

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE REDLANDS UNIFIED SCHOOL DISTRICT

AND

THE REDLANDS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION/CTA/NEA

SUPPLEMENT TO COVID-19 PANDEMIC MOU DATED AUGUST 4, 2020

This Memorandum of Understanding (“MOU”) is entered into by and between the Redlands Unified School District (“District”) and the Redlands Education Support Professionals Association/CTA/NEA (“Association”).

Whereas, the Parties recognize that the Board of Education has approved to implement Learning Hubs to provide students a safe environment to receive Distance Learning education during the absence of in person instruction as a result of the COVID-19 pandemic; and

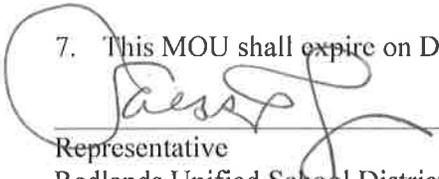
Whereas, the California Department of Public Health provided guidance on August 25, 2020, which was updated on September 4, 2020, enabling Districts to provide Learning Hubs for students to receive educational support on campus during Distance Learning;

Now, therefore, as the current MOU, dated August 4, 2020, is in place, the District and Association agree to the following supplemental impacts and effects:

1. Each learning hub cohort will have no more than a total of 16 individuals, consisting of a combination of students and adults. The adults assigned to each cohort will be comprised of classified bargaining unit members (Learning Hub Monitors) and certificated substitutes (Learning Hub Leaders) with a minimum of least 1 certificated substitute per cohort. See Exhibit A for Learning Hub outline, schedule, and details.
2. Classified bargaining unit members that may have duties temporarily reassigned during Distance Learning shall be assigned as Learning Hub Monitors by seniority within available volunteers. Seniority within each site will be assigned first and then followed by seniority within the district.
3. At this time, it is the District’s intent to staff Learning Hubs with volunteers from the classified bargaining unit. However, if the decision is made to expand Learning Hubs to other grade levels, if there is not a sufficient number of volunteers, Learning Hub Monitor assignments may be assigned to the least senior classified bargaining unit member(s).
4. Classified bargaining unit members that are temporarily reassigned as Learning Hub Monitors will have no impact to their regular hourly rate of pay. In addition, they will be compensated at their regular rate of pay for any additional hours worked beyond their regular assigned hours unless overtime applies in which they will be compensated at the overtime rate of pay.
5. Classified bargaining unit members that have gone through the Interactive Process and have work-from-home accommodations due to a childcare hardship or a medical note will not be assigned to a Learning Hub Monitor assignment.

6. The District will provide all necessary technology, safety protocol, and student supervision trainings to classified bargaining unit members who are temporarily reassigned as Learning Hub Monitors.

7. This MOU shall expire on December 31, 2020.

  
\_\_\_\_\_  
Representative  
Redlands Unified School District

11/13/2020  
Date

  
\_\_\_\_\_  
Representative  
Redlands Education Support Professionals  
Association/CTA/NEA

11/13/2020  
Date

## Exhibit A

### **Learning Hubs**

Middle School Learning Hubs – Estimated Start Date: Tuesday, November 17, 2020

#### **Background**

The learning hub concept was created by California Department of Public Health (CDPH) in order to address the students with the greatest need. This guidance allows for schools to host what are commonly referred to as “learning hubs,” or cohorts of no more than 16 individuals (a maximum of 14 students) to receive educational support on campus. In September, CDPH released clarification for what conditions must be met in order to allow schools to provide in-person services for small groups of students, even if they are prohibited from fully opening for in-person instruction.

At this time, San Bernardino County remains in the purple tier which prohibits Redlands Unified School District (RUSD) from fully reopening to in person instruction. Based on the guidance from CDPH, RUSD has developed a “Learning Hub Plan” to offer specific Middle School students in person support on campus during Distance Learning. We will begin to implement Learning Hubs on November 17<sup>th</sup>. Per State order, cohorts will not exceed 16 individuals in total (students and supervising adults) and they must remain together at all times and must not interact with other cohort groups on campus. Furthermore, CDPH has outlined mandatory safety protocols which must be strictly followed, such as health screenings entering the campus each day, promoting frequent handwashing and the use of hand sanitizer and the wearing of face coverings by everyone.

#### **Learning Hub Plan**

##### Cohorts

A cohort will be made up of a stable group of no more than 13 students and 2-3 supervising adults. We anticipate having 6-9 cohorts at each middle school. Per CDPH guidelines, cohort mixing is prohibited. Cohorts will remain together during transitions. Students in this supervised care environment must not physically interact with students and/or supervising adults in other cohorts. Maintaining the stability of cohorts helps reduce opportunities for exposure to or transmission of the virus, and it allows for more efficient contact tracing, as well as targeted testing, quarantine and isolation of a single group, as opposed to an entire population at one school site.

##### Schedule

Learning hubs would be held during the regularly scheduled learning day. Arrivals would begin at 8:00 a.m. to allow for the safety protocols and screening to take place. Hours for learning will be Tuesday, Wednesday and Thursday from 8:45 a.m. – 2:50 p.m. To allow for targeted support time and office hours, the end of the day is scheduled to be 3:15 p.m.

