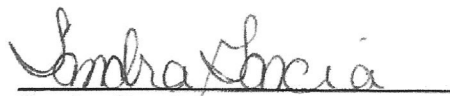

 Ken Mueller

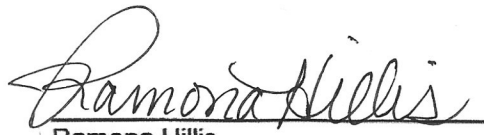

 Shani Dahl

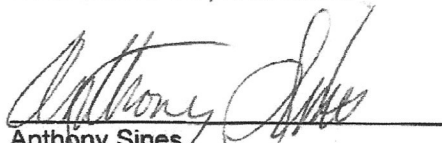

 Hayley Calhoun

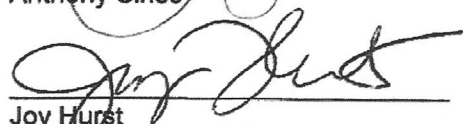
FOR THE CSEA



 Anahi Chang
 President, CSEA #506

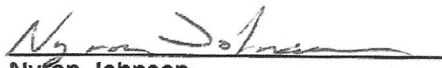

 Sandra Garcia
 CSEA, Chief Job Steward


 Ramona Hillis
 CSEA, Labor Representative


 Anthony Sines


 Joy Hurst


 Michael Baum


 Nyron Johnson

Driver Acknowledgement Form

Name: _____

Employee #: _____

Position: _____

I understand by driving/riding in the district's vehicles for work I will abide by the following COVID regulations:

- While waiting for transportation, you will wear a face covering/mask and stand at least 6 feet apart from other employees at all times.
- Before entering and exiting the vehicle, you must sanitize your hands with the employer provided hand sanitizer.
- During the operation of the vehicle, you will maintain 3 feet in all directions from other passengers and wear a face covering/mask at all times.
- While driving/riding in the vehicle windows must be kept open and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows **do not** have to be kept open if one or more of the following conditions exist:
 - The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
 - The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
 - Protection is needed from weather conditions, such as rain or snow.
 - The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.
- At the end of the day, you are to clean and disinfect all high-contact surfaces door handles, seatbelt buckles, armrests, etc. that you used during transportation. Drivers also need to clean and disinfect all high-contact surfaces, such as the steering wheel, armrests, seatbelt buckles, door handles, shifter, etc. The employer will provide sanitizing materials and ensure they are kept in adequate supply.
- This agreement will remain in effect for 6 months or the end of Phase 4, whichever is sooner. Additionally, I understand that I would not be entitled to the stipend for this time period.

My signature indicates that I am fully aware of and will abide by the COVID regulations. Additionally, understanding that failure to comply with the above regulations could lead to disciplinary action.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Riverside Unified School District
Positive Finding of COVID-19 Protocol
CSEA

CSEA Positive Finding of COVID-19 Protocol

This document is to provide guidance to district office administration to notify employees of individuals who have a positive finding of COVID-19. It is the obligation of members of Cabinet to maintain confidentiality at all times.

When an employee has a positive finding of COVID-19, Assistant Superintendent, Pupil Services/SELPA Tim Walker will notify Cabinet. Mr. Walker is the point of contact with the County Department of Public Health. Assistant Superintendent, Personnel, Kyley Ybarra will communicate with associations and employees, specifically when employees may have been exposed to the employee with a positive finding of COVID-19.

DIRECT CONTACT WITH AN EMPLOYEE

The following communication protocols should be used when the District receives notice that an employee, student or person who has worked closely or come into direct contact with employees, students or others in a District work/school setting has tested positive for COVID-19.

INDIRECT CONTACT WITH AN EMPLOYEE

The same protocols will be followed if the District receives notice that an employee, student or person who has worked closely or come into direct contact with employees, students or others in a District work/school setting has a suspected but unconfirmed case of COVID-19.

