

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
RIVERSIDE CHAPTER #506
AND THE
RIVERSIDE UNIFIED SCHOOL DISTRICT
August 5, 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 reopening of schools related to the return to work for the 2020-2021 school year. The District and CSEA agree to return to the table to negotiate Phase 2-5.

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

- Staff is required to wear a facial covering/mask which covers their nose and mouth, as referenced in the CDC guidelines, when in elevators, common traffic areas (parking lots, hallways, workrooms, restrooms, etc.), and when working in close proximity to other staff (closer than the social distancing requirement of 6 feet). Facial Shields may be worn in addition to facial covering/mask but not in lieu of a facial covering/mask. Please report any lack of compliance to your direct supervisor without fear of reprisal.
- Staff will be provided the appropriate Personal Protective Equipment ("PPE") (e.g., face coverings, gloves, gowns and specific equipment) for job specific duties.
- All components of the Employee Return to Work Plan Guidance Protocols will be adhered to by the District and all staff. (see attached plan)
- For those classifications that fall under the hybrid/telecommuting column in the position matrix, if work spaces do not meet the Health and Safety guidelines, social distancing of 6 feet in work

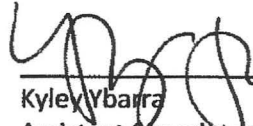
environments, and facility modifications do not resolve the issue, the manager will work with the Personnel Department to determine whether a rotating schedule, would resolve the issue.

- The District will comply with all the components of the law related to H.R. 6201 Families First Coronavirus Response Act ("FFCRA"), which is applicable from April 1, 2020 through December 31, 2020. (attached Poster and Form)
- All components of the current Collective Bargaining Agreement between CSEA and Riverside Unified School District not addressed by the terms of this agreement shall remain in full effect. This agreement is a non-precedent setting.
- All provisions of the CBA and/or past practices specifically modified as contemplated in this MOU shall automatically revert back to the CBA and to the past practices previously in place prior to this MOU upon expiration of all emergency declarations by District, County, State or Federal directive or fiat.
- The District and CSEA agree to meet to negotiate over further topics and provisions, including an extension of the current provisions contemplated in this MOU, if there is a change in Board Policy that impact the conditions of the work environment, changes in any emergency declarations by District, County, State or Federal agencies, or any emergency declaration is extended beyond that which is currently known or contemplated.
- The District will provide Employees with schedules and expectations of their specific roles during phase 1 based on the County, State, and/or Federal requirement changes. (see attachment Phase 1)
- The District and CSEA agree to the attached matrix defining recommendations from the Classified Return to Work Action Team regarding classifications and the ability to work in a hybrid environment. (see attached matrix)
- Prior to August 20, 2020, a work group consisting of District and CSEA appointees shall mutually meet to discuss ideas to bring to the negotiations table in which might be possible for Instructional Assistants to work in a remote setting.

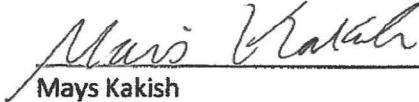
- This MOU shall expire on December 31, 2020, or until the end of Phase 1, whichever comes first.
- This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

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



 Kyle Ybarra
 Assistant Superintendent, Personnel
 Riverside Unified School District



 Mays Kakish
 Chief Business Officer
 Riverside Unified School District



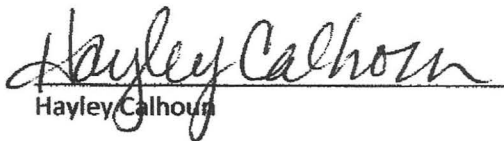
 Robin Mesa
 Director V, Classified Personnel
 Riverside Unified School District



