

**SIDELETTER BETWEEN LAUSD & UTLA FOR THE PHYSICAL REOPENING OF SCHOOLS FOR
HYBRID INSTRUCTION DURING THE 2020-2021 SCHOOL YEAR
March 9, 2021**

This sideletter is an agreement between LAUSD and UTLA on the necessary conditions required for LAUSD schools to physically reopen for in-person instruction through a hybrid model during the 2020-2021 school year.

Section I: Required Health & Safety Conditions for a Physical Reopening of LAUSD Schools for In-Person Instruction

In-person instruction may commence for students at LAUSD school sites and UTLA bargaining unit members may be required to provide in-person service under the following health & safety conditions:

- A. Los Angeles County is in the Red Tier, as currently defined by the California Department of Public Health and according to California’s Blueprint for a Safer Economy. The parties agree to immediately bargain the impact of any change to the CDPH criteria for risk level tier changes, or any change to the Los Angeles County risk level tier after being in the Red Tier.
- B. All unit members reporting to District schools or worksites have had the opportunity (eligibility and access) to be fully vaccinated for achieved immunity at the prescribed schedule, including the time prescribed as being needed to achieve immunity after receiving the full vaccine dosage.
- C. On all matters relating to health & safety procedures and protocols, the District shall adhere to the most recent COVID guidelines issued by the California Department of Public Health (“CDPH”), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), and the Los Angeles County Department of Public Health (LACDPH).
- D. The necessary Health & Safety conditions articulated in this sideletter are not exhaustive. Accordingly, both parties jointly acknowledge the District’s obligation to collaborate consistently with all stakeholders, including but not limited to UTLA bargaining unit members, in facilitating transparent compliance with the language in Section I.C. above.

Section II: Vaccination of School Staff

- A. The District shall actively support and assist the Los Angeles County Department of Public Health in coordinating the administration of COVID-19 vaccination for all school staff, to the best of the District’s ability, including the measures listed below:
 - 1. The District shall communicate with all staff in writing about the availability of the COVID-19 vaccine, including where they may receive the vaccine and how to make an appointment, if necessary, to receive the vaccine.

2. The District shall provide written educational materials to all staff about the vaccine, including accurate information from the Centers for Disease Control (CDC) on the vaccine's benefits, risks, and efficacy rates and the LAUSD COVID-19 video featuring the LAUSD Medical Director.
3. The District shall continue requesting that the county department of health support a school site vaccination program for staff to be vaccinated against COVID-19 at District school sites and work sites.
4. The District shall allow staff to be vaccinated during their work hours and shall provide up to three hours during work hours per dose, including observation reaction time with no loss of pay.
5. The District shall provide up to three (3) days of paid leave as needed to any unit member who becomes ill from side effects as a result of receiving the COVID-19 vaccine. Unit members shall not be required to utilize contractual or statutory leave for this purpose.

Section III: Testing

- A. Before students and staff return to school sites for in person instruction, the District shall provide COVID testing to all students and staff assigned to return to any school or worksite. The District shall continue to make free COVID testing available to students and staff during normal work hours, with every effort made to ensure a result turnaround time between twenty-four and forty-eight (24-48) hours.

For the term of this agreement, the District shall provide testing as follows:

1. Baseline testing will be conducted for all students and staff during the 7 days prior to a physical reopening of LAUSD schools for regular in-person instruction. All LAUSD students and staff who will be returning to the school campus will be provided with a back-to-school baseline test. Students whose families choose to continue distance learning are not required to participate in this testing program.
 2. While Los Angeles County is in the Red Tier, as currently defined by the California Department of Public Health, the District shall require COVID testing for all students and staff at least every two (2) weeks.
 3. While the county risk level for Los Angeles County is in the Orange Tier, as currently defined by the California Department of Public Health, the District shall provide COVID testing for all staff and at least 20% of students physically attending or working at a work site or school site every two weeks.
 4. While the county risk level for Los Angeles County is in the Yellow Tier, as currently defined by the California Department of Public Health, the District shall provide COVID testing for at least 20% of staff and 20% of students physically attending or working at a work site or school site every two weeks.
- B. In response to any school or work site outbreak, the District shall adhere to LA County Department of Health guidelines and Cal OSHA requirements, and take immediate action to address the school or work site conditions.

