

Memorandum of Understanding

Between

Teamsters Local 911 and Pasadena Unified School District

PUSD COVID 19 Protocols for all District Sites Effective May 4, 2020

Pasadena Unified School District is committed to ensuring the needs of our students are maintained to the best of our capacity during the time that the COVID 19 Governor's Executive Order remains in effect. Further, the District is committed to maintaining a work environment at all District sites during the COVID 19 pandemic and school closure that is as safe as possible and limits, as much as possible, exposure to COVID 19. As part of this commitment the District is implementing the following protocols for entry onto district property for those with Essential Employee status:

General Provisions:

School Site Locations:

- 1) Essential Employees -- shall be defined as Custodial, Food Service, Maintenance Employees.
- 2) Non-Essential Employees and individuals -- shall be defined as all other classified, certificated, administrative, principals, vice principals, volunteers, children, contractors, City of Pasadena employees (with the exception of Police and Fire) and the general public.

District Education Center, District Service Center and Warehouse:

- 1) Essential Employees -- shall be defined as Custodial, Food Service, Maintenance Employees, Chiefs, Superintendent, and designated classifications as are identified on exhibit A.
- 2) Non-Essential Employees and individuals -- shall be defined as all other classified, certificated, administrative, principals, vice principals, volunteers, children, contractors, City of Pasadena employees (with the exception of Police and Fire) and the general public.
- 3) Employees entering shall confine themselves to their normal work station to the best of their ability.
- 4) Common areas, door handles, and restrooms shall be cleaned on a regular basis at the District Education Center, District Service Center Offices, and Warehouse.
- 5) Entry to the District Education Center shall be limited to the days of Tuesday, Wednesday, and Thursday between the hours of 9a.m. to 2 p.m.
- 6) All personnel with express permission and those deemed essential entering District property shall be required to sign in/out. Further, the exact location and areas of the visitation shall be identified.

School Consolidation Timelines:

Beginning May 4, 2020 unit members shall report to their normal work locations. Between the dates of May 4, 2020 and May 15th, 2020, every effort possible will be made to complete the boxing of classroom and office materials needed in the move to consolidate schools. Any additional moves that are

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necessitated by late decision making on the part of staff shall be addressed in the protocols listed below under Emergency and Non-Essential District Access.

Site custodial shall support the packing of classrooms and facilitate the moves of staff from the consolidated schools to receiving schools. Effective May 18th consolidated school moves shall begin and are expected to be concluded prior to July 15, 2020. Unit members will make every effort to ensure District schools and properties are in good condition and ready to open for students and staff for the start of school.

Emergency and Non-Essential District Access:

All District school sites shall be closed to non-essential employees and individuals without exception effective May 4, 2020 until such time that the Governor's Executive Order has been lifted. Non-essential employees and individuals will not be allowed onto any District site at anytime without the express advanced permission of the District using the protocols listed below:

- A) A non-essential individual wishing to access a district site must first request permission in writing via email to the Designated School Closure Coordinator (DSCC).
- B) The DSCC shall determine the appropriateness of the access request and shall have the exclusive right to grant it or deny it.
- C) If access is granted by the DSCC to a non-essential employee or individual the access time and location shall be identified in writing as well as the name, home address and cell phone number of the individual requesting the access. Access shall be limited to a specific location on the site and for a specific and limited time. The DSCC shall provide 24 hours advance notification to the Site Head Custodian and Maintenance Supervisors identifying the individual, the time period granted for the access and the location of the access.
- D) The Head Custodian will notify all custodial and essential employees at the site of the access and direct them to remain outside of the access area. Once the access time has concluded the Head Custodian shall devise a plan to disinfect the area. All records relating to approval of access shall be retained for the duration of the school closure for use in the event of a positive test for COVID 19.
- E) All individuals granted access under this section shall be required to conform to all CDC, State, County and City guidelines as they relate to protective equipment, social distancing, etc. All individuals granted access shall be requested to report, within 14 days of access, any positive test results for COVID 19 of the individual granted access or within their immediate, including in requirement for any quarantine of the individual or their immediate family to the DSCC. Such actions shall not violate the HIPA or FERPA rights of any individual.