 Ken Mueller

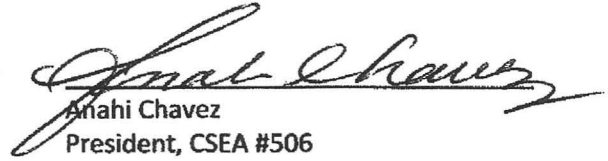


 Shani Dahl

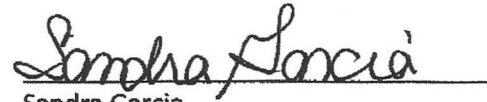


 Hayley Calhoun


FOR THE CSEA




 Anahi Chavez
 President, CSEA #506




 Sandra Garcia
 CSEA, Chief Job Steward




 Ramona Hillis
 CSEA, Labor Representative



 Anthony Sines



 Joy Hurst



 Michael Baum



 Nyron Johnson

Riverside Unified School District

Return to Work Plan and Guidance Protocols	
<i>General Worksite Guidance</i>	<i>Recommended Protocols</i>
Guidelines for daily wellness checks	<ul style="list-style-type: none"> • Mandated training (specific to COVID-19 safety and prevention in the work environment), to be assigned via SafeSchools' online platform, for all staff <i>prior</i> to returning to their work site. • Employee self-assessment daily to determine if you are experiencing signs and symptoms prior to coming to work each day • Employees are requested to take their temperature before heading to work; do not come to work if the temperature is 100 degrees or higher. Employees should stay home and will need to utilize their personal sick leave or other appropriate leave. • Any employee who displays signs of illness, shall report this directly to their immediate supervisor/Personnel Office. • Refer to the HR 6201 with questions regarding other leave options. • Signage will be displayed reminding employees of wellness protocols.
Guidelines for use of entrances, elevators, stairs (where applicable)	<p><u>Entrances:</u></p> <ul style="list-style-type: none"> • Staff and visitors will enter through assigned entrances.

	<ul style="list-style-type: none"> • The buildings will remain closed to the public, except as provided below. • Perimeter doors will remain locked, with phone number for entrance posted. • Directional signage for entrances will be posted. <p><u>Elevators:</u></p> <ul style="list-style-type: none"> • No more than 2 riders at a time. Riders will be asked to wear facial coverings while on the elevator. Face away from each other. • Must stand on the identified markers located on the floor. • While waiting for the elevator, please stay socially distant and stand on markers located on the floor. • Elevators will be for employee use only during this transition. • Avoid pushing buttons with hands or fingers; if hands or fingers are used, follow with proper handwashing or use of approved sanitizer. <p><u>Stairs (follow posted signage):</u></p> <ul style="list-style-type: none"> • Handrails and door handles will be disinfected regularly. • Social distancing is recommended to be practiced; similar to mountain driving, downward traffic must yield to upward traffic and retreat to the upper lobby. • Unnecessary movement throughout the building is discouraged.
<p>Guidelines on use of facial coverings</p>	<ul style="list-style-type: none"> • Staff will need to wear a facial covering/mask when in elevators, common traffic areas (parking lots, hallways, workrooms, restrooms, etc.), and when working in close proximity to other staff (closer than the social distancing requirement of 6 feet). • While at one's desk, the use of a facial covering/mask is voluntary, if social distancing requirement of 6 feet or an approved structural mitigation is available.

	<ul style="list-style-type: none"> • Each employee will be provided a facial covering/mask by RUSD that can be washed.
Guidelines on use of restrooms	<ul style="list-style-type: none"> • Use the restroom on your immediate area/floor, except if an emergency/urgency. • Use will be limited to no more than the number of stalls per restroom. • Employees must wear a facial covering when using the restroom due to close proximity of other staff. • Employees must comply with handwashing protocols. • Use of a paper towel to touch fixtures and door handles is recommended. • Guidance signage will be posted in restrooms.
Guidelines on breaks/lunch and use of staff lounge	<ul style="list-style-type: none"> • All break rooms and lounges will have limited seating to assure social distancing. • Use of large appliances is subject to thoughtful, considerate safety and hygiene practices by each individual employee. Example wash your hands prior to using a shared appliance i.e. refrigerator handle. • For the duration of this pandemic period employees may eat at their workstations during their designated lunch break. No buffet style lunches or potlucks of any kind are allowed. • Employees must have their own supply of utensils, condiments, cups, coffee and/or water. No sharing of supplies will be permitted.
Hours of operation	<ul style="list-style-type: none"> • Initially only identified entrances will be utilized. • Breaks and lunch periods should be staggered to limit crowding due to limited seating areas.
Visitor access	<ul style="list-style-type: none"> • Visitors will only be allowed onsite by appointment (e.g. Personnel, Business Office). • Visitors must check in at the entrance desk and wear facial coverings. Disposable facial coverings will be available.

