MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA ROSA CITY SCHOOLS
AND
THE SANTA ROSA TEACHERS ASSOCIATION
SAFE RETURN TO SCHOOL GUIDELINES

This Agreement was made and entered into this day September 3, 2021, by and between Santa Rosa City Schools ("District") and Santa Rosa Teachers Association ("Association").

1. Santa Rosa City School and Santa Rosa Teachers Association enter this Memorandum of Understanding regarding issues related to the COVID-19 Pandemic and the changes needed to reopen school safely for our students and staff. In preparation for the return to in-person instruction, the parties recognize the need to address the district’s teaching and learning environment and instructional model given the continuing pandemic, the Santa Rosa City Schools ("District") and Santa Rosa Teachers Association ("Association") collectively referred to as the “Parties” enter this Memorandum of Understanding ("MOU") regarding issues related to ("COVID-19 RETURN TO SCHOOL 2021-2022").

2. The CDPH guidelines will be the primary guiding document to this agreement. Other guidelines from the Centers for Disease Control and Prevention, California Department of Education and Sonoma County Public Health Department may also be considered.

3. As a minimum standard, the District shall adhere to the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year issued as of August 2, 2021. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.

Safety:

4. The District shall require the use of facial coverings that meet the state’s approved face coverings for staff, parents and community members at any school site or district building. All face coverings must follow site dress codes on a site.
   a. Medical exemptions to masking. The district will require families requesting a medical exemption to masking requirement to:
      1. Request the exemption and obtain the medical certification document through the site administration. This process may require an IEP, 504 or SST site team to review applications.
      2. Families will need to complete the medical certification document with necessary medical provider signature and documentation. Individuals who qualify will need to wear a face shield with a drape on the bottom edge or another non-restrictive alternative if their condition permits it.
      3. The medical certification document will be verified by either a Certificated School Nurse or a School Psychologist.
      4. After verification, site administration shall communicate the decision to affected unit members prior to the student returning to class.
   b. Schools will provide students with a face covering if they forget to bring one of their own.
   c. Masks are strongly recommended for all outdoor activities.
d. Adults must wear a mask indoors at all times regardless of vaccination status. Masks may be removed only when an individual is alone in a room or office. (per Sonoma county mask mandate from August 2, 2021).

e. A face covering should be well-fitting (covers only the nose and mouth and surrounding areas of the lower face), have no valves, and if cloth, have at least two layers of fabric. Face coverings must be appropriate and meet district dress code requirements. The following face coverings are NOT permitted: bandanas, gaiters, mesh, single layer, and masks with a one-way valve.

f. Students who refuse to wear a protective mask inside will receive progressive consequences, up to and including removal from in-person learning. Progressive consequences will follow these steps: First offense- Teachers will have a private conversation with student. Second offense- Teacher will document and call home. Third offense- Send student to administration who will talk with student and parent. Fourth offense- Student will be removed from in person learning and moved to independent study. This will not apply to students who have a medical mask exemption.

g. The District may refer to the CDC K-12 guidance section on “Disabilities or other health care needs” for additional recommendations and mask requirements.

h. KN-95 masks will be provided to all members who request them.

5. **Physical Distancing:**
   a. Students will be separated to the maximum extent possible for the space that they are in. There are no minimum spacing guidelines. In the classroom, desks will be structured as appropriate for the classroom.
   b. Outside playground and physical education classes will not have any physical distancing restrictions.
   c. Distancing of students while eating will be maximized as much as possible including “eating” outside and in the gym or multi-purpose rooms. Unit members will not be required to be indoors with unmasked students while the students are eating. This does not apply to students who have a verified mask exemption.

6. **Ventilation:** Will be maximized as much as possible. Windows and doors should remain open as much as possible and practical.
   a. Previously provided air purifiers with HEPA filters shall continue to be used in classrooms and office areas.
   b. The district will continue to provide enough portable purifiers with HEPA filters to purify the air in any and all given spaces. For example, in larger rooms like gyms, more portable purifiers may need to be provided.
   c. The district will install CO2 monitors in each classroom and workspace to ensure that adequate fresh air is being delivered to the classroom or workspace. The District will make every effort to complete this as soon as is practicable. The CO2 monitors will be installed prior to the end of the 2021-2022 fiscal year. Portable CO2 monitors will be provided to each site as follows:
      1. Elementary Schools (including Ridgway High) will be provided with four (4) CO2 monitors.
      2. Middle Schools will be provided with seven (7) CO2 monitors.
      3. High Schools will be provided with ten (10) CO2 monitors.
   d. The district and SRTA shall jointly develop procedures when CO2 levels exceed the recommended highest rating value.
e. The district will continue to replace the filters on both the HVAC systems and the portable purifiers to manufacturer’s recommendations.