- C. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing, in conjunction with local health department officials. The District shall inform all bargaining unit members who were on the premises at the same worksite as the individual during the infectious period of their potential exposure in writing within one (1) workday. This notice shall also include a description of the COVID-19 related benefits available to unit members and the district's disinfection plan that will be implemented. A copy of such notice shall be provided to UTLA at the same time it is provided to the affected unit members.
- D. The District shall create and maintain a Public Dashboard that reports all instances of positive cases at all schools and worksites. The Dashboard shall be updated within 24 hours of the District receiving confirmation of a positive test.

Section IV: Preparation for a Return to In-Person Learning

- A. All bargaining unit members scheduled to physically return for work at a school or work site, with the exception of substitute teachers not working in a long-term assignment, shall be provided the voluntary option of scheduling up to fifteen (15) hours of on-site preparation time at their school or work site. Unit members utilizing this option shall receive their regular hourly rate of pay. The hours shall be scheduled in coordination with the site administrator during times outside of the unit member workday, as defined by the 2021 Second Semester Enhanced Distance Learning Sideletter. (12-17-20).
- B. The day before students return for hybrid in-person instruction shall be prioritized for staff planning, preparation, and training on safety procedures and protocols. When possible, the majority of time shall be used for individual unit member preparation. The PreK-5/6 teachers will schedule a 30-minute remote check-in with the students on that day; secondary teachers shall schedule a 30-minute remote check-in through a combined H/L advisory.
- C. In recognition of the additional on-site obligation required by the agreed to hybrid elementary schedules, elementary teachers shall receive an additional 30 minutes of pay at their regular hourly rate for each day that the schedule is implemented.

Section V: Health Screening

- A. The District shall ensure all students, staff, and visitors are screened for symptoms prior to entering a school site, in accordance with the LAUSD COVID-19 Containment, Response, and Control Plan (1-20-21).

Section VI: Physical Distancing

- A. The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces.

- B. The District shall ensure that people movement around and through school site buildings is unidirectional when space is six (6) feet or less in width and maximizes physical distancing. Directional markers and physical distancing markers should be posted throughout the school site.
- C. School sites shall have multiple access points, with specifically assigned entrance and exit locations to limit congregation. Unit members shall not be required to monitor ingress and egress locations outside of their contractual workday, and shall be compensated at their hourly rate of pay if and when they do so voluntarily.
- D. All required meetings, including staff meetings, grade level meetings, department meetings, or professional development meetings shall be conducted virtually.

Section VII: Additional Health & Safety Measures

- A. Masks - All adults and students, including those in Early Education and TK-2, must wear masks over both their nose and mouth at all times on campus. The District shall supply and require the use of masks, in accordance with LACDPH guidelines for all staff and students.
- B. N95 Respirators – Fit-tested N95 Respirators shall be provided to all school nurses. School Nurses will adhere to items below prior to having an N-95 mask issued:
 - 1. Complete Medical Evaluation Questionnaire
 - 2. MyPLN Respiratory Training (1 hour)
 - 3. Be fit tested by OEHS (CANNOT be fitted until both of the above have been completed)Audiologists may voluntarily request N95 Respirators upon completing the MyPLN Respiratory Training (1 hour).
- C. Hand Sanitizer & Soap - The District shall comply with the following hand washing logistical requirements:
 - 1. Every room with a sink shall be stocked with soap, hand sanitizer, and paper towels.
 - 2. Every classroom shall be provided with hand sanitizer.
 - 3. Non-classroom workspaces shall be provided hand sanitizer.
 - 4. Hand sanitizer or portable hand washing stations shall be provided at designated ingress and egress point.
 - 5. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked as needed and prior to the beginning of each day.
- D. Cleaning and Daily Disinfecting - The District shall ensure all classrooms, restrooms, and workspaces are cleaned regularly and all high touch surfaces are disinfected daily, using an OEHS approved disinfectant that is on the EPA's List N for disinfectants effective against COVID-19. Unit members shall not be expected to provide these services.
- E. All students shall be provided with an individual, resealable plastic bag of school supplies to be kept at school in a safe location.