	<ul style="list-style-type: none"> • Employees are prohibited from allowing visitors from entering the building except as per this guidance. • No in-person public meetings will be permitted, until further notice. (excluding Board of Education Meetings)
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<i>Cleaning and Safety Measures</i>	<i>Recommended Protocols</i>
Identify spaces for occupancy	<ul style="list-style-type: none"> • Administrators and Directors will assess division workstations to determine if adjustments are needed. Facilities and MOT will provide support to workstation adjustment requests. • Determination of workspace is recommended to support the CDC social distancing requirements.
Develop standards, and a schedule for regular and deep cleaning sanitizing needs	<ul style="list-style-type: none"> • Using CDC guidelines, high touch site sanitizing rounds will be made daily in high traffic areas. • Deep clean using sanitizing machines or other tools and applications. • Employees will be provided District approved supplies to perform limited non-custodial cleaning and sanitizing, of work areas, such as at the employee’s work station or use of shared equipment, e.g. copiers example (wiping down after use as desired by the employee).
Handwashing protocols	<ul style="list-style-type: none"> • Posting CDC handwashing guidance in all restrooms and breakrooms. • Frequent handwashing with soap and water, and scrubbing for a minimum of 20 seconds. • If a sink is not in proximity, please utilize the hand sanitizer stations.
Identify locations for hand sanitizer stations	<ul style="list-style-type: none"> • MOT will determine placement of hand sanitizer pump stands and refill on a regular basis.
Protocols for air filtration systems	<ul style="list-style-type: none"> • Regular preventative maintenance is completed on all air filtration systems at all sites.

<i>Collaboration Guidance</i>	<i>Recommended Protocols</i>
Guidelines for social distancing at the worksite	<ul style="list-style-type: none"> • Utilize the CDC guidelines as recommendations. • When possible ensure a minimum of 6 feet between people. • Avoid handshaking when greeting others. • Avoid congregating in lobbies, hallways, etc. when traveling through the office. • Stagger breaks and lunches to ensure social distancing in break/lunchrooms. • Employee passengers will be allowed in RUSD vehicles, subject to social distancing protocols.
Guidelines for conference room usage and occupancy	<ul style="list-style-type: none"> • First option for meetings: Utilize Zoom / Google Meets to conduct meetings instead of utilizing conference rooms until further notice. • Conference rooms can not be utilized for meetings until further notice. • Until further notice, all outside groups will be excluded from using RUSD facilities. • Signage will be posted with capacity information.
Employees returning to the workplace	<ul style="list-style-type: none"> • Beginning July 20, 2020, a transition back to the workplace will begin. • Division heads will establish return-to-workplace plans based on the work needs and safety considerations in their divisions while implementing all of the recommendations within this document. • Employees with health conditions that may place them at high risk of COVID-19 infection in the workplace, may contact Personnel for initiation of the confidential reasonable accommodation interactive process. CDC recommendations for underlying health conditions that can increase the risk of developing dangerous symptoms if infected with coronavirus (Physician's note is required). Click here for a link to CDC Guidelines for "High Risk" medical conditions

- Employees 65 years old or older who do not have underlying health conditions may return to the workplace.

7/10/20 final

Job Classification	Hybrid *** <i>(assuming employee already has District-issued device/technology or employee has agreed to use personal device, internet, cell phone, etc.)</i>	In Person <i>(assuming all safety guidelines and protocols are followed)</i>	Recommended Duties if In Person is Needed			
Elementary Schools (including Sunshine Early Childhood Center)						
Elementary Principal's Secretary	X		Come into office, as needed. Schedule to be determined by site administrator.			
Assistant Principal's Secretary	X		Come into office, as needed. Schedule to be determined by site administrator.			
Health Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
School Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Elementary Library/Media Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Campus Supervisor		X	Patrol campus; maintain relationships with phone calls; community outreach; Possible clerical tasks (e.g., data entry in Aeries, if properly trained or put together care packets) Move extra Campus Supervisors from MS and HS to other schools that do not have a Campus Supervisor. Hours to change due to hours of site.			
Head Custodian		X				
Custodian		X				
Community Assistant - Bilingual	X		Come into office, as needed. Schedule to be determined by site administrator.			
Translator	X		Come into office, as needed. Schedule to be determined by site administrator.			
Instructional Assistant - Computer Resources		X	** See list below, based on program			
Middle Schools (including Riverside STEM Academy)						
Middle School/AACES Principal's Secretary	X		Come into office, as needed. Schedule to be determined by site administrator.			
Assistant Principal's Secretary	X		Come into office, as needed. Schedule to be determined by site administrator.			
Health Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
School Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			

Attendance Assistant II		X	Perform regular duties associated with job classification.			
Registrar II		X	Perform regular duties associated with job classification.			
Campus Supervisor		X	Depending on size of middle school, 2-3 campus supervisors on site to cover entry points, cover breaks, etc.; Possible clerical tasks (e.g., data entry in Aeries, if properly trained); Utilize campus supervisors where there is a need at other sites. Hours will change due to sites opening and closing.			
Secondary Library/Media Assistant	X		Initially, employees will come into office every day to perform regular duties associated with job classification. Then, site administrator will make determination when the work schedule can shift to only coming to the office, as needed.			
Learning Management System Specialist		X	If teachers are onsite, LMSS' will be also in order to perform their regular duties associated with their job classification. If teachers are not onsite, LMSS' will come into the office, as needed. Schedule to be determined by site administrator.			
Custodian		X				
Community Assistant - Bilingual	X		Come into office, as needed. Schedule to be determined by site administrator.			
Translator	X		Come into office, as needed. Schedule to be determined by site administrator.			
High Schools						
High School Principal's Secretary		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			
Assistant Principal's Secretary		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			
Health Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
School Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Attendance Assistant II		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			
Registrar II		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			

