



# *Los Angeles Unified School District*

OFFICE OF THE GENERAL COUNSEL

OFFICE OF LABOR RELATIONS

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*General Counsel*

**ANTHONY DIGRAZIA**  
*Director*

October 8, 2020

Cecily Myart-Cruz, President  
United Teachers Los Angeles  
3303 Wilshire Blvd., 10<sup>th</sup> Floor  
Los Angeles, California 90010

**RE: DIVISION OF ADULT AND CAREER EDUCATION SIDELETTER ON LIMITED IN-PERSON  
INSTRUCTION DURING THE COVID-19 PANDEMIC**

Dear Mr. Good:

The purpose of this sideletter is to memorialize the commitment of the Los Angeles Unified School District (“District”) and United Teachers Los Angeles (“UTLA”) to facilitate limited, safe in-person instruction in the Division of Adult and Career Education (“DACE”). The District and UTLA recognize that certain Career and Technical Education Classes (“CTE”) require varying amounts in-person instruction, observation and evaluation of student performance which are essential for completion of the class and the success of the program. As such, the parties agree to the following:

Teacher Participation

1. The in-person components of instruction will be optional for DACE employees.
2. Employees opting to perform such duties in-person will work with DACE administration to provide the best alternative instruction possible.
3. Participating DACE employees shall be allowed to withdraw from participation without reprisal, but shall provide at least 48-hour notice prior to withdrawing.
4. A description of the in-person and online components of each DACE class can be found in Attachment A: CTE Hybrid Instruction Chart.

Safety Protocols

1. To maximize safe conditions, the District shall follow the Los Angeles County Department of Public Health (“LACDPH”) protocol documents for school reopening and closures.
2. Participating DACE employees and students shall participate in the following:
  - A. Daily symptom screening
  - B. The District’s COVID-19 testing program
  - C. The District contact tracing program following a positive COVID-19 test result
3. Teachers and students will be provided with all required personal protective equipment (“PPE”) such as:


- A. Face Coverings
  - B. Face shields (provided upon request by the teacher)
  - C. Hand sanitizer
  - D. Disinfectant and paper towels
3. The District will modify room arrangements to be in compliance with LACDPH guidelines.
  4. The District shall provide separately designated bathrooms for staff and students.
  5. The District shall provide written classroom sanitization protocols to each participating DACE employee prior to the start of their participation in the program.
  6. The District shall follow LACDPH guidelines for physical distancing guidelines which shall be no less than six (6) feet apart and ten (10) feet when practical.
  7. Outdoor instruction options will be utilized when practical.
  8. The District shall sanitize all work stations utilized for these services in accordance with LACDPH guidelines on a daily basis.


Enrollment

1. The District shall assign a maximum in-person number to limit the number of students physically present for instruction and informs the teacher prior to their start in the program.
2. Any change to the maximum in-person number of students allowed for each class for in-person instruction must be negotiated.
3. With regards to the maximum in-person number of students physically present for instruction, any participating teacher may withdraw immediately from participation without reprisal under all the following conditions:
  - A. If the employee has asked the administrator to reduce the maximum and the administrator fails to do so.
  - B. The employee must genuinely believe that the maximum presents a danger of COVID-19; and
  - C. A reasonable person would agree that there is a real danger or risk of infection caused by the maximum.

The provisions of this Sideletter shall remain in effect until December 31, 2020 or when LAUSD offers all students the option to return physically to a school site for hybrid instruction or resumes regular instruction whichever occurs first.