- F. Ventilation - In-person instruction may commence in rooms that are equipped with an HVAC system with air filtration with a minimum efficiency reporting value (MERV) of 13 or better. The air filters shall be inspected no less than once per month and replaced as needed. Additionally, all classroom air system fans shall continue running twenty-four (24) hours per day.

Section VIII: Hybrid Instruction

- A. Hybrid in person instruction shall be provided in accordance with Attachment A (Elementary Hybrid Instruction), Attachment B (Secondary Hybrid Instruction), and Attachment C (Early Education Centers).
- B. The provisions of this sideletter shall apply to all bargaining unit members in the Division of Adult and Career Education (DACE) and Early Education Centers (EEC), unless expressly targeted for another grade level(s). The parties agree to continue meeting to discuss issues and resolve matters concerning DACE and EEC assigned unit members as needed during the term of this Agreement.
- C. The parties shall continue bargaining language to ensure effective practices and procedures for providing Special Education services, Designated Instructional Services, Health & Human Services, and VAPA Itinerant services in a subsequent sideletter.
- D. Remote Instruction & Service
 - 1. All classroom teachers working remotely as a reasonable accommodation for being in a high-risk health category shall provide distance learning instruction consistent with the workday schedules in Attachment A, Attachment B, and Attachment C, in accordance with their individual assignment(s).
 - 2. All non-classroom educators working remotely as a reasonable accommodation for being in a high-risk health category shall provide remote services consistent with the workday schedules in Attachment A, Attachment B, and Attachment C, in accordance with their individual assignment(s).
 - 3. Classroom teachers in DACE working remotely as a reasonable accommodation for being in a high-risk health category shall provide distance learning instruction consistent with the schedules utilized during the 2020-2021 school year prior to the physical reopening of schools.
 - 4. All other applicable provisions of the "Spring 2021 Second Semester Enhanced Distance Learning Sideletter Between the Los Angeles Unified School District and United Teachers Los Angeles" shall be adhered to by the parties.
- E. Substitute unit members will be asked to complete a statement of availability for supporting Hybrid instruction and in person service for prioritized student populations. Special program substitutes shall continue in a special program assignment. Additionally, day-to-day substitute protocols utilized while schools have been physically closed shall continue for the remainder of the school year.

- F. For those substitutes who have made themselves available to work in accordance with the statement of availability, the District shall waive the one (1) day of work per month threshold for maintenance of healthcare for the following month for those substitute unit members that have qualified for healthcare in 2020-2021.
- G. Should the District return to remote only instruction, the “Spring 2021 Second Semester Enhanced Distance Learning Sideletter Between the Los Angeles Unified School District and United Teachers Los Angeles” (12-17-21) shall be in effect.

Section IX: Additional Unit Member Issues

- A. High Risk Unit Members - The District shall make every effort to provide reasonable accommodations for unit members who provide a physician’s note determining that they are in a high-risk category related to COVID-19.
- B. COVID-19 Infected and Quarantined Unit Members - Unit members required to quarantine by the District shall be paid without having to utilize contractual or statutory leave time.

Section X: COVID-19 Compliance Task Forces

- A. All school sites shall have a COVID-19 Compliance Task Force. The UTLA Chapter Chair (or a Chapter Chair appointed designee) shall be a member of each task force. Training for participants shall be made available on MyPLN. Each school site task force shall meet no less than once per week outside the contractual workday, with the unit member compensated at their hourly rate, to address health & safety compliance issues at the school site. The task force shall make every effort to address identified deficiencies in a timely manner that reflects the urgency of each deficiency.
- B. The District shall maintain the LAUSD Health & Safety Practices Committee, comprised of one representative from each labor union representing employees in LAUSD and no less than four (4) appropriate representatives from LAUSD. The committee shall meet no less than once every two weeks to address health & safety compliance issues at District schools and work sites.

Section XI: Term of Agreement

- A. This non-precedent setting Sideletter shall be effective upon signing and shall be implemented according to the terms above. This Sideletter shall expire on June 30, 2021, but may be extended by mutual agreement of the parties.
- B. All components of the current LAUSD/UTLA Collective Bargaining Agreement shall remain in full effect except for those provisions modified by the terms of this Agreement and other bargaining agreements reached since the beginning of the school closures. The parties acknowledge that certain terms of the Agreement may need to be implemented using electronic or remote platforms for the duration of the school closure when possible.