If Employee states they have been exposed to COVID-19:

- Employee is immediately isolated from contact with all individuals
- Personnel and Pupil Services are notified
- Personnel will provide guidance on when/if employee is to leave work
- Employee will begin using accrued sick time
- Employee must make arrangements with their preferred medical provider to receive a COVID-19 test
- At the time of testing, the Employee now falls under the care of a physician
- Employee is responsible to notify Personnel as to the test results (positive or negative)
- Employee can only return to work with physician clearance regardless of testing positive or negative for COVID-19
- Personnel will determine when employee returns - Chart will be followed.
 - [COVID-19 Employee Exposure Chart](#)

If an employee states they tested positive for COVID-19:

- Notify Personnel and Pupil Services immediately
- Tim Walker will consult with RCDPH for guidance on the situation and will follow the lead and advice of the RCDPH
- Tim Walker will communicate with Personnel to provide the RCDPH guidance
- Personnel works with Pupil Services to determine the notification that needs to occur with regards to the employee who tested positive and other employees
- Employee can only return to work with physician's clearance
- Personnel will determine when employee returns

Employee will be asked the following:

- Explain to the infected person the District's need to inform other employees, students and/or other people of potential exposure to COVID-19.
- Ask the infected person to identify all individuals with whom he/she has been in close proximity (within 6 feet for a "prolonged period of time," defined in some guidance as for 10 minutes or more) or in direct contact (coughed on, kissed, shared utensils with, etc.) in the work/school environment in the 14 days prior to the onset of symptoms.
- Consult direct supervisors/managers, to ensure identification of as many people as possible who might have been exposed to COVID-19.

RCDPH has typically provided the following guidance, BUT each situation is unique and should be treated as such.

"Any individuals who had close contact defined as less than 6 feet for a period of greater or equal to fifteen minutes during the time period of 48 hours prior to the onset of symptoms should stay home for 14 days since their last exposure . These individuals should self monitor for symptoms and take their temperature twice daily while at home. Other contacts who do not meet this criteria (less than 6 feet for more than 15 minutes) are at low risk and would not be required to home quarantine."

[Public Health Guidance for Community-Related Exposure](#)

Informing Others of COVID-19 status

Based on guidance from John Davis it will be determined who the Personnel Department needs to contact regarding expose.

Based on legal regulations, we are limited in the ability to share employees' COVID-19 status. Employees have medical privacy rights under Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA).

- If an employee tests positive for or is suspected to have COVID-19, the employer will need to follow the most current local, state, or federal public health recommendations.

- Employers may not confirm the health status of employees or communicate about employees' health.
- Employers may notify **affected employees** in a way that does not reveal the personal health related information of another employee.
- Notify employees, parents/students and others who may have been exposed to an infected person (e.g., while the infected person was ill or during a 14 day period prior to the onset of symptoms) of potential exposure. It should not be necessary to identify the infected person by name. It should be sufficient to provide notice such as:

“You worked in close proximity to another employee who has tested positive for COVID-19. We believe the last date that you had contact with this person was [date], which is during the time period that the infected person was ill or within 14 days of the onset of this person’s symptoms.”

Employee Leaves

Click here for a copy of the [chart](#) that provides guidance to determine appropriate next steps related to leaves.

Ventilation Protocol

- **Fresh Air:** Introduce fresh outdoor air as much as possible by opening windows where practicable. If opening windows poses a safety or health risk (e.g., by allowing in pollen or exacerbating asthma symptoms) to persons using the facility, consider alternatives.
- **HVAC and Outside Air:** Maximize the amount of fresh air brought in by the HVAC systems (minimum of 3 air exchanges per hour) and ensure ventilation is running at least 30 minutes prior to building occupancy.
- **Door Overrides:** The District will disable the door override to allow the air conditioning to stay on during student hours.
- **Systems Maintenance:** Regular preventive maintenance is performed that includes cleaning of both condensing and evaporator coils. Replace and check air filters and filtration systems to ensure optimal air quality quarterly.
- **Ventilation While Cleaning and Disinfecting:** Ensure proper ventilation during cleaning and disinfecting to reduce the risk of infection. When cleaning, air out the space before children arrive.