

## **UTLA-LAUDS SIDELETTER FOR PHYSICAL REOPENING OF SCHOOLS FOR SPECIAL EDUCATION AND RESOURCE SPECIALIST TEACHERS, DESIGNATED INSTRUCTIONAL SERVICES, HEALTH AND HUMAN SERVICES, AND ARTS & PE ITINERANTS**

Unless otherwise modified here within, all provisions of the SIDELETTER BETWEEN LAUSD & UTLA FOR THE PHYSICAL REOPENING OF SCHOOLS FOR HYBRID INSTRUCTION DURING THE 2020-2021 SCHOOL YEAR (March 9, 2021) shall be applicable to the working conditions of unit members described in this sideletter.

### **A. SPECIAL EDUCATION**

1. Special education teachers may be required to return to campus for hybrid in-person services at the same time but no earlier than their general education colleagues.
2. Special education classes with multiple grade spans will be assigned a start time based on the least impacted staggered start time and efforts will be made to assign a time with the appropriate grade levels.
3. Special Education teachers that did not utilize a release day for assessments during the first semester of the 2020-2021 school year under Article XXII, Section 14 of the UTLA-LAUDS 2019-2022 CBA may utilize the day during the second semester of the 2020-2021 school year, for a total of two release days. Special Education teachers may request an additional third release day to complete federally mandated assessments during the second semester, at no loss of pay, for students on their caseload.
4. All adults and students will wear a mask while receiving services in a special education cohort setting.
5. All Special Educators will be provided PPE as appropriate to their job duties, such as face shields, clear face masks, medical grade masks, gloves, and gowns. When conducting assessments, plexiglass may be requested.

### **B. RESOURCE SPECIALIST TEACHERS (RST)**

1. Based upon student's IEP goals, Resource Specialist Teachers should adjust their schedules to accommodate in-person co-teaching, 1:1 services, small groups, remote services, or a combination of these with the approval of the site administrator.
2. Resource Specialist Teachers shall create their schedules to maximize in-person synchronous instruction to best serve the majority of their students with the approval of site administrator.

### **C. SPECIAL EDUCATION TEACHERS AT COMPREHENSIVE SECONDARY CAMPUSES**

1. Special Education teachers at comprehensive secondary campuses shall be provided the voluntary option of scheduling up to three (3) hours prior to the physical reopening of their campus to meet with their department in order to review their Special Education Student Assignment Coordination (SESAC)/101 Report and organize classes dependent on student and program needs.
2. Secondary Special Education teachers currently teaching an advisory period with students not on their caseload will work with administration and their department to reorganize their advisory to be with students on their caseload if needed with administrative approval.
3. For in-person instruction, secondary alternate curriculum program teachers will have students from their caseload for advisory.

**D. CAREER AND TRANSITION CENTERS-AND SPECIAL EDUCATION CENTERS**

1. All Special Educators will be provided PPE as appropriate to their job duties, such as face shields, clear face masks, medical grade masks, gloves, and gowns. When conducting assessments, plexiglass may be requested.
2. All adults and students will wear a mask while receiving services in a cohort at Career and Transition Centers or Special Education Centers.

**CTC/Special Education Center Schedule: Tuesday- Friday**

Time	Online Only Students (Cohort A)	Hybrid In-Person (Cohort B)	Teacher Schedule
8:30 – 11:00	Online Instruction	Asynchronous Work	Online Synchronous/Asynchronous
11:00 – 11:40	<ul style="list-style-type: none"> <li>· 40 Minute Duty Free Lunch for Teachers</li> <li>· Student lunch</li> <li>· Classroom cleaning occurs during cohorts (If needed)</li> </ul>		
11:40 – 2:10	Asynchronous Work	In-person Instruction	In-person
2:10-3:10	Conference Period	Conference Period	Conference Period

**CTC/Special Education Center Schedule: Monday**

Time	Online Only Students (Cohort A)	Hybrid In-Person (Cohort B)	Teacher Schedule
8:30 – 11:00	Online Instruction	Asynchronous Work	Online Synchronous/Asynchronous
11:00 – 11:40	<ul style="list-style-type: none"> <li>· 40 Minute Duty Free Lunch for Teachers</li> <li>· Student lunch</li> <li>· Classroom cleaning occurs during cohorts (If needed)</li> </ul>		
11:40 – 2:10	Asynchronous Work	In-person Instruction	In-person
2:10 – 3:10	Professional Development		

Career and Transitional Centers and Special Education Centers wishing to modify the agreed upon schedule to accommodate program needs may work with their COSAs to adjust the schedule as needed. Center for Advanced Transition Skills and Project SEARCH program teachers will develop a schedule to support students within the instructional day. Schedules must be approved by the school site administrator.

**E. PRESCHOOL FOR ALL LEARNERS (PALS)/PRESCHOOL COMPREHENSIVE (PSC)**

1. All Special Educators will be provided PPE as appropriate to their job duties, such as face shields, clear face masks, medical grade masks, gloves, and gowns. When conducting assessments, plexiglass may be requested.
2. PALS and PSC educators may order sanitation wipes and/or PPE per guidance in the Universal Precautions Memorandum.
3. PALS and PSC educators shall have the option to utilize up to two hours of paid preparation time per week outside of the hybrid schedule workday.
4. Opportunities for conducting Special education assessments and/or services during non-work hours shall be voluntary, approved by the district, and compensated at the employee’s hourly rate.
5. PCC schedules shall be consistent with the ETK-5(6) schedule in Attachment A of the UTLA-LAUSD Sideletter for Reopening (March 9, 2021).