Cecily Meyer-Cruz

UTLA

3/9/2021

Date



LAUSD

3/10/21

Date



Cecily Myart-Cruz
UTLA President (3.9.2021)

ATTACHMENT A



Elementary Hybrid Instruction **ETK-5(6)**

To minimize student re-organization and maintain continuity with an emphasis on resocialization, the social emotional well-being of our students and the enhancement of classroom communities, there will be two cohorts, am and pm. Such cohorts will be created based on parent survey responses and staffing considerations.

Such cohorts shall be either:

- Two (2) in person cohorts
- Two (2) remote cohorts
- One (1) in-person and one (1) remote cohort.

No simultaneous teaching will be required in any hybrid instruction cohort. All in-person cohorts shall maintain a minimum of six (6) feet physical distancing between students and staff at all times.

1. Teachers that remain remote for health reasons will continue to provide instruction virtually, and are supported with an in-person substitute.
2. The 30-minute extension of the school day outlined below shall be compensated at the members hourly rate.
3. A twenty-minute transition period shall be provided between cohorts.
4. For the term of this sideletter, there will be no Breakfast in the Classroom (BIC) and students will participate in the grab and go program for meals.
5. Members shall not be required to provide supervision during the 20 (twenty) minute recess time in any of the cohorts.
6. Elementary schools shall follow the schedules below:
 - Grades CSPP/ETK/TK/K/1: Cohort A/8:00 am-11:00 am and Cohort B/12:00pm-3pm
 - Grades 2/3: Cohort A/8:15 am-11:15 am and Cohort B/12:15 pm-3:15 pm
 - Grades 4/5/6: Cohort A/8:30 am-11:30 am and Cohort B/12:30 pm-3:30 pm

Any variations to the staggered start times above shall be approved by the school's Local School Leadership Council.

7. For the duration of this sideletter, teachers shall be expected to be on campus 21 (twenty-one) minutes prior to the beginning of morning instruction and 10 (ten) minutes after the conclusion of afternoon instruction.
8. California State Preschool teachers shall be provided two and a half additional hours per week to plan and shall be compensated at their hourly rate. Such hours will be completed at the teacher's discretion.
9. For school sites with Prop. 39 co-located charter schools, the respective District and charter school administrators and the Campus Co-Location Advisory Team shall meet at

least two weeks prior to the District’s hybrid reopening to discuss any necessary adjustments to the existing Shared Use Agreement to address student and staff health and safety. The Campus Co-Location Advisory Team will consist of the UTLA Co-location Coordinator, the school principal, and may include the Plant Manager and a parent. Amendments to the Shared Use Agreement must be mutually agreed upon by both the co-located District and charter school administrators, as outlined in Bulletin 5532.1.

10. Staff at schools with a Dual Language program shall re-purpose a staff/faculty meeting, at least two weeks prior to the District’s hybrid reopening, to make necessary adjustments to schedules to maintain the integrity of the program.
11. Staff at schools who are participating in increased inclusion opportunities shall hold a steering committee meeting at least two weeks prior to the District’s hybrid reopening to make necessary adjustments to schedules to maintain the integrity of the program.
12. Principals may hold up to two (2) faculty meetings per month on Mondays from 3:00-3:30 pm.

AM/PM SCHEDULES

TIME	MONDAY
8:00AM-10:30AM	COHORT A
10:30AM-11:30AM	<ul style="list-style-type: none"> • 40-Minute Duty Free Lunch for Teachers • On-site brunch for Cohort A/Cohort B students who participate in BTB program • Classroom cleaning occurs between cohorts
11:30AM-2:00PM	COHORT B
2:00-3:00	Professional Development

TIME	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM-11:00AM	COHORT A	COHORT A	COHORT A	COHORT A
11:00AM-12:00PM	<ul style="list-style-type: none"> • 40-Minute Duty Free Lunch for Teachers • On-site lunch for Cohort A/Cohort B students who participate in BTB program • Classroom cleaning occurs between cohorts 			
12:00PM-3:00PM	COHORT B	COHORT B	COHORT B	COHORT B



Cecily Myart-Cruz
UTLA President (3.9.2021)

