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Memorandum of Understanding

Between San Leandro Unified School District (SLUSD)
and the
San Leandro Teachers Association (SLTA)

In-Person Small Group Cohort Support
January 14, 2020

Background:
The San Leandro Unified School District will implement a system allowing interested Bargaining Unit Members to provide at-will in-person small group cohort support with social distancing that conforms with Alameda County Public Health Department guidelines for schools, dated August 25, 2020.

Members will be able to provide in-person small group cohort support and limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of students during the contractual work day. Bargaining Unit Members are currently providing small group support as part of their weekly schedule under distance learning. This MOU allows for this existing small group support to be delivered in-person. All minimum synchronous and asynchronous instructional minutes are still required. Unit members shall be paid one hundred dollars ($100.00) for each day that small group sessions are conducted to allow for the additional time required to follow health and safety protocols.

According to the Guidance for Small Cohorts/Groups of Children and Youth: "Students with disabilities should be prioritized by the LEA and school for receiving targeted supports and services. In addition, English learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, or for your and student experiencing homelessness may also be prioritized." The District intends to provide targeted support services via small cohort in-person instruction to the students mentioned.

Definitions:

Cohort:
A cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

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Supervising adult:
An adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts.

Cohort Size:

- Cohorts must be limited to no more than 14 children and youth and no more than two supervising adults, or a configuration of no more than 16 individuals total (children and youth or adults) in the cohort.
- Cohorts can be divided, as needed, into subgroups of children and youth from the same cohort, as long as the 14-to-2 ratio is not exceeded.
- The maximum cohort size applies to all children and youth in the cohort, even when all children are not participating at the same time. For example:
  - A cohort may not include 6 children or youth who attend full-time, 6 children on Mon/Wed/Fri, and 6 children on Tue/Thu (total of 18).
  - A cohort may not include 8 children or youth who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).
  - A cohort may not add a student due to discipline or classroom management strategies.

Cohort Mixing

- Prevent interactions between cohorts, including interactions between staff assigned to different cohorts.
  - Assign children and youth who live together or carpool together to the same cohort, if possible.
  - Avoid moving children and youth from one cohort to another, unless needed for a child's overall safety and wellness.
  - Cohorts must be kept separate from one another for special activities such as art, music, and exercise. Stagger playground time and other activities so that no two cohorts are in the same place at the same time.
- The requirement to prevent interaction between cohorts can be met either by having each cohort in a separate room or space created by partitions.
- One-to-one specialized services can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort.
- Specialized service includes but not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy.
- Services must be provided consistent with the industry guidance for Limited Services (PDF).

In-Person Small Group Support: *Any necessary in-person child supervision and limited instruction, targeted support services, and facilitation of distance learning in in-person small group environments for a specified subset of children and youth to operate with required health and safety practices.*

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Screening

- Students and parents / guardians will not be permitted in a school building if screening was not administered and passed.
- Prior to reporting to the site, all employees must complete a daily self-screening.
- The District shall administer screening for students/ parents/ guardians for COVID prior to participation in any in-person activities.

Student Movement, Entries and Exits, Hallway transitions

- Hallways shall have signage governing student movement.
- Students and Staff shall maintain 6 feet distance from each other at all times, including while entering and exiting the building and classrooms.
- Cohorts shall have assigned bathrooms and assigned points of entry and exit. Students in the hallway shall be supervised and monitored at all times. SLTA Bargaining Unit Members shall not be required to monitor students in the hallway.

Face Coverings and PPE

- Unit members shall be required to wear face coverings at all times.
- Face masks and face shields shall be available at each site.
- If any manipulatives (including but not limited to toys, chromebooks, art supplies) are being used, students shall be required to wear disposable gloves to the extent possible at the discretion of the Bargaining Unit Member, which shall be immediately discarded after use. Items should not be shared by different people, until disinfected. Items that cannot be cleaned shall sit at least 24 hours between handlings by different people.
- Face coverings are required (except when eating or drinking) for students, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering.

Each location where in-person activities are scheduled to take place will be equipped with:

- plexiglass barrier
- Masks
- Plexiglass shield
- Face shields
- Protective eye wear/goggles
- Surgical hair covering
- Disposable gowns
- Disposable nitrile gloves in sizes S-XL
- Disposable shoe covers universal fit
- Disposable vinyl gloves
- Hand Sanitizer, pump
- 8 oz hand sanitizer

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- 6' tables
- Pencils for student (they can take home or sanitized)
- District approved disinfectant and paper towels
- Portable HEPA air purifier in rooms without a dedicated HVAC system.

Cleaning

- The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. Bargaining unit members will not be required to clean or disinfect classrooms.
- Bargaining unit members may choose to clean or disinfect areas of their own classroom or work space on a limited basis.
- Bargaining unit members who voluntarily choose to clean and disinfect will be provided with district approved cleaning supplies and shall be required to view an approved training course for safe handling, storage, and application of disinfectants.
- The district will ensure that all sinks in restrooms, classrooms, and other areas are stocked with soap and paper towels. Each staff bathroom will have water, soap, paper towels, wipes or materials to wipe down handles and liners for toilets. If a staff bathroom has been used, it will be sanitized twice a day according to the schedule.

Handwashing

The District shall comply with the following hand washing logistical requirements: Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered.

- Every room with a sink shall be stocked with soap.
- Every classroom shall be provided hand sanitizer.
- Non-classroom workspaces shall be provided hand sanitizer.
- In addition to classroom and non-classroom work spaces, hand sanitizer will be accessible in other high traffic areas on campus.
- All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.

Employee Absence

- If a Bargaining Unit Member is absent on the day of a scheduled in-person small group cohort support session, the unit member shall contact their site administrator as soon as possible so that families are notified regarding the cancellation.

Schedule and Approval

- Bargaining Unit Members who are interested in working with small group cohorts shall notify their site administrator who may approve the request after verifying that safety guidelines can be met.

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- The schedule of when in-person small group cohort support can take place will be determined by the Bargaining Unit Member and the site administrator and shall not interfere with scheduled staff and collaboration meetings.

Location of Services

- In-person small group cohort support will take place in the Bargaining Unit Members' classroom. Any use of areas outside the classroom must be pre-approved by the Site Administrator.

DocuSigned by:
Tom Morse
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For SLTA — 1/15/2021 — Date

DocuSigned by:
Kevin Collins
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For SLUSD — 1/15/2021 — Date