7. **Hand Hygiene**: SRCS will teach and reinforce washing hands, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The District shall comply with the following hand washing logistical requirements:
   a. Every room with a sink shall be stocked with soap, hand sanitizer, and paper towels.
   b. Every classroom shall be provided hand sanitizer.
   c. Non-classroom work areas and office areas shall be provided hand sanitizer.
   d. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked / refilled as soon as possible based on a teacher’s notification to the front office that supply is running low. All sanitizers will be checked and refilled as needed nightly.
   e. Portable handwashing stations will remain at each classroom without a sink and will be resupplied as needed with water, soap and paper towels.
   f. SRCS will ensure adequate supplies to support healthy hygiene behaviors, including soap tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

8. **Daily cleaning and disinfecting** – The District shall ensure that all classrooms, common spaces, restrooms, hallways, and workspaces are cleaned and disinfected at least according to the District COVID-enhanced cleaning protocols. (Cleaning and Disinfection Protocols 21/22). Sufficient cleaning supplies for the routine hygiene practice shall be provided to each classroom.
   a. For each non-classroom work area, common space, and classroom, a form will be posted for sign-off at the completion of a disinfecting. Unit members will notify the principal if the checklist is not available or incomplete. Upon notification, a site administrator will take appropriate steps to have the area in question cleaned to minimize interruption to schedules. If a classroom is the area in question, the teacher and students will wait outside, observing social distancing protocols, until appropriate measures are taken.
   b. If a facility has had a sick person with COVID-19 within the last 24 hours, the District shall clean AND disinfect the spaces occupied by that person during that time.
   c. All classrooms, restrooms and offices will be disinfected nightly with our Alpha HP disinfectant using electrostatic sprayers. This disinfectant is recommended by the CDC and EPA for use against COVID-19. A disinfection form will be posted for sign-off at the completion of disinfection.
   d. **All School Site: Classroom and Offices**
      1. Classrooms and office areas disinfected nightly
      2. Restrooms disinfected throughout the day during workday/school days
      3. Indoor hallways and entryways will be disinfected daily

**COVID-19 Protocols:**

9. **Staying Home with Symptoms**: School temperature checks or daily health screenings are NO LONGER a requirement. Follow the strategy for Staying Home when Sick and Getting Tested from the CDC.
   a. Staff members and students with symptoms of COVID-19 are not to return to in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
      1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
2. Other symptoms have improved; and
3. They have a negative test for SARS-CoV-2, OR
4. A healthcare provider’s note that the symptoms are typical of an underlying chronic condition like allergies or asthma OR
5. A healthcare provider has diagnosed a different condition OR
6. At least 10 days have passed since symptom onset.

b. Families will be reminded of the symptoms of COVID-19 and will be asked to keep students home for 24 hours AFTER the last symptoms have stopped.

c. Students that show any of the COVID-19 Symptoms shall be immediately isolated and a parent or guardian MUST be available to pick them up immediately.

d. Site administration will maintain the practice of 2020/2021 for 2021/2022 in terms of ensuring an appropriate isolation area and staffing of the isolation area.

10. All Unit members will provide proof of being fully vaccinated (2 shots of Moderna or Pfizer or 1 shot of Johnson & Johnson) or get tested for COVID-19 once per week. Negative tests must be collected and verified by school sites before non-vaccinated persons can return to campus. For the purpose of this MOU any individual who refuses to declare or is unable to prove vaccination status shall be considered unvaccinated.

11. Screening Testing: The district will require and provide for random screening testing at all sites for all staff and students pending and in agreement with Board direction.

a. All unit members will assist administration as applicable to gather self-administered random screening tests in classrooms and or offices as needed, as long as this assistance falls inside the unit member’s regular contracted day.