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District Education Center and Warehouse (specific):

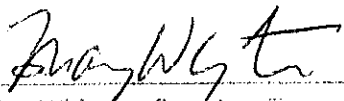
- 7) Unauthorized entry to District Sites -- in the event a site is entered without DSCC authorization the Head Custodian or Custodian(s) shall report it immediately to a Maintenance Supervisor and the DSCC. The Head Custodian or Custodian(s) shall make every effort using social distancing, to identify the individual and record time and location of unauthorized entry. If the Head Custodian and or Custodian(s) feel that their safety is at risk due to the unauthorized entry they shall have the right to leave the site with pay until such time as the site can be secured and the areas of the unauthorized entry can be sanitized.

- 8) Contractors working at District Sites -- The same protocol listed in 3 above shall be used by District contractors when working at District sites during the closure. The Contractor will be required to provide the names, home addresses and cell phone numbers of all individuals working for the contractor on the district site.

- 9) Positive Test for COVID 19 or Quarantine -- If the DSCC is notified of a positive test result of quarantine of any individual granted access to a site the DSCC shall immediately notify the site Head Custodian and Maintenance. Immediate measures shall be taken to secure and sanitize the site and determinations made as to whether essential staff at the site shall continue to work or be quarantined.

- 10) Violation of Protocols -- In the event violations of the above protocols are observed, the District in consultation with Teamster leadership shall determine if it is necessary to withdraw essential personnel until the site(s) is secured.

- 11) Personnel Protective Equipment- The District shall provide face masks, gloves and sanitizer to all essential Teamster employees working at the sites to the extent that the above requested items are available and required. Teamster members may elect to wear a Teamster provided face mask as an alternative to the mask provided by the District. Custodial staff shall wash their hands every hour during the course of their regular work hours.



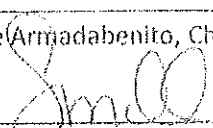
Ray Whitmer, Secretary Treasurer

4/26/2020

Date

Jorge Armadabenito, Chief Steward

Date



Steve Miller, Chief of Human Resources

4/16/2020

Date



Attachment A

The following classifications work at the District Education Center and District Service Center and are deemed Essential Employees due to the nature and complexity of their work product. Pursuant to the Governors' Executive Order, the District seeks to comply with those mandates and provision regarding school closures, and seeks when necessary protocols for social distancing. Those working in the classifications identified below have been directed to conduct their work from home when possible. However, if they are not able to complete a task from home, it may be necessary to report to their work location on a limited basis.

| Business Services | Technology | Instructional Services | Human Resources | School Supports | District Service Center | Comm. |
|--------------------------|-----------------------------|-----------------------------------|-----------------------------------|--|--|-------------|
| Director, Business Serv. | Application Support Assist. | Assistant Supt. | Director of Human Resources | Assistant Superintendent | All personnel normally assigned to the District Service Center | Com Manager |
| Executive Sect. | Assessment Data Tech | Director of Teaching and Learning | Classified Supervisor | Administrative Assistant | | Com Intern |
| Account & Payroll Sup. | Comp/Tele Repair Lead | Director of LADD | Executive Secretary | CWAS Coord. | | |
| Budget Sup. | Comp Repair Tech | Director of Special Education | Credential Analyst (Certificated) | TOSA II | | |
| Budget Analyst | Database Analyst | TOSA II | Classified Technician | Phycologist | | |
| Senior Accountant | Database Admin | Executive Secretary | Data Control Analyst | Director of Open Enrollment and Equity | | |
| Junior Accountant | Data Spec | | Administrative Assistant | Data Control Clerk | | |
| Fiscal Serv. Tech. | Data Control Tech | | | Clerical II | | |
| Payroll Tech. | Director Telecommunication | | | | | |
| Benefits Specialist | Electronic Tech. Lead | | | | | |

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|------------------------------------|------------------------|--|--|--|--|--|
| Supervisor Procurement & Contracts | Electronics Technician | | | | | |
| Purchasing Tech. | Executive Secretary | | | | | |
| Mail Carrier Driver | ITS Help Desk Tech | | | | | |
| Buyer | ITS Help Desk Lead | | | | | |
| | Network Admin. | | | | | |
| | Network Engineer | | | | | |
| | Network Specialist | | | | | |
| | Research Analyst | | | | | |
| | Research Admin. | | | | | |
| | Server Admin | | | | | |
| | TV Producer | | | | | |
| | TOSA II | | | | | |
| | Web Design Specialist | | | | | |

FDW
4/20/2020