Sincerely,

  
 Anthony DiGrazia, Director  
 Office of Labor Relations

IT IS SO AGREED:   
 Cecily Myart-Cruz, President

10-8-2020  
 Date

c: Alison Yoshimoto-Towery Joseph Stark Gifty Beets Rob Samples

ATTACHMENT A: CTE HYBRID INSTRUCTION CHART

Course Title	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
<b>Building &amp; Grounds (AFOC)</b> 1 Course = 60 Hours	Hands-on floor/carpet/wall care, safety procedures, skills validation, required tests	Approximately 30 Hours (50%)	Maintenance theory, sanitation theory, cleaning techniques, employability skills	Approximately 30 Hours (50%)
<b>X-Ray Technician (ELAOC)</b> 3 Courses = 1,350 Hrs. Total	Hands-on image processing/critique, positioning, safety procedures, skills validation, required tests, clinical experience,	Approximately 942 Hrs. (70%)	Critical thinking, anatomy, physiology, physics, ethics and terminology, employability skills,	Approximately 408 Hrs. (30%)
<b>Radiologic Tech. (ELAOC)</b> 1 Course = 1550 Hours	Hands-on image formation/processing/critique, positioning, safety procedures, skills validation, required tests, clinical experience	Approximately 1200 Hrs. (77%)	Image exposure/quality, image receptor systems, anatomy, physiology, medical procedures, employability skills,	Approximately 350 Hrs. (23%)
<b>Medical Assistant (Evans)</b> 1 Course = 500 Hours	Hands-on first aid/patient care/ nursing skills, safety procedures, skills validation, required tests, clinical experience	Approximately 150 Hrs. (30%)	Anatomy, physiology, medications, electro-cardiography, employability skills	Approximately 350 Hrs. (70%)
<b>Welding (Harbor OC, SSOC)</b> 4 Courses = 560 Hrs. Total	Hands-on tools/equipment/metallurgy, welding/cutting techniques, fabrications, safety procedures, skills validation, exam review, required tests	Approximately 390 Hrs. (70%)	Trade mathematics, resource management, symbols/codes, blueprint reading, entrepreneurial/employability skills	Approximately 170 Hrs. (30%)
<b>Certified Nursing Assistant (LATC, WVOC)</b> 2 Courses = 210 Hrs. Total	Hands-on patient care skills, safety procedures, charting, skills validation, required tests, clinical experience	Approximately 120 Hrs. (57%)	Patients' rights, interpersonal skills, body mechanics, medical asepsis, vital signs, nutrition, psycho-social needs, household management, employability skills	Approximately 90 Hrs. (43%)
<b>Licensed Vocational Nurse (MWEPC)</b> 1 Course = 1,530 Hours	Hands-on nursing skills (surgical, OB, pediatrics), safety procedures, skills validation, exam review, required tests, clinical experience	Approximately 800 Hrs. (52%)	Nursing fundamentals, anatomy, physiology, pharmacology, growth/development, psychology, nutrition, employability skills	Approximately 730 Hrs. (48%)
<b>Aviation (Airframe/Power plant) (NVOC)</b> 3 Courses = 2,400 Hrs. Total	Hands-on fluid lines/fittings/ hardware, ground operations, cleaning, structural repair, assembly/riggings, aircraft paint/welding/weather protection, aircraft systems, engines systems, inspection, safety procedures, skills validation, required tests	Approximately 1,920 Hrs. (80%)	Basic mathematics/physics, theory of electricity, aircraft drawings, maintenance forms, theory of aircraft/engine construction, employability skills	Approximately 480 Hrs. (20%)
<b>Auto Tech: Smog Update (AFOC)</b> 1 Course = 20 Hours	Hands-on emissions failures/ testing, oscilloscope usage, lab scope usage, scan tool usage, safety procedures, skills validation, exam review, required tests	Approximately 10 Hrs. (50%)	Customer service, waveform pattern recognition, fuel control sensor analysis, catalytic converter inspection, employability skills	Approximately 10 Hrs. (50%)

Course Title	Description of face-to-face component(s)	Hours of face-to-face	Description of online component(s)	Hours of online instruction
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		instruction		
<b>Pharmacy Technician (VSC)</b> 2 Courses = 740 Hrs. Total	Hands-on processing/handling of medication, patient care, safety procedures, skills validation, exam review, required tests, clinical experience	Approximately 282 Hrs. (38%)	Customer service, pharmacology, calculations, laws/regulations, processing/handling of meds, quality assurance (equipment/ and facilities), employability skills	Approximately 458 Hrs. (62%)
<b>Construction (MultiCraft Core Curriculum - MC3) (SSOC)</b> 1 Course = 240 Hours	Hands-on measurement/tools/building codes, blueprint reading, masonry/framing/plumbing/HVAC fundamentals, basic roofing/ flooring, safety procedures, skills validation, exam review, required tests	240 Hrs. (100%) <i>Authorizing agency req.</i>	N/A	0 Hrs. (0%)
<b>Powerline Mechanic (ELAOC)</b> 3 Courses = 450 Hrs. Total	Physical training, hands-on rigging/wiring, material preparation, powerline systems, pole climbing, safety procedures, skills validation, exam review, required tests	Approximately 340 Hrs. (75%)	Theory of current/electricity/circuitry, trade mathematics, quality assurance (equipment/ and facilities), employability skills	Approximately 110 Hrs. (25%)