ATTACHMENT B



Secondary Hybrid Instruction

Secondary students will have the option to continue Distance Learning from home, or to return to their physical school sites. The main features of this hybrid return are as follows:

- Maintenance of 2020/2021 Master Schedule
 - Two (2) cohorts of in-person students, based on H and L advisory
 - Continuation of Distance Learning from Advisory teacher's classroom, with live, in-person Advisory time
1. Teachers shall not be required to simultaneously teach students in the classroom and students on Zoom.
 2. All in-person cohorts shall maintain a minimum of 6 feet physical distance between students and staff at all times.
 3. Teachers that remain remote for health reasons will continue to provide distance learning instruction and be supported with an in-person substitute.
 4. For the term of this sideletter, there will be no Breakfast in the Classroom (BIC) and students will participate in the grab and go program for meals.
 5. If a teacher has COVID-19 compliance concerns about using their classroom for in-person instruction, they shall work with the site Covid Compliance Task Force and attempt to find an alternative space.
 6. For school sites with Prop. 39 co-located charter schools, the respective District and charter school administrators and the Campus Co-Location Advisory Team shall meet at least two weeks prior to the District's hybrid reopening to discuss any necessary adjustments to the existing Shared Use Agreement to address student and staff health and safety. The Campus Co-Location Advisory Team will consist of the UTLA Co-location Coordinator, the school principal, and may include the Plant Manager and a parent. Amendments to the Shared Use Agreement must be mutually agreed upon by both the co-located District and charter school administrators, as outlined in Bulletin 5532.1.
 7. Staff at schools with a Dual Language program shall re-purpose a staff/faculty meeting, at least two weeks prior to the District's hybrid reopening, to make necessary adjustments to schedules to maintain the integrity of the program.
 8. Staff at schools who are participating in increased inclusion opportunities shall hold a steering committee meeting at least two weeks prior to the District's hybrid reopening to make necessary adjustments to schedules to maintain the integrity of the program.
 9. Principals may hold up to two (2) faculty meetings per month on Mondays from 3:00-3:30 pm.

SECONDARY SCHOOL BELL SCHEDULES

If a school obtained a waiver for their distance learning bell schedule, they may adjust the schedule below to mirror the schedule they have been using.

6-PERIOD SCHEDULE

Monday – Alternating H/L day

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 10:30 AM	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
10:40 – 11:40 AM	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
11:40 – 12:20 PM	Lunch
12:20-1:20 PM	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
1:30 – 2:00 PM	Student Support Advisory (in-person only)
2:00 – 2:30 PM	Office Hours, teacher planning time
2:30 – 3:30 PM	PD/common planning time

6-PERIOD SCHEDULE

Tuesday – Friday (2 days for each Advisory cohort)

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 10:40 AM	Period 1/2 (Synchronous and Asynchronous)
10:50 – 12:00 PM	Period 3/4 (Synchronous and Asynchronous)
12:10 – 12:40 PM	Student Support Advisory (in-person only)
12:40 – 1:20 PM	Lunch
1:20 – 2:30 PM	Period 5/6 (Synchronous and Asynchronous)
2:30 – 3:30 PM	Teacher conference period

7-PERIOD SCHEDULE

Monday – Alternating H/L day

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 10:20 AM	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
10:30 – 11:20 AM	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
11:30 – 12:00 PM	Student Support Advisory (in-person only)
12:00 – 12:30 PM	Lunch
12:30 – 1:20 PM	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
1:30 – 2:20 PM	Period 7 Additional Support/Intervention (Synchronous and Asynchronous)

2:30 – 3:30 PM	PD/common planning time
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7-PERIOD SCHEDULE

Tuesday – Friday (2 days for each Advisory cohort)

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 10:20 AM	Period 1/2 (Synchronous and Asynchronous)
10:30 – 11:20 AM	Period 3/4 (Synchronous and Asynchronous)
11:30 – 12:00 PM	Student Support Advisory (in-person only)
12:00 – 12:30 PM	Lunch
12:30 – 1:20 PM	Period 5/6 (Synchronous and Asynchronous)
1:30 – 2:20 PM	Period 7 (Synchronous and Asynchronous), <u>tutoring/intervention</u> (even days)
2:30 – 3:30 PM	Teacher conference period