1. Unit members may help students who need assistance with self-administered screening tests.

b. Screening of Certificated Staff will take place weekly. A testing kit will be placed in their mailbox. The Kit will require the staff member to self-swab by the end of the day (to the greatest extent possible) and return it to the collection receptacle managed by the Site COVID Liaison.

12. Unit Members who are required by current CDPH guidelines to stay home for COVID-19 illness, exposure or quarantine purposes will receive up to ten (10)days of COVID-19 leave from the District, not to be deducted from unit member’s leave bank, unless they qualify for the supplemental paid sick leave, in which case they would use these days prior to additional days from the District. A unit member will not receive more than ten (10) district provided days of COVID-19 leave during the 2021/2022 school years.

13. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in accordance with the attached procedural flow chart and in conjunction with the Sonoma County Public Health Department. All persons who may have come in close contact with the infected individual shall be notified. Teacher Close Contact Protocols

14. The District shall notify the Association President of the locations(s) where the infected individual was present on the school campus during the suspected incubation/active infection period. All notifications will follow all applicable legal guidelines.

15. Quarantines for vaccinated: If a vaccinated person comes into “close contact” with someone who tests positive for COVID at a school, they only have to quarantine if they show symptoms. Close
contact is defined by the Centers for Disease Control and Prevention as being within six feet of an infected person for a cumulative 15 minutes or longer over a 24-hour period.

16. **Quarantine for unvaccinated:** If an unvaccinated student comes into “close contact” with someone who has COVID and they were not wearing a mask, they must quarantine for at least 10 days since the last exposure; the quarantine can end after Day 7 if a diagnostic specimen is collected after day 5 from the date of the last exposure and tests negative. The student must also self-monitor for symptoms daily for up to 14 days from the last known exposure and continue all the recommendations around mask wearing, hand washing and other precautions. If an unvaccinated student or staff member begins to show symptoms during the 14-day period, they must immediately isolate, get tested and contact their health care provider with any questions regarding their care, according to the State Public Health Department.

17. **Modified Quarantine:** Modified quarantine allows students to stay in school so long as they do not develop symptoms of illness. The requirements students must meet for the modified quarantine:
   a. Are asymptomatic;
   b. Continue to appropriately mask, as required;
   c. Undergo at least twice weekly testing during the 10-day modified quarantine; and
   d. Cannot participate in any extracurricular activities at school, including sports, and activities within the community setting.

For Clarification on 15,16,17: See COVID Decision Chart:
- **COVID Decision Chart**
- **Symptom Flow Chart**
- **Sonoma County Guidance updates**

18. Fully vaccinated members who have had a known exposure to someone with confirmed COVID-19 shall be tested 3-5 days after exposure, regardless of whether they have symptoms.

**Other Considerations:**

19. If a student is at home for quarantine purposes due to COVID-19 and marked with a “Q” code in AERIES, and does not return by the third day, teachers will provide work for the days missed up to ten (10) days for these students on the fourth day of absence from school. For the first three (3) days of absence, unit members will provide make-up work per Board Policy 6154. Unit members who teach single subjects will be compensated at the extended daily rate for up to two (2) hours per week and unit members who teach multiple subjects will be compensated at the extended daily rate for up to four (4) hours per week to provide for up to 10 days worth of work.

This MOU is addressing the change in working conditions for members due to the COVID-19 pandemic and is subject to Article 4, Grievance Procedure of the District and Association Collective Bargaining Agreement and shall expire in full without precedent on June 30, 2022.
Dated: 9/13/21

For the Association:

[Signature]

Ian Myers, Chief Negotiator
SRTA

Kathryn Howell, President
SRTA

Dated: 9/13/21

For the District:

[Signature]

Michael C. Shepherd, Assistant Superintendent
Human Resources, SRCS

Rick Edson, Deputy Superintendent
SRCS

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Anna Trunnell, Superintendent
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Supporting members of the SRTA Association and District negotiating teams:

**SRTA Negotiating Team**

Ashley Bell  
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Ratified by SRTA:  September 21, 2021

Approved by the Board:  September 15, 2021

Amended 9/22/21