Campus Supervisor		X	Depending on size of high school, 4 campus supervisors on site to cover entry points, cover breaks, etc.; Possible clerical tasks (e.g., data entry in Aeries, if properly trained or put together care packets); Utilize campus supervisors where there is a need at other sites. Hours will change due to sites opening and closing.			
Secondary Library/Media Assistant	X		Initially, employees will come into office every day to perform regular duties associated with job classification. Then, site administrator will make determination when the work schedule can shift to only coming to the office, as needed.			
Learning Management System Specialist		X	If teachers are onsite, LMSS' will be also in order to perform their regular duties associated with their job classification. If teachers are not onsite, LMSS' will come into the office, as needed. Schedule to be determined by site administrator.			
Custodian		X				
Athletic Equipment Set-up Worker		X	Perform regular duties associated with job classification.			
Accounting Assistant - High School		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			
Community Assistant - Bilingual	X		Come into office, as needed. Schedule to be determined by site administrator.			
Translator	X		Come into office, as needed. Schedule to be determined by site administrator.			
Career Guidance Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Educational Options Center						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Alternative Education Learning Lab Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Alternative Education Learning Lab Assistant - Electronics	X		Come into office, as needed. Schedule to be determined by site administrator.			
Alternative Education Library/Media Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Assistant Principal's Secretary	X		Come into office, as needed. Schedule to be determined by site administrator.			
Attendance Assistant II		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			

Career Guidance Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Campus Supervisor		X	Depending on size of campus, 2-3 campus supervisors on site to cover entry points, cover breaks, etc.; Possible clerical tasks (e.g., data entry in Aeries, if properly trained); Utilize campus supervisors where there is a need at other sites. Hours will change due to sites opening and closing.			
Custodian		X				
Head Custodian		X				
Health Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
High School Principal's Secretary		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			
Registrar II		X	Perform regular duties associated with job classification. Site administrator will make determination if hybrid is possible.			
School Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Translator	X		Come into office, as needed. Schedule to be determined by site administrator.			
Project Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Riverside Adult School						
Assessment Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Budget Technician I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Campus Supervisor		X	Come into office, as needed. Schedule to be determined by site administrator.			
Custodian		X				
Family and Community Resources Liaison - Bilingual	X		Come into office, as needed. Schedule to be determined by site administrator.			
High School Principal's Secretary	X		Come into office, as needed. Schedule to be determined by site administrator.			
School Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Special Education						

Certified American Sign Language Interpreter	X		Come into office, as needed. Schedule to be determined by site administrator.			
Instructional Assistant - Bilingual	X		Come into office, as needed. Schedule to be determined by site administrator.			
Instructional Assistant - Special Education I		X	** See list below, based on program			
Instructional Assistant - Special Education II		X	** See list below, based on program			
Instructional Assistant Special Education II - Sign Language		X	** See list below, based on program			
Instructional Program Assistant		X	** See list below, based on program			
Instructional Program Technician - DHH	X		Come into office, as needed. Schedule to be determined by site administrator.			
Intensive Behavior Intervention Assistant		X	** See list below, based on program			
Speech Language Pathology Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Student Health Care Specialist		X	Support District nurse with beginning of year duties (gathering of student health care plans etc; logging immunizations); support District office Health Services administration of vaccines and supplies (Supervisor will determine if hybrid is needed)			
Program Technician - Assistive/Augmentative	X		Come into office, as needed. Schedule to be determined by site administrator.			
Job Development Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Occupational Therapist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Occupational Therapy Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Early Childhood Education						
Instructional Assistant - Head Start		X	** See list below, based on program			
Instructional Assistant - Infant Care		X	** See list below, based on program			
Instructional Assistant - Preschool		X	** See list below, based on program			
Nutrition Services						
Elementary Kitchen Operator		X				
Cafeteria Worker I		X				
Cafeteria Worker II		X				
Cafeteria Worker III		X				
Cafeteria Worker IV		X				
Instructional Services						

Instructional Assistant		X	** See list below, based on program			
Department-based employees [Primarily 12-month employees]						
Accounts Payable						
Account Clerk I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Business Services						
Accountant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Accounting Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Attendance Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Budget Technician II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Business Services Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Office Assistant II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Communications						
Graphic Design & Digital Content Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Media Production Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Early Childhood Education						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Office Assistant I		X	Initially (August/September), employees will come into office every day to perform regular duties associated with job classification (e.g., program enrollment). Then, site administrator will make determination when the work schedule can shift to only coming to the office, as needed.			
Preschool Community Assistant		X	Initially (August/September), employees will come into office every day to perform regular duties associated with job classification (e.g., program enrollment). Then, site administrator will make determination when the work schedule can shift to only coming to the office, as needed.			

