

**ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
between the
LODI UNIFIED SCHOOL DISTRICT
and
LODI EDUCATION ASSOCIATION OF TEACHERS
(Impact and Effects of Mandatory Distance Learning)**

School districts in San Joaquin County are permitted to have staff meet with individual students in person per San Joaquin County Office of Education and San Joaquin County Public Health Services.

On August 12, 2020 Lodi Unified School District provided the attached District Direction: Meeting with Individual Students (Attachment 1) to address situations when employees may meet with individual students.

LEA has requested to bargain the impacts and effects on members of the District Direction: Meeting with Individual Students.

For any items not already covered within the existing Memorandum of Understanding dated July 18, 2020, the parties agree to the following terms and conditions:

1. Until students return to in-person instruction, if a meeting with an individual student may be conducted remotely, the meeting should be conducted in that manner. The parties agree that physically meeting with individual students during this time should be the exception rather than the rule.
2. Teachers may contact students and/or parents in advance via phone or video conference to complete/gather student background information necessary for assessment prior to scheduled assessment date.
3. Parent Protocols for Meeting with Individual Students and School Staff (Attachment 2) should be followed.
4. The LUSD administrator responsible for oversight of any specific type of assessment (For Example: Administrative Director of the SELPA or the Assistant Superintendent of Curriculum, Instruction and Assessment) will determine if an assessment may be administered remotely. (Examples: Special Education testing and ELPAC testing)
5. As this is a fluid situation, the "District Direction: Meeting with Individual Students" may be reviewed when appropriate and amended as conditions evolve. As changes occur, further impact & effects bargaining may occur.
6. Materials and supplies necessary to implement the District Direction: Meeting with Individual Students will be made available by LUSD to affected LEA members prior to meeting with an individual student.
 - a. These include: COVID Screener, face coverings, face shields, sanitizing materials, latex free gloves, thermometers, plexiglass divider, paper towels, closable containers for disposable items.
 - b. Written instructions/procedures for disinfecting testing materials and electronic devices shall be made available to LEA members:
<https://www.lodiUSD.net/district/departments/business-services/maintenance-and-operations/safety-with-covid-information>

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the student/parent the questions and taking the student's temperature. Parents bringing their child to school are to remain in the car or at a distance, as practical, to help answer the screening questions and ensure that their child gets to the front of the school safely. The meeting will be rescheduled if any symptom or exposure to COVID-19 is revealed. If the student is not with a parent and the meeting must be rescheduled, the staff member will contact the parent to indicate that their child will be returning home.

- A parent may accompany a child to the meeting if previously arranged with the staff member, a Screener Form is completed for the parent upon arrival and no symptom or exposure to COVID-19 is revealed.
- Staff will submit Screener Forms to the school office.

Meeting Location

- Meetings will be held at a Lodi USD facility.
- After the COVID Screener Form has been completed and no symptom or exposure is revealed, the staff member will escort the student to the meeting location.
- Meetings will occur outdoors when possible.
- If indoors, a large enough space will be provided to allow for social distancing of 6 feet.
- If an assessment protocol or other activity requires less distance, an acrylic sheet barrier will be provided.

After the Meeting

- The staff member will escort the student to the front of the school after the meeting.
- If a parent picking up their child is not at the front of the school at the designated time and the staff member cannot contact the parent, the administrator should be notified. The Parent Protocol states that staff are not available to supervise their child.

Sanitization

- Administration will work with custodial staff to ensure that indoor meeting space is sanitized before the first meeting and after the last.
- Hand sanitization will be conducted prior to and after the meeting either through hand washing or alcohol-based hand sanitizer.
- Surfaces, chairs, and materials/equipment utilized will be sanitized prior to and following each meeting by the staff conducting the meeting.

This protocol does not apply to the school scheduled essential document/materials distribution events.

September 14, 2020

- c. The supply of any item in this MOU is subject to the market supply.
7. If the "District Direction: Meeting with Individual Students" is not satisfactorily met or appropriate personal protective equipment is not available, LEA members have the professional discretion to postpone a meeting with an individual student. If a meeting with an individual student is postponed, the employee's immediate supervisor should be informed within the same working day and the meeting will be rescheduled within a reasonable time period based upon the specific circumstances for the postponement.

