

**LOS ANGELES UNIFIED SCHOOL DISTRICT AND UNITED TEACHERS LOS ANGELES SIDELETTER  
ADDRESSING CONDITIONS FOR VOLUNTARY SERVICE BY UTLA REPRESENTED SCHOOL NURSES AS PART OF  
THE LAUSD COVID-19 TESTING PROGRAM**

**The District and UTLA agree as follows:**

**COVID-19 Testing Procedures & Protocols**

**Description**

During the first few phases of testing, local testing sites with multiple teams will be strategically located primarily at Community of Schools locations that are easily accessible to District staff and will be designed as walk-up sites with parking. Locations are on-campus and include an indoor processing area with an outdoor sample collection station located under a walled canopy. Testing sites have been pre-determined and include an area for testing kit storage, proper traffic flow, and ingress and egress for LAUSD staff and students being tested.

**Conditions for Voluntary Service**

1. Participation by UTLA represented school nurses shall be voluntary.
2. For participating school nurses, the District shall ensure that their nursing supervisor and school site administrator(s) redistribute work related to their regular school nurse assignment *during* their time as a participant in the program.
  - a. Z-time compensation may be approved to address workload demands.
3. Participating school nurses who become ill with COVID-19 shall not be required to use their contractual or statutory leave time during their recovery period for the COVID-19 illness, after exhaustion of Emergency Paid Sick Leave (EPSL). For participating school nurses who have family members in their household (parent, spouse/domestic partner, child) who become ill with COVID 19, the participating school nurse shall not be required to use their contractual or statutory leave time to care for the family member if he/she is unable to complete any duties (physically or remotely). The family member benefit shall only apply if there is documented proof that they have COVID-19 as a result of the school nurse's duties.
4. For participating school nurses, their daily workday as part of a testing team shall be 6.5 hours, inclusive of a 30-minute duty-free lunch and a 15-minute break after every two hours.
5. School Nurses shall be tested prior to participation in the testing program. Thereafter, school nurses will be offered testing on a weekly basis.
6. Participating school nurses shall be allowed to withdraw from participation without reprisal, but shall be encouraged to provide at least 48-hour notice prior to withdrawing.
7. Participating school nurses, along with all members of each testing team, shall complete daily symptom screenings via a district provided screening process.
8. State and federal workplace safety requirements will be adhered to at all times.
9. A testing workgroup shall be established to discuss workload and safety concerns related to the

testing program, comprised of 2 UTLA appointees, the LAUSD Director for Nursing Services, and the LAUSD Director of Emergency Services.

### General Process

Process for Employee or Student Testing:

- Use District app to make appointment at the testing site;
- Drive to site and wait in parked car until the appointment time;
- Enter test registration area when signaled to enter and complete registration and tube scanning/prep using code from app;
- Walk to logistician station where logistician hands test tube to collector;
- Walk to collector station (enclosed on 2 sides) where collector observes self-collection or collects sample of saliva or mucous (depending on type of test used);
- Exit testing site through designated exit pathway;
- Collector returns sample to Logistician who prepares it for shipping.

### Items provided include:

Disposable Surgical masks,
N-95 masks (for Collector only)
Face shields
Goggles (available to Collector only)
Surgical hair covering shall be available at each site (for Collector only)
Disposable gowns
Disposable nitrile gloves in sizes S-XL (for Collector only)
Disposable shoe covers, universal fit (for Collector only)
Floor markings, Gaffers tape
Disposable vinyl gloves (for Logistician and others)
Battery Back-up
Hand Sanitizer, 1gal pump btl
8 oz hand sanitizer
Traffic cones, for establishing testing lanes
10x10' canopy, 3 walls
6' tables
Clip boards [note: office items for team member use only]
Ball point pens
Yellow highlighters
Paper pads
Chairs, metal folding
Vest, reflective, green
Individual electronic device (for Registrar and Logistician roles)
Bottled water, individual 8-ounce
Biohazard waste bags
Disinfectant and paper towels (provided by PM on site)
Site signage and reminders

**Team members:**

- 2 Registrar (from school site staff; campus aide or similar)
- 1 Logistician
- 1 Collector (LAUSD school nurse)

**Testing Team Role Descriptions:****2 Registrars**

- Welcome staff/students
- Ask for student ID # or ID card or Name
- Scan their ID/find person into the testing system
- Scan the tube for their collection swab
- Label the collection tube with student or employee ID number. Hand labeled tube to Collector.
- Direct them to the collection station

**1 Collector (must be a medical professional)**

- Greet and explain procedure
- Perform Nasal Swab Testing
  - Remove white cap from tube
  - Collecting nasopharyngeal swab samples
  - Place the nasal swab into the tube
  - Cap the tube with a yellow cap
  - Place the tub into the testing rack
- Assures confidentiality of patient information
- Ensure that any bodily fluid spills are immediately cleaned with appropriate disinfectant according to facility policy
- Change PPE (at least gloves) after each collection

**1 Logistician**

- Maintain environmental integrity and aesthetics ensuring all areas are safe and clean
- Inventory control of testing materials and other materials
- Prepare and organize supplies, and equipment to prevent wastage
- Organize supplies ensuring all work areas are restocked appropriately
- Pack samples according to directions provided by test vendor
- Assists with other related duties as assigned
- Ensure that any tubes mishaps are cleaned up immediately with appropriate spill kit substances in order to prevent anyone from coming in contact with the substance inside the tube

**Supervisor (1 per site for multi-team sites; roves through single team sites)**

- Provide oversight to ensure privacy during sample collection
- Ensure safety of personnel on site
- Ensure privacy, in accordance with state and federal law
- Ensure testing lines are flowing

- Resolve any issues that arise
- Maintain environmental integrity; ensuring all areas are safe and clean
- Maintain a list of issues resolved during the day
- Report critical issues immediately to LDS
- Report all issues during daily debrief
- Acts as “safety officer” to ensure that PPE worn/changed correctly, distance maintained, etc.
- Interface with COSA/LD administrators

## Collector Checklist

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Job Shift(s): \_\_\_\_\_ You Report to: Testing Site Supervisor

**Mission:** Perform COVID-19 sample collection for L.A. Unified students, staff, and identified household members.

### Before Shift:

- Check in and receive site orientation at the Check-in/Check-out Station
- Wash or sanitize hands for at least 20 seconds
- Read this entire Job Action Sheet and organizational chart
- Receive orientation
- Assist in setting up
- Familiarize self with distribution and documentation process

### During Shift:

- Perform sample collection to specific test type/vendor specifications
- Assure confidentiality of patient information.
- Ensure that any bodily fluid spills are immediately cleaned with appropriate disinfectant according to District policy
- Change PPE after each collection (gloves at minimum; other items if soiled or compromised)

### After Shift:

- Assist with clean-up
- Participate in daily debriefing sessions
- Wash or sanitize hands for at least 20 seconds
- Check out at the Check-in/Check-out Station

The parties may request a reopening of the terms of this Sideletter one month after its signing by making a written request to the other party. Thereafter, this Sideletter shall be in effect until December 31, 2020 or when LAUSD students return physically to a school site for hybrid or regular instruction, whichever occurs first.

*Cecily Meyer-Cross*

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UTLA

8/22/2020

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Date



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LAUSD

8/23/2020.

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Date