Student Health Care Specialist		X	Initially (August/September), employees will come into office every day to perform regular duties associated with job classification (e.g., program enrollment). Then, site administrator will make determination when the work schedule can shift to only coming to the office, as needed.			
Facilities						
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Budget Technician I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Family Resource Center						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Family and Community Resource Liaison	X		Come into office, as needed. Schedule to be determined by site administrator.			
Family and Community Resources Liaison - Bilingual	X		Come into office, as needed. Schedule to be determined by site administrator.			
Innovation & Learner Engagement						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Help Desk Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Instructional Technology Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Instructional Services						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Budget Technician I	X		Come into office, as needed. Schedule to be determined by site administrator.			
General Helper I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Job Development Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			

Lead Library Media Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
District Translator	X		Come into office, as needed. Schedule to be determined by site administrator.			
Maintenance, Transportation and Operations*						
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Budget Technician I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Maintenance Coordinator Dispatcher		X	Perform regular duties associated with job classification.			
Use of Facilities Coordinator	X		Come into office, as needed. Schedule to be determined by site administrator.			
Transportation Lead Person	X		Come into office, as needed. Schedule to be determined by site administrator.			
Transportation Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Building Services		X	Perform regular duties associated with job classification.			
Custodial		X	Perform regular duties associated with job classification.			
Grounds		X	Perform regular duties associated with job classification.			
Mechanical Trades		X	Perform regular duties associated with job classification.			
Nutrition Services*						
Account Clerk I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Buyer I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Food Distribution Expediter		X	Perform regular duties associated with job classification.			
Nutrition Center Storekeeper/Delivery Driver		X	Perform regular duties associated with job classification.			
Nutrition Services Clerk	X		Come into office, as needed. Schedule to be determined by site administrator.			
Nutrition Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			

Nutrition Services Systems Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Office Assistant II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Food Production Worker		X	Perform regular duties associated with job classification.			
Senior Food Production Worker II		X	Perform regular duties associated with job classification.			
Storekeeper		X	Perform regular duties associated with job classification.			
Payroll						
Lead Payroll Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Payroll Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Personnel						
Credential Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Data Quality Technician - Human Resources/Special Education	X		Come into office, as needed. Schedule to be determined by site administrator.			
District Receptionist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Human Resources Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Human Resources Office Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Project TEAM						
High School Principal's Secretary		X	Perform regular duties associated with job classification.			
Office Assistant II		X	Perform regular duties associated with job classification.			
Senior Occupational Trainer	X		Come into office, as needed. Schedule to be determined by site administrator.			
Occupational Trainer		X	If teachers are onsite, Occupational Trainer's will be also in order to perform their regular duties associated with their job classification. If teachers are not onsite, Occupational Trainers will come into the office, as needed. Schedule to be determined by site administrator.			
Instructional Assistant - Special Education II		X	** See list below, based on program			

