

MOU Addendum

District / Federation COVID-19-Related Safety Understandings

Provided in Seven Sections:

- 1. Communications**
- 2. Availability of PPE**
- 3. Ventilation**
- 4. Cleaning and Cleanliness**
- 5. Student and Adult Safety Compliance**
- 6. Adherence to Social Distancing in Transitions and in Room Assignments**
- 7. Isolation Area**

The District agrees to follow the safety protocols contained in its Health and Safety Plan and other District policies and protocols including the “decision tree,” the “All-In” Plan and the face covering directives. Nothing in the MOU Addendum should be construed to modify these documents.

Section 1: Overall Communications Protocols:

1. On or before November 9, 2020, the District will provide the Federation with the current criteria recommended by the District’s health and safety experts determine if the students return on November 9 or if 100% remote learning is extended. It is acknowledged that the Board of Education is vested with the exclusive authority to determine when students return and may utilize the recommendations of the District’s health and safety experts or other criteria to inform their decision-making. It is also acknowledged that the current criteria may be changed from time to time as additional information regarding COVID-19 and effective mitigation efforts are gathered.
2. PFT Staff will have access to District facility administrators (Director of Facilities) to address school issues as they arise. Employees will be instructed to first go to their building administrator/custodian for resolution before taking their concerns to the BOE/PFT response team.
3. The “decision tree” that provides the procedures for addressing suspected or known cases of COVID-19 in schools shall be posted prominently on the District’s website. It is acknowledged that the “decision tree” may be modified from time to time based on the recommendations of the District’s health and safety experts. The District will provide to the PFT any revisions to the “decision tree” and update its website to reflect updates to this document.

Section 2. Availability of PPE:

1. Rules for face coverings for both students and staff have been developed and shared with parents, student and staff. The District's face covering directive for staff will be posted on the District's intranet. Staff members will be provided with a reusable mask and/or a face shield (in accordance with the District's face covering directive). Disposable masks will be available for both staff and students who forget their masks.
2. The Parties recognize their shared commitment to student disciplinary matters as set forth in Article 17 of the Collective Bargaining Agreement.
3. Specialized masks will be provided to designated employees whose job duties necessitate visual observation of the mouth as determined by the District.
4. Nurses shall be provided PPE (masks/face shields, gloves and gowns) in accordance with PDE, CDC and applicable guidelines for healthcare workers and the District's face covering directive.
5. Staff members whose assignments regularly place them in close physical proximity (less than 6 feet) to students may not be able to socially distance, are unable to wear a mask, or who require physical support, such as hand-over-hand support and modeling, feeding, toileting and/or physical restraint, will be provided an appropriate supply of PPE appropriate to their work duties and in compliance with PDE and public health guidelines and means of disposal.

Section 3. Ventilation:

1. The District has provided the Federation with a list of all schools and the type of ventilation system that is in service (e.g., natural ventilation, some mechanical, or outside + circulating HVAC) and applicable standards based on building code requirements. The District and the Federation recognize that the systems were constructed at different time periods and under varying building codes. The District's ventilation systems comply with applicable local codes and ordinances. Where feasible, additional mitigation efforts will be employed to reduce the risk of transmission of SARS-CoV-2.
2. The District will reasonably make available the Director of Facilities to the Federation to provide information regarding the District's ventilation systems.
3. Unless prohibited by the fire code, interior doors will be propped open to increase air ventilation and reduce the number of people touching the door during the day.
4. To the extent possible, schools with automated HVAC systems will operate with open dampers to provide as much outside air in as possible without affecting recommended humidity and temperature levels.
5. If operationally feasible, filters will be upgraded (if necessary) to remove volatile organic elements, such as bacteria and virus and the outdoor intake will be increased to circulate

fresh air into the building. If operationally feasible, HVAC filters will be upgraded to the highest density filter that can be accommodated for that unit. The Parties recognize that District may be limited in obtaining filters based on the supply-chain demands.

6. To the extent possible, schools without automated HVAC systems will operate with a combination of mechanical ventilation and open windows to maintain maximum ventilation without affecting recommended humidity and temperature levels.
7. The District will permit teachers to use personal child-proofed fans (with the exception of window fans) to create a continuous air exchange.
8. In isolation areas that do not have adequate mechanical ventilation, the District will attempt to equip isolation areas with portable high-efficiency particulate air (HEPA) fan/filtration systems and replacement filters.
9. Any air purifiers (e.g., portable HEPA air purifiers) purchased by a staff member for workspace use will be maintained by said staff member and will be openly identified as personal property. Staff are not permitted to utilize ionization air purifiers.
10. Staff will direct ventilation concerns to their school leader immediately. Any issues not immediately resolved at the building level will be logged into the maintenance department work order system.
11. Educators who are currently assigned to work in classrooms that do not have windows or adequate air ventilation per the building code, must be given an alternate workspace that is suitable and does have windows and otherwise meets District's guidance for air ventilation. Non-mechanically ventilated spaces or spaces without windows cannot be used for in-person instruction or for workspace occupied by more than one person to the extent the size of the workspace does not allow for appropriate social distancing in accordance with public health guidelines. If an employee believes his/her workspace does not meet these standards, they may contact the Director of Facilities.
12. Post filter change and ventilation reports will be made available to staff upon request.

