MEMORANDUM OF UNDERSTANDING BETWEEN SANTA ROSA CITY SCHOOLS
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 75
COVID-19 ISOLATION ROOMS

This Agreement was made and entered into this day, October 18, 2021, by and
between Santa Rosa City Schools ("District") and California School Employees
Association and its Chapter 75 ("Association").

In order to promote public health, the safety of employees and to ensure the
continuity of district operations and in accordance with State and County Health and
Safety guidelines referenced in the Consolidated Schools Guidance Plan, the Santa
Rosa City Schools ("District") and Santa Rosa City Schools California School Employees
Association Chapter 75 ("Association") collectively referred to as the "Parties" enter
this Memorandum of Understanding ("MOU") regarding issues related to the
Coronavirus Pandemic ("COVID -19).

The parties recognize that the impact of COVID-19 continues to spread. In an attempt to
re-open schools, the parties agree that all School sites shall in accordance with the
District Covid Safety Plan (CSP) have a number of safety protocols to support the CSP. As
outlined in the duties below the parties agree to the following:

1. Assigned Duties: The additional duties and compensation outlined in this MOU
are strictly on a voluntary basis:
   a. Classified employees volunteering for the assignment, will need to pause
      their existing duties to attend to the isolation room duties, and while in
      this role, will not impede the normal operations of the school site.
   b. If there are more than two classified employees who requests to be
      considered for the duties, the site administrator will review the requests
      and make a decision that is in the best interest of the operations of the
      school site as long as such decision is not arbitrary or capricious.
   c. The two employees that agree to accept this assignment will collaborate
      with site administration to develop an equitable schedule to share the
      responsibility of staffing the Isolation Area.

2. Out of Class Pay: For the duties listed below, the Parties agree that an additional
two dollars ($2) per hour shall be added to the existing classification of the
employee that volunteers per the agreements in this MOU. The first day of this
pay begins:
a. When the employee has completed all training listed below and is approved by the District’s COVID Coordinator as ready, AND,
b. When there are students on campus.
c. The District may select more than one volunteer staff member per site. Staff members selected by site administration and who:
   i. Accept the assignment;
   ii. and fulfill section 2a of this MOU shall be paid the additional two dollars ($2) per hour as outlined above.

3. **Isolation Rooms/Area:** All sites have an isolation room/area for students who show symptoms consistent with COVID-19. This Isolation Room/Area, equipped with a table, chair, and computer device, will have a Classified bargaining unit member that is responsible for duties which include, but are not limited to:
   a. Put on the appropriate PPE as trained,
   b. Escort the student to the Isolation Room/Area when requested,
   c. Assess student symptoms based on the guidelines they have been trained on, and or in consultation with the School Nurse assigned to the school,
   d. Keep the area secure and the student safe,
   e. Initiate contact with the student’s parents or guardians,
   f. Continue to directly supervise the student until the student is released to the parent or guardian,
   g. Clean and disinfect only the surfaces the symptomatic individual touched or made contact with cleaning supplies provided by the district (i.e. wipe down the chair the student was sitting in)
   h. Remove all PPE and secure the PPE in the manner as trained, and
   i. Complete all documentation and notifications as trained.
   j. The employee will be provided a walkie-talkie to communicate with office staff.

4. **Existing Workload:** It is understood that by accepting these duties, the employee remains responsible for all the existing duties from their regular assignment. No additional compensation will be provided. If there are concerns about the regular responsibility for that employee being done, the site administrator will work out any issues with the employee.

This MOU is subject to Article 4, Grievance Procedure of the District and Association Collective Bargaining Agreement. The Association and the District agree that the compromise and settlement of this matter shall constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.
This MOU shall be operational upon signing by both represented parties and expire in full without precedent on August 31, 2022, unless extended by mutual written agreement. Further, the Parties agree that if future guidance from the California Department of Public Health (CDPH) or Sonoma County Health Department negates the need for Isolation Rooms, the practice will terminate at that time.

Dated: 10/18/2021
For Association:

[Tammy Affonso, CSEA 75 President]

[Linda Zabala, CSEA 75 Negotiator]

Leslie Perry, CSEA Labor Rep

10/12/21

Dated: 10/18/2021
For the District:

[Michael Shepherd, Assistant Superintendent Human Resources]

[Rick Edson, Deputy Superintendent Business Service]

Anna Trunnell, Superintendent, SRCS

Approved by the Board: October 27, 2021 Ratified by CSEA 75: