

MEMORANDUM OF UNDERSTANDING
Between
DIXON UNIFIED SCHOOL DISTRICT (DUSD)
And
DIXON TEACHERS ASSOCIATION (DTA)
Concerning
CORONAVIRUS RESPONSE – REOPENING OF SCHOOLS 2020-21 SCHOOL YEAR

ADDENDUM #1

As per the Governor’s announcement on August 28, 2020 releasing *The Blueprint for a Safer Economy*. Solano County entered the purple tier on November 23, 2020. In addition-the recent announcement on December 16, 2020 for Stay At Home order in Solano County, the Dixon Unified School District, hereinafter called “District,” and the Dixon Teachers Association, hereinafter called “Association,” collectively referred to throughout this Agreement as “Parties,” recognize the importance of maintaining safe learning opportunities for the benefit of students and the community served by the Parties enter into this Memorandum of Understanding Addendum “Agreement” concerning the Reopening of Schools for 2020-2021 school year.

It is further recognized that the continuity of student learning is critically important and provisions should be made for students and employees who are impacted. In order to promote public health and the stability of employees, reduce the negative financial impacts on employees, and to ensure a high quality instructional program for students, the Parties agree to the following.

TERMS OF AGREEMENT

Distance Learning Defined

As defined by California Department of Education, “Distance Learning” means instruction in which the student and instructor are in different locations. This may include interacting through the use of computer and communications technology, as well as delivering instruction and check-in time with their teacher(s). Distance Learning may include video or audio instruction in which the primary mode of communication between the student and instructor is on-line interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

Effective January 25, 2021, the asynchronous day will change from Mondays to Wednesdays for all schools in the District and the revised Secondary Distance Learning Instructional Schedules.

Revised Secondary Distance Learning Instructional Schedules

It is critical for the District to continue to evaluate our student learning needs through the Distance Learning model and the continuous cycle of improvement established in the summer; therefore, the Parties agree to adjust and make changes to the instructional schedule. The Parties acknowledge and agree

an additional change to the revised instructional schedules, attached hereto, with Wednesdays instead of Mondays for asynchronous day, office hours, CPT, etc.

CA Jacobs/John Knight Middle School Revised Distance Learning Schedule is included herein as **Attachment A**.

Dixon High School Revised Distance Learning Schedule is included herein as **Attachment B**.

Maine Prairie High School Revised Distance Learning Schedule is included herein as **Attachment C**.

Communication with Parents/Guardians and Students for Secondary Schools

Association employees are expected to respond to student and family inquiries within 24 hours, excluding non-work days. Employees will be expected to consistently provide lesson plans, instruction, resources and support to students through Distance Learning, which shall include making phone calls or holding conferences, as needed. Association members shall communicate consistently when they will be available to students and families in advance via email and/or other virtual platforms to respond to and support students' needs. It is highly encouraged that Association members find a consistent time to be available so that families and students may adjust their schedules and develop routines.

In order to facilitate communication between Association members and students and families, the Parties agree to thirty (30) minutes of uninterrupted Family and Student Consultation Time Mondays, Tuesdays, Thursdays, and Fridays. In accordance with Board Policy 5121, which states "Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance", the purpose of this time is for Association members to engage proactively to improve student achievement.

Activities Association members are expected to complete during this time include, but are not limited to:

1. Contacting parents/guardians via telephone or video conferencing.
2. Documenting contact in a manner as appropriate in the Aeries system at all school sites.
3. Conferencing with families and students who are "In Danger of Failing."
4. Contacting specific families as requested by site administration.
5. Responding to outreach from families.

The Family and Student Consultation Time is intended to increase the amount of communication between school and home; however, in order to meet a member's professional obligation and the requirements of BP 5121, the time a member will need to engage in communication activities may extend beyond this allotted, protected time

Work Location and Guidelines

Should federal, state, or local health authorities declare a Stay at Home order at any time during this window, staff shall have the option of completing their work duties remotely. Effective on the date the Solano County Stay-at-Home order has been lifted and if the District remains in Distance Learning, Association members must choose whether to work from their school work place or remotely. Their

supervisor must be notified of their decision no later than three (3) working days after the lifting of the order. Association members who choose to work from their school work place shall have the remaining balance of the seven (7) remote work days from the current August MOU, with an additional eight (8) remote work days, for a total of fifteen (15) remote work days. In order to use one of these days, a teacher must enter the appropriate code (“Remote Day”) in the Frontline system no less than one hour prior to the start of the work day. Bargaining unit members may choose to work remotely on-Wednesdays and non-student days with no entry in Frontline and no reduction to their allotted days above.

To ensure the established safety protocols are followed, any Association member who has chosen to work remotely and who wants access to their workplace, shall make the request with 24 hours’ notice and site administrator will respond within the 24 hour window.

Association members who are working remotely but choose to exercise the option to access their workplace or location must check-in, via email or phone call, to the front office upon arrival.

Access to Internet, phone, and any other services required to effectively execute job duties, and which are available to the staff member at their workplace, shall be the sole responsibility of the employee should they choose to work remotely. If there is an extraordinary internet connection issue that is not under the Association member’s control (i.e. an entire community/city outage), the member will notify site administration, provide a lesson plan and within one (1) hour access backup internet.

Association members may take their laptops to and from school as they are intended to be portable; The Association and District shall complete the development of a process to allow members to check out district technology for use in remote teaching no later than January 29, 2021. However all other permanent workplace items shall remain at the workplace so as to avoid loss or damage.

Staff who choose to work remotely will do so with the understanding that they are to fully execute the duties specified in the DTA/DUSD Collective Bargaining Agreement, Board Policy, and this MOU. Should an employee not complete said duties it will result in a directive from the employee’s supervisor to begin working physically from their district workplace, pending the application of the monitoring and supervision process described in the Reopening of Schools MOU. In order to ensure the employee has adequate time to make arrangements, the employee will have up to three (3) days to transition to working from their district workplace.

Expectations for Employees Who Work Remotely While Conducting Distance Learning

Except for those changes noted above, the expectations for those working remotely remains status quo as per the Reopening of Schools MOU and the CBA.

COVID Protocols

COVID-19 expectations for suspected or confirmed cases, exposures and return to work protocols included herein as **Attachment D**. The District will monitor and adhere to the latest guidelines from Solano County Public Health.

Other Provisions

1. This MOU may be changed or amended by the Parties as necessary to address any new orders issued by a federal, state, or local officer or agency that contradict or impact the terms of this MOU.
2. Other items regarding reopening of schools may still need to be negotiated. DUSD and DTA reserve the right to negotiate any additional impacts of reopening of schools in the 2020-2021 school year.
3. This MOU shall be in place for the duration of the distance learning model unless #2 above applies, or shall expire on June 30, 2021, whichever comes first.
4. This MOU sets no precedents and has been created to address the COVID-19 pandemic. All other sections of the Reopening of Schools MOU dated August 14, 2020, Addendum and articles in the CBA, notwithstanding, are active and enforced.

The undersigned present that they are authorized to execute this MOU.

For the District

Brian Doherty

Date: 1/14/21

Date: _____

Date: _____

For the Association

[Signature] K. E. Michals

Date: 14 January 2021

[Signature]

Date: 1/14/21

Date: _____

Attachment A: CAJ/JKMS Revised Distance Learning Schedule

M, T, Th, and F

Period	Class Hours	Minutes
1	8:30 - 9:15	45
2	9:25 - 10:10	45
3	10:20 - 11:05	45
4/5	11:15 - 12:00	45
LUNCH	12:00 - 12:45	45
6	12:45 - 1:30	45
7	1:40 - 2:25	45
Family/Student Consultation Time	2:30-3:00	30
Total Instructional Minutes		270

**** Wednesdays will become non-students days in which teachers will hold office hours, attend CPT meetings, and provide asynchronous work for students**

Attachment B: Dixon High School Revised Distance Learning Schedule

M, T, Th, and F

Period	Class Hours	Minutes
0	7:35 - 8:20	45
1	8:30 - 9:15	45
2	9:25 -10:10	45
3	10:20 - 11:05	45
4	11:15 - 12:00	45
LUNCH	12:00 - 12:45	45
5	12:45 - 1:30	45
6	1:40 - 2:25	45
Family/Student Consultation Time	1:35 - 2:05 (0 start teacher) 2:30 - 3:00 (1 start teacher)	30
Total Instructional Minutes		270 (for six period day)

**** Wednesdays will become non-students days in which teachers will hold office hours, attend CPT meetings, and provide asynchronous work for students**

Attachment C: Maine Prairie High School Revised Distance Learning Schedule

M, T, Th, and F

Period	Class Hours	Minutes
1	8:30 - 9:15	45
2	9:25 -10:10	45
3	10:20 - 11:05	45
4	11:15 - 12:00	45
LUNCH	12:00 - 12:20	20
5	12:20-1:05	45
6	1:15-2:00	45
Family/Student Consultation Time	2:30 - 3:00	30
Total Instructional Minutes		270

**** Wednesdays will become non-students days in which teachers will hold office hours, attend CPT meetings, and provide asynchronous work for students**



DIXON UNIFIED SCHOOL DISTRICT

QUICK GUIDE FOR EMPLOYEES REGARDING SUSPECTED OR CONFIRMED COVID-19 CASES AND EXPOSURES

SOURCE: SOLANO PUBLIC HEALTH | NOV 2020

This document incorporates Solano Public Health's guidance for schools regarding suspected or confirmed COVID-19 cases and exposures in school settings.

I. Notifying Solano Public Health

When employees notify Human Resources of a confirmed positive test result, Human Resources shall report the confirmed case to Solano County Public Health and North Bay School Insurance Authority (NBSIA).

II. Definitions

- **Confirmed case:** A person who has a positive lab test result for COVID-19.
- **Symptoms of COVID-19:** Symptoms include fever over 100.4 or higher, subjective fever, chills, new cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea.
- **Infectious Period:** When a person is considered infectious and has a positive COVID-19 test. The infectious period starts 2 days before symptom onset or 2 days from positive test if asymptomatic (no symptoms).
- **Isolation Period:** Staying home from work, school, and/or activities during a person's infectious period. Isolation decreases transmission of illness to others.

For mild to moderate illness:

Isolation lasts for 10 days after the onset of symptoms and 24 hours fever-free without fever reducing medication. For people who have not had symptoms, isolation lasts 10 days from the day they gave the sample for their first positive test.

For severe to critical illness and if employee is severely immunocompromised:

In some instances where the employee is critically ill or is severely immunocompromised, isolation is determined by an individual's medical provider.

- **Quarantine Period:** Staying home from work, school and/or activities when a person is a close contact of someone with COVID-19. The Quarantine Period is the period when a person has been identified as a close contact to someone confirmed to have COVID-19. Quarantine of close contacts decreases potential transmission of COVID-19 if the exposed person ends up developing symptoms. Quarantine lasts for 14 days if no further exposure takes place. If the quarantined develops symptoms, they should be tested for COVID-19; depending on the test results, they may be put in isolation.
- **Close Contact:** A close contact is someone who was within 6 feet of an infectious/contagious person for at least 15 minutes cumulative/total over the course of a 24-hour period, with one or both parties not wearing a mask, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive testing date), continuing until the time the patient is isolated.



DIXON UNIFIED SCHOOL DISTRICT

- Confirmed Outbreak: SCPH or NBSIA will determine if there is an outbreak and provide direction. Two or more laboratory-confirmed COVID-19 cases among employees who are epidemiologically linked and live in separate households within two-week period.

III. Steps to Take for Suspected or Confirmed Cases and Exposures

Scenario	Action	Communication
Employee is having symptoms of COVID-19	Employee will be sent home. *Recommend testing.	
Employee tested positive for COVID-19	Employee should notify Human Resources and disclose any close contacts and Human Resources shall notify Solano Public Health and North Bay Schools Insurance Authority. Employee should remain at home for 10 days following symptom development or 10 days after testing date (if no symptoms) and 24 hours after fever resolution without using fever-reducing medications.	Human Resources will notify close contact. Staff communication to site.
Employee tested positive for COVID-19 and has severe or critical illness or employee is severely immunocompromised	Employee will notify Human Resources and disclose any close contacts and Human Resources shall notify Solano Public Health and North Bay Schools Insurance Authority. Employee should remain at home for 20 days following symptom development or 20 days after testing date (if no symptoms) and 24 hours after fever resolution without using fever-reducing medications.	Human Resources will notify close contact. Staff communication to site.
Employee is exposed to a positive case outside of the workplace	Employee will notify Human Resources and disclose any close contacts while on campus. Employees should remain at home for 14 days following last date of exposure. Instruct close contacts to quarantine at home for 14 days after last date of exposure. *Recommend testing close to the end of the quarantine period (day 12-14). If employee has not been tested throughout quarantine period, add 3 additional days to quarantine period.	Human Resources will notify close contact.

***Testing Recommendation:**

Recommend testing with healthcare provider, community testing sites through www.lhi.care/covidtesting or Verily Project Baseline. For more information about testing sites in Solano County, visit www.bit.ly/solanotestingsites



DIXON UNIFIED SCHOOL DISTRICT

IV. Returning to Work

Scenario	Returning to School Guidance
<p>Employee tested positive for COVID-19, and employee has mild to moderate illness and not severely immunocompromised</p>	<p>The employee may return to school when:</p> <ul style="list-style-type: none"> • It has been 10 days after symptoms began or 10 days after testing date (for those without symptoms) AND • No fever for 24 hours without using fever-reducing medication such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve). <p>A doctor's note to return to work is required.</p> <p>DUSD does NOT request proof of negative virus tests. People may test positive for the COVID-19 virus for a long time after they have COVID-19 because dead viral particles can still be found in bodily fluids for several weeks. These dead viral particles will turn viral tests positive even though they cannot cause disease in others.</p>
<p>Employee tested positive for COVID-19, and employee has severe or critical illness and not severely immunocompromised</p>	<p>The employee may return to school when:</p> <ul style="list-style-type: none"> • It has been 20 days after symptoms began or 20 days after testing date (for those without symptoms) AND • No fever for 24 hours without using fever-reducing medication such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve). <p>A doctor's note to return to work is required.</p> <p>DUSD does NOT request proof of negative virus tests. People may test positive for the COVID-19 virus for a long time after they have COVID-19 because dead viral particles can still be found in bodily fluids for several weeks. These dead viral particles will turn viral tests positive even though they cannot cause disease in others.</p>
<p>Employee had close contact with someone with confirmed COVID-19</p>	<p>The employee may return to school when:</p> <ul style="list-style-type: none"> • It has been 14 days after the last close contact, even if the employee has a negative test during this time, or is still waiting for test result • No symptoms have developed since the last close contact. <p>A doctor's note to return to work is required.</p> <p>If the employee has ongoing close contact with the person with COVID-19 (for example, a family member), the employee must quarantine for 14 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.</p>