Section 4. Cleaning and Cleanliness:

1. The District will provide or has provided relevant employees with training regarding COVID cleaning protocols that will enable them to execute their duties and result in safe and clean school buildings to the highest achievable degree possible. The District will follow the nightly cleaning and the Wednesday cleanse protocols outlined in the "All-In To Reopen Our Schools PowerPoint." Employees are directed to report issues to their administrator/custodian. Pictures must be included as evidence.

If not dealt with within 24-hours, the Chief of Plant Operations or Plant Operations District Supervisors will be notified.

2. The District will implement the protocols and procedures required by PDE. Nothing in this Agreement reduces the requirements to follow all federal, state and local laws that protect public employees.
3. The Health and Safety Plan developed by the District and approved by PDE, including a detailed list of cleaning and disinfecting practices/protocols, will be implemented on a regularly scheduled basis. A log of the cleaning will be available by request of the school administrator.
4. Before staff return to the buildings, all classrooms will be cleaned and disinfected as per CDC guidelines. In addition, student and teacher desks will be cleaned and disinfected between cohorts on Wednesdays.
5. Each school will be equipped with sanitation supplies, including adequate supplies of soap and paper towels.
6. Each school will be equipped with hand sanitizer stations throughout the building as indicated in the All-In Document.
7. The District will maintain comprehensive daily compliance logs for isolation areas, nurses' offices, cafeterias, faculty rooms, work areas, and other common areas within the school. The logs will be available in the custodian's office.
8. An adequate supply of cleaning products, such as disposable sanitizing wipes and/or a spray bottle with the appropriate products, will be made available to all teachers and building staff as necessary to address immediate needs in a timely manner.
9. Gloves will be made available to personnel who deal with bodily fluids and intake including nurses, special education and early childhood educators and other staff if approved by their administrator.
10. There will be an increased monitoring of restroom spaces to be certain all relevant dispensers of toilet paper, paper towels, hand sanitizer are adequately stocked and available for use at all times.
11. CTE, science, library, art and other teachers such as related service providers that provide hands-on instruction will receive appropriate time in their schedules for cleaning materials, tools and equipment in between classes and projects. The amount of time allocated shall be determined by the administrator in collaboration with the relevant educators while preserving the required number of instructional hours mandated by the PA Department of Education.

Section 5. Student and Adult Safety Compliance:

1. The District has defined and communicated safety protocols to students and parents.

2. If a student begins to show symptoms of COVID-19 while in the classroom, the teacher should contact the office and either school nurse or an administrator will come to the classroom to escort the student to the isolation area.
3. The District will advise student and parents to self-check temperatures and other symptoms of illness before coming to school.
4. In the event of an infection or a presumed positive individual having become ill after a close contact situation, the PPS protocols will be followed as outlined in the “decision tree.”

Section 6. Adherence to Social Distancing in Transitions and in Room Assignments:

1. Classroom desks will be set up to maintain a 6 foot distance between students. Seating at classroom tables will be arranged to maintain a 6 foot distance in between students. Classroom seating will be arranged so that students will all be facing the same direction. Where a 6 foot separation cannot be maintained, such as in labs and shops with fixed equipment, screens or dividers will be installed. Teachers must maintain physical distancing of no less than six feet at all times if possible as is set forth in the Safety Plan.
2. Staff members are encouraged to install floor markings to visibly demarcate the area for students to approach the teacher’s desk for instructional assistance. Tape and floor decals will be provided for this purpose, on request. Duct tape is not permitted.
3. If a teacher or paraprofessional is not provided with an appropriate working area with the proper amount of space, he/she should report the issue directly to the school administrator.

If these concerns are found to be justified and are not corrected, the teacher/paraprofessional should take pictures/measurements.

4. The District’s Safety Plan and all additional documents that provide COVID-19 related procedures shall be available on the District and PFT websites. These documents provide important classroom considerations for prioritizing space, reducing furnishing due to cleaning considerations, keeping windows and window sills clear so that they can be opened for natural ventilation, keeping the classroom door open when permitted by Fire Code and reminders to keep air supply and return grilles free from obstructions.

Section 7. Isolation Area:

1. The PPS All-In Plan outlines clear parameters for a safe and effective isolation area in each school to the extent feasible including:
 - Size—large enough for 2-6 students depending on the size of building and student population
 - Operable windows, ideally a door to the outside if possible

- Sink-in the room preferred
- Bathroom—in the room or nearby preferred
- Proper ventilation^[1]_{SEP}
- Desk/table for each occupant—remove all other furniture for cleaning purposes, if possible.