8-PERIOD SCHEDULE

Monday – Alternating H/L day

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 10:20 AM	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
10:30 – 11:20 AM	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
11:30 – 12:00 PM	Student Support Advisory (in-person only)
12:00 – 12:30 PM	Lunch
12:30 – 1:20 PM	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
1:30 – 2:20 PM	Period 7/8 Additional Support/Intervention (Synchronous and Asynchronous)
2:30 – 3:30 PM	PD/common planning time

8-PERIOD SCHEDULE

Tuesday – Friday (2 days for each Advisory cohort)

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 10:20 AM	Period 1/2 (Synchronous and Asynchronous)
10:30 – 11:20 AM	Period 3/4 (Synchronous and Asynchronous)
11:30 – 12:00 PM	Student Support Advisory (in-person only)
12:00 – 12:30 PM	Lunch
12:30 – 1:20 PM	Period 5/6 (Synchronous and Asynchronous)
1:30 – 2:20 PM	Period 7/8 (Synchronous and Asynchronous)
2:30 – 3:30 PM	Teacher conference period

COPERNICAN 4X4 SCHEDULE**Monday – Alternating H/L day**

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 11:00 AM	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
11:10 – 11:40 AM	Student Support Advisory (in-person only)
11:40 – 12:20 PM	Lunch
12:20 – 1:50 PM	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
1:50 – 2:30 PM	Office Hours, teacher planning time
2:30 – 3:30 PM	PD/common planning time

COPERNICAN 4X4 SCHEDULE**Tuesday – Friday (2 days for each Advisory cohort)**

8:30 – 9:00 AM	Remote students: Advisory In-person Cohort: Staggered entry, grab-and-go breakfast
9:00 – 9:30 AM	Morning Opening (in-person only)
9:30 – 11:20 AM	Period 1/2 (Synchronous and Asynchronous)
11:30 – 12:00 PM	Student Support Advisory (in-person only)
12:00 – 12:40 PM	Lunch
12:40 – 2:30 PM	Period 3/4 (Synchronous and Asynchronous)
2:30 – 3:30 PM	Teacher conference period

ATTACHMENT C

Cecily Myart-Cruz

Cecily Myart-Cruz
UTLA President (3.9.2021)



Early Education Center Hybrid Instruction

Elements include:

- Each on-site teacher has a single stable cohort of 12 children, based on parent survey responses and California Department of Education (CDE) priority
- Minimal reorganization of classes
- No required simultaneous instruction (remote/live)
- Teachers that remain remote for health reasons will provide daily synchronous instruction online, and are supported with their early education center aides
- EEC Teachers (7:30 AM - 3:30 PM) and 8-hour EEC Aides (7:30 AM - 4:00 PM) remain on-site with time for lesson preparation and office hours
- EEC teachers shall be provided, upon request, with face shields, gloves, and gowns for student diapering and addressing student illness
- EEC teachers shall not be asked to clean classrooms, classroom furniture, or restrooms
- All in-person cohorts shall maintain a minimum of 6 feet physical distancing between students & staff
- Large spaces shall be utilized as needed, based on square footage and a minimum of 6 feet physical distancing between students & staff
- In cases where a substitute teacher is not available, coverage shall be provided so as to maintain the student cohort

Early Education Center Schedule

TIME	MONDAY-FRIDAY
7:30-8:00AM	<ul style="list-style-type: none"> • Planning Time for EEC teacher
8:00AM-11:30AM	<ul style="list-style-type: none"> • Parents/Caregivers sign-in and drop-off • Welcome and lessons provided to students • Classroom and restroom cleaning takes place, to be handled by attendants and building and grounds workers • Teacher and aides rotate for breaks while maintaining adult-student ratios
11:30AM-12:00PM	STUDENT LUNCH
12:00PM-2:00PM	<ul style="list-style-type: none"> • Students nap • Teacher and aides rotate for 30 minute duty free lunch breaks to maintain adult-student ratios between 12:00 – 1:30 p.m. • Preschool Collaborative Classrooms (PCC) Pick-up students • Two 30 minute faculty meetings per month
2:00PM-3:00PM	<ul style="list-style-type: none"> • Lessons continue • Snacks provided to children • Outdoor play time • Parent pick-up
3:00PM -3:30PM	<ul style="list-style-type: none"> • Planning Time