##### Arrivals

Student cohorts will be assigned specific points of entry. Upon entry to campus, both students and staff members will be temperature screened with a no-contact thermometer by designated, trained Classified staff and will be asked a set of pre-screening questions related to the symptoms

of COVID-19. Staff and students who have a temperature of 100.4° F or answer in the affirmative to any of the pre-screening questions will not be permitted to enter campus.

### Masks

Per CDPH, masks are required while indoors, while waiting in line, during transportation or ride sharing, when near others, while moving through common areas, and while outdoors if six feet of physical distancing is not possible.

### Physical Distancing

Physical distancing of six feet must be maintained between individuals as much as possible.

### Healthy Hygiene

Proper handwashing and sanitization of hands will be frequently encouraged. Hand sanitizer solutions will be kid-safe and EPA-approved. Hand sanitizer dispensers will be made available in all classroom spaces and throughout the campus. All students and staff will be encouraged to sanitize their hands upon entry to campus, classrooms or learning spaces as needed. Proper coughing and sneezing etiquette will be shared and reinforced.

### Meals

Prior to meal service and after eating, students will wash and/or sanitize their hands. Meals will be pre-packaged. Students may bring their own meals from home. Food may not be shared during meal times. Cohorts will be assigned staggered lunch time schedules/locations in order to provide required physical distancing from other cohorts on campus.

### Identification and Tracing of Contacts

The District has designated eight individuals to assist with contact tracing which include the Classified Human Resources Manager who will serve as the liaison between the District and the San Bernardino County Department of Public Health and those who will conduct contact tracing such as the Human Resources Technician, Risk Manager, Lead District Nurse and the four middle school principals. District designated contact tracers will follow the steps for contact training in Appendix A.

### Triggers for Learning Hub Closure

An outbreak is defined as three or more individuals in a school or District facility who have tested positive for COVID-19. The Superintendent and school administration will follow CDPH guidance and work with SBCDPH when determining if and when a partial or full learning hub closure may be necessary. Recommendations for the scope (e.g., a classroom or building, a single school, multiple schools, full district) and duration of closures will be made on a case-by-case basis using the most up-to-date information about COVID-19, any relevant state or local health officer orders, and the specific cases in the community. Individual learning hub closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. District Superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with SBCDPH.

### Communication Plan

Student emergency contact information must be updated in the Student Information System in AERIES with the most current information in the event a student must be picked up. Increasing the number of contacts may be useful in developing an emergency pick up plan. Staff and parents of students will be encouraged to report exposures or confirmed positive COVID-19 test results to SBCDPH by completing the survey available online here:

[https://dphsbcountry.co1.qualtrics.com/jfe/form/SV\\_1KPbjRQPDXXOjDD](https://dphsbcountry.co1.qualtrics.com/jfe/form/SV_1KPbjRQPDXXOjDD).

Please see Appendix B for the timing, frequency, and methodology for communicating information about potential COVID-19 Exposures. The use of an individual's personally identifiable information will be refrained from when communicating to staff and families about COVID-19 Exposures.

## The 4 Steps of Contact Tracing For Coronavirus Disease 2019 (COVID-19)

1

### **Initial notification of the person with potential exposure/positive case**

Contact tracing should be initiated as soon as possible after a person with potential exposure/positive case is identified.

2

### **Interview with person with potential exposure/positive case**

Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race). Walk through the entire infectious period hour-by-hour and ask the person to share who they were in contact with during that time. Provide the person with guidelines on isolation to prevent spreading COVID-19 to others. All information collected is confidential and protected by privacy laws. The name of the person with potential exposure/positive case will not be revealed to those the person may have exposed, even if they ask.

3

### **Locate and notify contacts who may have been exposed to COVID-19**

Inform them of their contact status and what that means. Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.

4

### **Monitor contacts**

Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms. Please refer to the Screening Flow Chart on Page 3 for the criteria that must be met before discontinuing isolation and returning to school/work.

## Appendix B

Measures to be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.

	Student or Staff with:	Action	Communication	Format or Methodology
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>Send home</li> <li>Recommend testing (If positive, see #3, if negative, see #4)</li> <li>School/classroom remain open</li> </ul>	No action needed	N/A
2	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14- day quarantine)</li> <li>School/classroom remain open</li> </ul>	School community notification of a known contact will be considered	<ul style="list-style-type: none"> <li>Automated phone call</li> <li>Text message</li> <li>Email</li> </ul>
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	School community notification of a known case	<ul style="list-style-type: none"> <li>Automated phone call</li> <li>Text message</li> <li>Email</li> <li>Letters and memos</li> </ul>
4	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 3 days after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	If prior notice was sent, follow up notification will be sent	<ul style="list-style-type: none"> <li>Automated phone call</li> <li>Text message</li> <li>Email</li> <li>Letters and memos</li> </ul>

(†) A contact is defined as a person who is 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.