MEMORANDUM OF UNDERSTANDING BETWEEN
SHASTA UNION HIGH SCHOOL DISTRICT
AND
SHASTA SECONDARY EDUCATION ASSOCIATION
REGARDING COVID-19 / CORONAVIRUS

The Shasta Union High School District ("District") and the Shasta Secondary Education Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 ("coronavirus").

The parties recognize the District has made the decision to suspend normal classroom instruction on an emergency basis to slow the spread of illness arising from the coronavirus during the 2019-20 school year.

As outlined in the District's email dated March 17, 2020 at 4.23 p.m., the parties agree to the following:

1. Unit members will not be required to report to their work sites as of March 18 until further notice with no less than 2 work days notice.
2. Unit members will be fully compensated (salary and benefits) for the duration of suspended normal classroom instruction for their typical work schedule.
3. Unit members will be notified by email or phone about any school closures, including regarding any decisions to extend suspended normal classroom instruction once they commence.
4. Students will not be required to complete any graded assignments between March 17 and April 14, at a minimum that were not previously assigned for the 3rd quarter.
5. Certificated unit members may communicate with their students electronically and provide non-graded activities at their discretion. Dual Enrollment instructors may continue their DE courses on-line, through the Shasta College Canvas system, at the high school DE instructor's discretion assuming equitable access for all students with currently available District technology.
6. Certificated unit members will accept outstanding student work through Friday, March 20. Third quarter grades will be posted by Tuesday, March 24.

Additional agreement regarding the impacts of the coronavirus/Covid-19, including but not limited to suspended normal classroom instruction that continues beyond April 14, 2020 are summarized below:

1. The District will inform the Association as soon as practicable should it learn of a confirmed or likely coronavirus infection of Shasta Union High School District employees or students. Employee and student privacy rights will be honored to the full extent of the law.
2. All evaluations that have had required observations completed prior to March 13th can be completed following contractual guidelines. All other permanent employee evaluations will be deferred to the next scheduled evaluation cycle.

3. If the District and/or specific school sites decide to engage in on-line staff meetings during suspended normal classroom instruction the District will provide two (2) days notification of the meeting, meetings will take place during the regular work day and hours and should a unit member need assistance with technology devices provided by the District it will be provided over the phone or email by the IT Help Desk. Unit members who are unable to participate in the staff meeting(s) will watch the recording of said meeting(s). The District reserves the right to schedule emergency meetings as necessary.

4. Unit members will be expected to be prepared to provide distance learning to their students beginning April 14th. All District campuses will be cleaned and disinfected beginning Wednesday, March 25th through Wednesday, April 1st. Unit members will be allowed, but not required, to enter campuses Thursday April 2nd and Friday April 3rd during normal work hours. These same two days will be used as preparation and training time for certificated staff. Unit members will make every effort to respond to emails or phone messages within 24 hours.

5. The District will provide appropriate hardware, software and training for unit members who will be engaging with students online during suspended normal classroom instruction beyond April 14, 2020. The District will support and provide training in the use of Google Classroom and Zoom. Unit members may use other platforms at their discretion, however the District will only support and provide training in those two platforms.

6. The parties agree to negotiate regarding what work classified unit members (ESP) may be available to do, when and where that would occur, and any other impacts related to supporting the on-going education of SUHSD students and operations of the District.

7. If the state requires students to make up days for the 2019 -20 school year, the parties will negotiate make-up student instructional day(s) up to the number of school closure days.

8. Unit members who need to utilize leave due to COVID-19 related issues, the District will comply with provisions in the Emergency Paid Leave Act (H.R. 6201) and the collective bargaining agreement(s). Individual employees should contact the Human Resources department for more information.

9. All closed schools will be cleaned and sanitized before staff or students return. The District will ensure that every classroom is cleaned and sanitized appropriately once classroom instruction is resumed.
10. Once it has been deemed safe by the District in consultation with appropriate
government agency(ies) to resume classroom instruction, two days notification will
be given so employees can make arrangements for their return to work.

11. The District will provide hand soap and hand sanitizer, if available, for every
classroom and bathroom, hand sanitizer stations around every campus, and access
to hand sanitizer at each unit member workstation who does not have a traditional
classroom.

12. The District will ensure that all sinks (including those located in staff break rooms, all
bathrooms, cafeterias/kitchens, classrooms, and janitorial closets) are functioning
with running water and kept stocked with soap and paper towels.

13. The Association reserves the right to negotiate any additional impacts of school closures
in the 2019-20 school year.

This MOU shall expire in full without precedent on June 30, 2020, unless extended by mutual
written agreement.

[Signature]
Shasta Secondary Education Association

[Signature]
Shasta Union High School District

Rhonda Minch - ESA