Reminder: There is a higher risk of exposure to COVID-19 when meeting individually with students. Monitor yourself for symptoms. Do not go to work or care for others if you develop symptoms. Please report to your immediate supervisor, if you have been exposed.

LODI EDUCATION ASSOCIATION

LODI UNIFIED SCHOOL DISTRICT

Morgan

NAME

9-15-2020

DATE

Mark McKelvey

NAME

September 14, 2020

DATE



Office of the Superintendent

 1305 E. Vine Street
 Lodi, CA 95240
 Tel (209) 331-7010

August 12, 2020

District Direction: Meeting with Individual Students

During this time of all Distance Learning, school districts in San Joaquin County are permitted to have staff meet with individual students in person per San Joaquin County Office of Education and San Joaquin County Public Health Services: *Guidance Amendment #3: 2020-2021 School Year Planning: A Guide to Address the Challenges of COVID-19*, August 7, 2020.

Meetings with individual students will be scheduled for activities that cannot be done remotely. Examples include, but are not limited to: special education assessments, assessments for English Learners, teacher meet-and-greet, orientations. Staff conducting individual student meetings will be issued a no touch thermometer for the duration of all Distance Learning to be used to take temperature of self and student. Individuals are to engage in social distancing of 6 feet throughout the process unless the activity cannot be accomplished in that manner.

Scheduling the Meeting

- The staff member scheduling the appointment will notify site administration and will communicate with the parent regarding start/end times and the Parent Protocols for Meetings with Individual Students and School Staff.
- If a meeting will be held in a District facility other than a school site, the staff member scheduling the meeting will notify the manager of the appropriate department.
- If the student is to walk home alone, the parent must inform the staff member.

Face Coverings

- All parties must wear a face covering, including parents bringing students to the meeting location.
- A face shield and drape are permitted in lieu of a mask for those who cannot wear a mask due to a medical condition or if the activity requires a visual of the student or staff face.
- If a student does not have a face covering, one will be provided.

Lodi USD COVID Screener Form (Screener Form)

- Staff involved in the meeting will complete the Screener Form the morning of the meeting. The meeting will be rescheduled if any symptom or exposure to COVID-19 is revealed.
- The staff member conducting the meeting will meet the student at the front of the school at the scheduled time and complete the Screener Form for the student by asking

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Parent Protocols for Meetings with Individual Students and School Staff

Dear Parent/Guardian:

During this time of all Distance Learning, school districts in San Joaquin County are permitted to have staff meet with individual students in person per San Joaquin County Office of Education and San Joaquin County Public Health Services.

Meetings with individual students will be scheduled for activities that cannot be done remotely. As you bring your student on to a school/district site please adhere to the following safety procedures:

Safety Procedures:

- Individuals are to engage in social distancing of six feet unless the activity cannot be accomplished in that manner.
- Student/parent will arrive at the agreed upon time at the front of the site and be met by staff. Call the school to reschedule if you or your child are not feeling well.
- Student/parent must wear a face covering. Face coverings will be provided to students as needed. A face shield and drape are permitted in lieu of a mask for those who cannot wear a mask due to a medical condition or if the activity requires a visual of the student or staff face.
- Upon arrival, student/parent and test examiner will complete Covid-19 screener form for the student and staff will take the student's temperature. Meeting will be rescheduled if any symptom or exposure to Covid-19 is revealed. If the student arrives alone and does not meet health screening criteria, child will be sent home.
- After the Screener form has been completed and no symptom or exposure is revealed, the staff member will escort the student to the meeting location. A parent may accompany a child if previously arranged with staff.
- Following the meeting, the staff member will escort the student to the front of the site to return home or to be released to the parent as appropriate. If the child is walking home alone, parent needs to inform staff. Parents picking up the child must arrive on time. Staff will not be available to supervise students.

If you have questions, please contact school site.

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