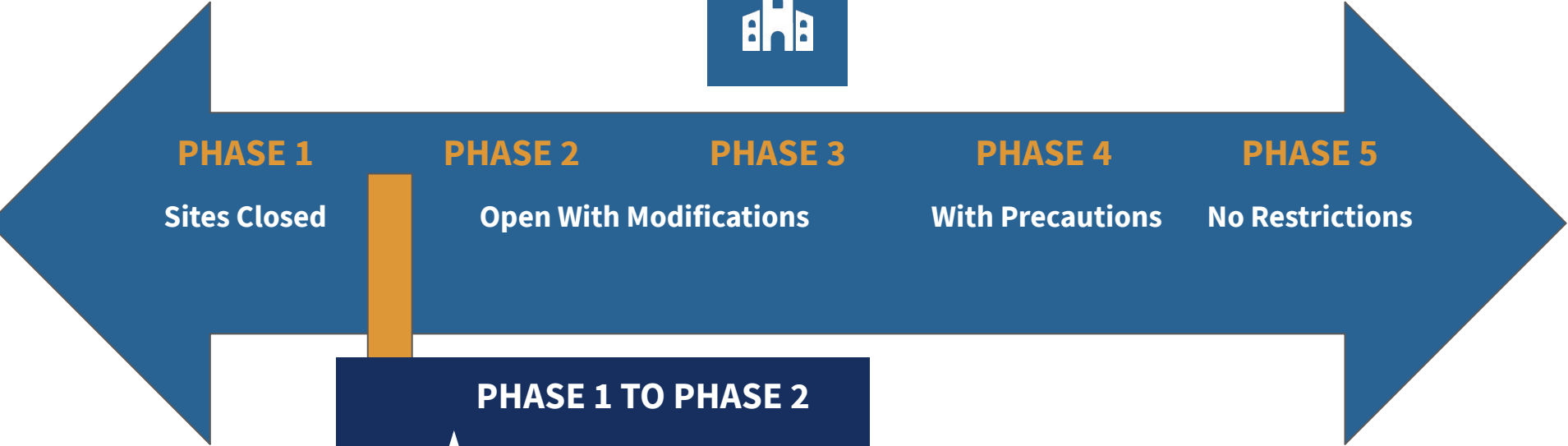
Instructional Program Assistant		X	Perform regular duties associated with job classification.			
Transcriber - Visually Impaired		X	Perform regular duties associated with job classification.			
Publications						
Buyer I		X	Perform regular duties associated with job classification.			
Digital Copy System Operator II		X	Perform regular duties associated with job classification.			
Garment Merchandise Graphics Operator		X	Perform regular duties associated with job classification.			
Instructional Media Services Assistant II		X	Perform regular duties associated with job classification.			
Purchasing						
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Procurement Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Research, Assessment & Evaluation						
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Assessment Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Bilingual Language Evaluator		X	Needed in-person during peak testing seasons -- July-Oct. & March-May to perform regular duties associated with job classification (e.g., student assessment). Then, site administrator will make determination when the work schedule can shift to only coming to the office, as needed.			
Data Quality Technician - Technology Services	X		Come into office, as needed. Schedule to be determined by site administrator.			
Help Desk Analyst I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Office Assistant I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Risk Management						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			

Benefits Specialist	X		Come into office, as needed. Schedule to be determined by site administrator.			
Employee Benefits Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
Safety Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Workers' Compensation Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Special Education/Pupil Services/Psychological Services						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Administrative Secretary II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Child Welfare & Attendance Investigator	X		Come into office, as needed. Schedule to be determined by site administrator.			
Electronic Data Management Systems (EDMS) /Records Clerk		X	Due to programs and machines used for files, need to be in person			
Nonpublic School/Agency Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Pupil Services/SELPA Technician	X		Come into office, as needed. Schedule to be determined by site administrator.			
Pupil Services Specialist - Transfers	X		Come into office, as needed. Schedule to be determined by site administrator.			
Student Assistant Plan (SAP) Prevention Assistant	X		Come into office, as needed. Schedule to be determined by site administrator.			
SAP Counselors	X		Come into office, as needed. Schedule to be determined by site administrator.			
Technology Services						
Administrative Secretary I	X		Come into office, as needed. Schedule to be determined by site administrator.			
Help Desk Analyst I		X	Some tasks (e.g., work order processing) can be done remotely; however, the majority of the work (e.g., installation, repairs, etc.) are done in-person.			
Help Desk Analyst II		X	Some tasks (e.g., work order processing) can be done remotely; however, the majority of the work (e.g., installation, repairs, etc.) are done in-person.			
Help Desk Analyst III		X	Some tasks (e.g., work order processing) can be done remotely; however, the majority of the work (e.g., installation, repairs, etc.) are done in-person.			

Office Assistant II	X		Come into office, as needed. Schedule to be determined by site administrator.			
Warehouse						
Inventory Control Specialist		X	Perform regular duties associated with job classification.			
Lead Mail Clerk		X	Perform regular duties associated with job classification.			
Mail Warehouse Specialist		X	Perform regular duties associated with job classification.			
Stockroom Clerk - Stores/Receiving		X	Perform regular duties associated with job classification.			
Stockroom/Mailroom Delivery Driver		X	Perform regular duties associated with job classification.			
** Job Duty examples for I/A's		*** Hybrid	Combining two distinct elements to perform essentially the same function (e.g., working on site and/or teleworking).			
Help with food distribution for students at the sites						
<p>IAs assist in getting manipulatives ready and packaged for sped students to have at home while they are learning virtually. (In home and virtual)</p> <p>1 IA assigned to each virtual teacher to assist with IEP goals and data collection, as well as join in on daily virtual meetings. IA can also complete data collection and paperwork after online meetings.</p> <p>1on1 aides/ IBIS's should continue with their student(s) whether that is virtually or in person, they can join in on daily meetings and continue their data collection and paperwork after meetings.</p>			<p>At the beginning of the 2020-2021 school year, due to our County being placed on the Governors' Monitoring list and us only able to operate school virtually for students, it is recognized that the work of classified employees may at times, be performed at the work site and at other times through teleworking. Each classification has different job responsibilities and it is not feasible for every classification to telework. However, when an employee can effectively complete tasks in a teleworking environment, and at the discretion, and direction, of the assigned supervisor, the employee may work from home. Employees in classifications where the above criteria are met will be considered working a "hybrid" schedule. The days/hours of a hybrid schedule, which will vary for each classification and/or site, shall be determined by the site administrator/manager, based on District and site needs.</p>			

