



**Los Angeles Unified School District**  
**OFFICE OF THE GENERAL COUNSEL**  
**OFFICE OF LABOR RELATIONS**  
333 S. Beaudry Avenue, 20<sup>th</sup> Floor, Los Angeles, CA 90017  
TELEPHONE (213) 241-8322; FACSIMILE (213) 241-8401

**AUSTIN BEUTNER**  
*Superintendent of Schools*

**DEVORA NAVERA REED**  
*Interim General Counsel*

**ANTHONY DIGRAZIA**  
*Director*

November 19, 2020

Jeff Good, Executive Director  
United Teachers Los Angeles  
3303 Wilshire Blvd., 10<sup>th</sup> Floor  
Los Angeles, California 90010

**RE: EARLY CHILDHOOD EDUCATION DIVISION 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, in-person instruction in the Early Childhood Education Division (“ECED”) as safely as possible. The District and UTLA recognize that vulnerable populations of early education students benefit from in-person instruction and adult interactions. These vulnerable student populations are all eligible for subsidized care because they are low-income. In addition, these vulnerable student populations include preschool special education students, students experiencing homelessness, foster youth, and low-income families who are serving as essential workers. As such, the parties agree to the following:

Teacher Participation

1. Participation by UTLA bargaining unit members shall be voluntary.
2. Employees opting to perform such duties in-person will work with ECED administration to provide the best alternative instruction possible.
3. Participating ECED employees shall be allowed to withdraw from participation without reprisal, but shall be encouraged to provide at least 48-hour notice prior to withdrawing.
4. A description of the in-person and online components of each ECED class can be found in Attachment A: ECED lesson plans. These plans have also been provided to all early education teachers in the ECED Google Drive. See attachment.

Safety Protocols

1. To maximize safe conditions, the District shall follow current Los Angeles County Department of Public Health – Office for the Advancement of Early Care and Education (“LACDPH-OAEC”) protocol documents for school reopening and closures.


2. UTLA bargaining unit members and students shall be tested at a District testing facility or private facility of the member's or family's choice following the District's protocol for COVID-19 and cleared before providing and/or receiving in-person services.
3. Participating ECED employees and students shall participate in the following:
  - A. Daily health and temperature screening
  - B. The District's COVID-19 testing program or with their own health provider with verification with 72 hours of the test being administered.
  - C. The District Community Engagement (contact tracing) program following a positive COVID-19 test result
  - D. The District shall follow the current guidelines set by LACDPH for the quarantine, isolation and exposure of COVID-19 for all students, parents and bargaining unit members for all District sites.
4. 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
  - E. Disposable gloves (provided upon request by the teacher)
5. Classrooms will have been cleaned and disinfected nightly with comprehensive electrostatic disinfection. High-touch disinfecting will be conducted by staff trained in disinfecting practices a minimum of 2x during the school day, in all restrooms and common spaces including frequently touched items found in those spaces.
6. The District will modify room arrangements to be in compliance with current LACDPH-OAECE guidelines.
7. The District shall provide written classroom sanitization protocols to each participating ECED employee prior to the start of their participation in the program.
8. The District shall follow LACDPH-OAECE guidelines for physical distancing guidelines which shall be no less than six (6) feet apart and ten (10) feet when practical.
9. Outdoor instruction options will be utilized when practical.
10. The District shall sanitize all work stations utilized for these services in accordance with LACDPH guidelines on a daily basis.
11. All employees, parents/guardians and students are required to wear face coverings at all times per current LACDPH guidelines, except for Students during naptimes.
12. Separately designated bathrooms for staff and students shall be available. All faculty restrooms shall be made available for all employees.
12. Hand sanitizing stations provided for all staff and students.

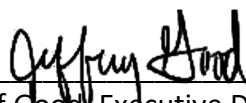
### Enrollment

1. Classroom maximums shall be in accordance with current LACDPH guidelines.

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:   
Jeff Good, Executive Director

11/20/20  
Date

c: Alison Yoshimoto-Towery

Dean Tagawa

Gifty Beets

Rob Samples

ATTACHMENTS: ECED LESSON PLANS WEEKS 1-6