<p>A teacher at Ramona created a youtube page for her students and their families; IA's could also assist with something like this virtually. Under the guidelines from the teacher/Principal.</p>						
<p>Aides should be placed with students from their home site for familiarity and consistency during these uncharted waters. To the extent practicable, try to keep current instructional assistants with the students they currently work with.</p>						
<p>IA assist possible unfinished classroom cleanup from March shutdown</p>						
<p>IA assist with 2020/21 classroom setup to help when Hybrid transition starts.</p>						
<p>IA's can work with their teachers to record demo lessons, art lessons (assuming materials would be provided for students), and record read alouds.</p>						
<p>IAs/IBIAs can be assigned specific students to assist with data collection during live instruction with the classroom teacher so that we have robust data related to learning loss and progress (mandated by SB98)</p>						
<p>IAs/IBIAs can assist with some of the uploading of instructional materials to Google Classroom (under the direction of the classroom teacher)</p>						
<p>**Record videos/breakout groups with students will be determined by legal guidance.</p>						

MOVEMENT BETWEEN PHASES - GATING CRITERIA



PHASE 1

Sites Closed

PHASE 2

Open With Modifications

PHASE 3

With Precautions

PHASE 4

PHASE 5

No Restrictions


PHASE 1 TO PHASE 2

★ **MEET ALL COUNTY CRITERIA & OFF THE COUNTY MONITORING LIST**

14 DAYS

NOTIFY FAMILIES & EMPLOYEES OF RETURN TO SITES IN 2 WEEKS

COVID-19 EMPLOYEE EXPOSURE PROTOCOL & PROCESS CHART

 RUSD <small>RIVERSIDE UNIFIED SCHOOL DISTRICT</small>		SEPARATE	ISOLATE	TEST	TRACE	NOTIFY	SANITIZE	CLEAR	RETURN
		<i>Separate from other employees at the site and call the Personnel Department for further guidance.</i>	<i>**Personnel Department sends employee home to self-isolate for 14+ days.</i>	<i>Employee tests at drive-thru COVID-19 testing center or other medical facility.</i>	<i>Public Health Department, Personnel Department, or Health Services Department identify others who were in close contact with person who tested positive.</i>	<i>Personnel Department to inform all contacts from 14 days since positive test.</i>	<i>Trained custodial staff to sanitize potentially impacted areas of facility in accordance with CDC Guidelines and proper PPE</i>	<i>Employee provides Personnel Department with diagnostic test results AND one of the following: doctor's note or Health Department clearance letter.</i>	<i>Personnel Department notifies supervisor/manager of employee's clearance and date of return to work.</i>
CONFIRMED POSITIVE DIAGNOSTIC TEST	Employees with a confirmed positive COVID-19 diagnostic test.	YES (required)	YES (required)	NOT APPLICABLE	YES (required)	YES (required for any person suspected to be in close contact with a person with a positive COVID-19 diagnostic test in last 14 days)	YES (required)	YES (required)	YES (required)
SUSPECTED EXPOSURE	Employees with suspected *close contact/exposure to a person (employee or non-employee) who has a confirmed positive COVID-19 diagnostic test within the last 14 days.	YES (required)	YES (required)	YES (required if symptoms develop)	YES (required)	MAYBE (required for any person who the Public Health Department, Personnel Department, or Health Services Department suspect has been in close contact with a person who has a positive COVID-19 diagnostic test within the last 14 days)	MAYBE (not required unless a person becomes COVID-19 symptomatic or tests positive)	MAYBE (required if employee was symptomatic and/or underwent a COVID-19 diagnostic test)	MAYBE (required if employee was symptomatic and/or underwent a COVID-19 diagnostic test)
POTENTIAL EXPOSURE	Employees with potential close *contact/exposure to a person with suspected exposure to a person with a confirmed positive COVID-19 diagnostic test within the last 14 days.	YES (recommended)	MAYBE (Employee may choose to continue working with social distancing and proper PPE or voluntarily isolate at home and get tested)	MAYBE (required if symptoms develop; however, employee may voluntarily be tested without being symptomatic)	MAYBE (required if suspected contact with a person who displays COVID-19 symptoms or tests positive).	MAYBE (required for any person who the Public Health Department, Personnel Department, or Health Services Department suspect has been in close contact with a person who has a positive COVID-19 diagnostic test within the last 14 days)	MAYBE (not required unless a person becomes COVID-19 symptomatic or tests positive)	MAYBE (required if employee was symptomatic and/or underwent a COVID-19 diagnostic test)	MAYBE (required if employee was symptomatic and/or underwent a COVID-19 diagnostic test)

*Close contact is being about six (6) feet from a COVID-19 positive person for a prolonged period (15+ minutes) while not wearing recommended personal protective equipment (PPE). Close contact may also include instances where there was direct contact with infectious secretions (like being coughed on), or if an employee touched a surface or object that may have been contaminated with the virus (shared door handles or tables for instance) without proper PPE. Close contact generally does not include brief interactions, such as walking past a person.

**Employee may be placed on Paid Administrative Leave by the Personnel Department or required to use leave accruals (e.g., sick leave), Emergency Paid Sick Leave or Emergency Family Medical Leave via the Families First Coronavirus Response Act (FFCRA), or unpaid leave to account for time not at work. The number of days in isolation can only be lessened by a medical professional or government agency (such as the Health Department).

***Personnel Department will make the determination when a "maybe" becomes a "yes" or "no."



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 Brittany Manyika - Human Resources Technician

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(951) 788-7135
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DAVID C. HANSEN, Ed.D.
District Superintendent

EMPLOYEE REQUEST FOR EMERGENCY SICK LEAVE & EMERGENCY FAMILY AND MEDICAL LEAVE

Employees requesting Emergency FMLA (EFMLA) pursuant to the Families First Coronavirus Response Act (FFCRA) must complete this form. You must provide as much advance notice as is reasonably practicable. Upon completion of this form, submit it to the Personnel Department for processing.

Employee Name: _____	Employee #: _____
Employee Home Address: _____ _____	E-mail: _____
Home Phone Number: _____	Cell Phone Number: _____
This is a {choose one}: <input type="checkbox"/> NEW Leave Request <input type="checkbox"/> REVISED Leave Request <input type="checkbox"/> EXTENSION of Leave Request	
Anticipated Begin Date of Leave: _____	Expected Return to Work Date: _____
Type of Time Off Requested:	
<input type="checkbox"/> Emergency Paid Sick Leave (up to 2 weeks) <input type="checkbox"/> Emergency Family Medical Leave (up to 12 weeks)	
I am applying for emergency paid sick leave/emergency family medical leave for the following reason:	
<input type="checkbox"/> (1) Subject to a Federal, State or local quarantine or isolation order related to COVID-19; <input type="checkbox"/> (2) Advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; <input type="checkbox"/> (3) Experiencing symptoms of COVID-19 and seeking medical diagnosis; <input type="checkbox"/> (4) Caring for an individual who is subject to an order as described in Reason #1 or has been advised as described in Reason #2; <input type="checkbox"/> (5) Caring for a son or daughter whose school or childcare is closed or unavailable due to COVID-19 precautions; or <input type="checkbox"/> (6) "Substantially similar condition" specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.	
<i>If you are applying for reason #1 or #6, please provide the name of the government entity that issued the order. In addition, please provide any written documentation in support of your paid sick leave.</i>	
Name of Government Entity: _____	
<i>If you are applying for reasons #2 or #4, please provide the name of the health care provider who gave advice. In addition, please provide any written documentation in support of your paid sick leave.</i>	
Name of Health Care Provider: _____	
<i>If you are applying for reasons #3, please provide any written documentation in support of your paid sick leave.</i>	

If you are applying for reason #5, please complete this section and provide correspondence from the referenced school/daycare provider regarding its closure. I, the undersigned, am unable to work due to a need to care for my son or daughter (under 18 years of age) because a COVID-19 related public health emergency has closed the child's school or daycare or rendered the child's usual childcare provider unavailable. No other person will be providing care for my child during the period for which I am receiving emergency family medical leave. {only one name is required for more than one child.}

Child's Name: _____ **Child's Date of Birth (MM/DD/YYYY):** _____

Child's School/Daycare Facility Name: _____

Daycare Facility Number: _____

I will need (choose one): **Continuous Leave** **Intermittent Leave**

If your need for leave is intermittent, please describe the nature of your intermittent leave:

I acknowledge that the information I have provided herein is accurate and truthful to the best of my knowledge.

Employee Signature: _____

Date: _____

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