**PALS Tuesday- Friday**

8:00 - 11:00	AM Cohort (20 minute teacher break)
11:00 – 12:00	40 Minute Lunch, 20 Minute cohort transition
12:00 – 3:00	PM Cohort (20 minute teacher break)

**PALS Monday**

8:00 - 11:00	Alternating A/B Cohort (20 minute teacher break)
11:00 – 11:40	40 Minute Lunch
11:40 – 2:00	Planning, Prepping and Collaboration
2:00 – 3:00	Professional Development

**PSC Schedule Tuesday-Friday**

8:00 – 11:00	AM Cohort
11:00 – 12:00	40 min lunch and 20 cohort transition time
12:00 – 3:00	PM Cohort

**PSC Monday**

8:00 – 11:00	Alternating A/B Cohort
11:00 – 11:40	40 Minute Lunch
11:40 – 2:00	Planning, prepping, collaboration
2:00 – 3:00	Professional Development

**F. EARLY CHILDHOOD SPECIAL EDUCATION (ESCE), SPECIAL EDUCATION INFANT PRESCHOOL, PRESCHOOL ITINERANTS AND CARLSON HOME HOSPITAL**

1. Special Education Infant Program services and Carlson Home Hospital services shall be provided remotely in accordance with M.3 below. Online instruction from home may be approved, when determined to be in the best interest of the instructional program.
2. Service at Family Centers and Unilateral Hearing Clinics shall be provided in-person in small groups, in accordance with physical distancing protocols.

**G. SPECIAL EDUCATION ITINERANT SERVICES**

1. All Special Educators will be provided PPE as appropriate to their job duties, such as face shields, clear face masks, medical grade masks, gloves, and gowns. When conducting assessments, plexiglass may be requested.
2. All itinerant staff shall be provided a clearly defined workspace that adheres to health and safety standards required by the UTLA-LAUSD Sideletter for Reopening. School psychologists shall be provided with space that ensures student confidentiality during crisis and/or counseling.
3. A workspace shall have basic furniture appropriate for physical distancing, including a work station and adult size chair, functioning internet access and student appropriate desks/chairs. Access to the bathroom and designated room will be provided. A locked storage cabinet will be provided for materials needing to be secured as determined by the department supervisor. Other specialized equipment may be requested from each department. The audiology department will set up the needed hearing aid equipment.
4. Itinerant staff who serve students at multiple sites will have flexibility and discretion to travel up to three (3) work/school sites to provide service/assessments to students within one workday.
5. For students participating in outdoor community engagement, administrator approval must be obtained prior to planning off campus activities or providing students with a field trip form.
6. The district will provide additional materials and manipulatives to limit student sharing during services. Materials for individual students will be kept in an individual, re-sealable plastic bag of school supplies kept in a safe location.
7. Special education assessments may be conducted remotely, in person, or a combination of both, following guidance from the Division of Special Education. Team-based assessments may be conducted if the assessment space allows for adherence to health and safety guidelines, including social distancing.

8. Based upon student's IEP and parent request and/or consent, providers should adjust their schedules to accommodate in-person 1:1 services, small groups, remote services, or a combination of these. The number of cohorts serviced will adhere to LA County Department of Public Health guidelines. IEP goals and service records should dictate the mode of services (individual/group).
9. Scheduling may include a transition of up to 15 minutes between each scheduled in-person service or assessment to allow provider time for disinfecting the work area, including materials, and supporting students who require assistance, as necessary.

#### **H. STUDENT HEALTH AND HUMAN SERVICES (SHHS)**

1. All SHHS Staff will be provided PPE as appropriate to their job duties, such as face shields, clear face masks, medical grade masks, and gloves. When conducting assessments, plexiglass may be requested.
2. All SHHS staff shall be provided a clearly defined workspace that adheres to health and safety standards required by the UTLA-LAUSD Sideletter for Reopening (March 9, 2021). PSA, PSW and School Psychologist shall be provided with space that ensures student confidentiality during crisis and/or counseling. Staff may provide services within the hybrid in person classrooms with a maximum of three cohorts (classrooms) a day in collaboration with the site administrator and SHHS administrator to meet programmatic needs.
3. A workspace shall have basic furniture appropriate for physical distancing, including a work station and adult size chair, functioning internet access, telephone access, and student appropriate desks/chairs. Access to the bathroom and designated room will be provided. A locked storage cabinet will be provided for materials needing to be secured as determined by the department supervisor. Other specialized equipment may be requested from each department.
4. SHHS staff who serve students at multiple sites will develop a plan with the SHHS administrator to meet programmatic needs, which may include travel for up to three (3) work/school sites to provide service to students within one workday.
5. The District will provide additional materials and manipulatives when applicable to limit student sharing during services. Materials for individual students will be kept in an individual, resealable plastic bag of school supplies kept in a safe location.
6. Scheduling may include a transition of up to 15 minutes between each scheduled in-person service or assessment for disinfecting the work area, including materials, and/or assisting students who require it, as necessary.

#### **I. SCHOOL NURSES**

1. School nurses will be provided with appropriate Personal Protective Equipment such as medical grade masks, gloves, and gowns. Nurses may request additional PPE such as N95 masks from their DNS administrator. When conducting assessments, plexiglass may be requested.
2. The School Nurse shall work at their regular school assignment for the full day with the flexibility to assist other assigned school sites in coordination with Division of Nursing Services (DNS) Administrator.
3. School nurses shall be required to work and receive pay for working the additional 30 minutes for the extended schedule on days assigned to an Elementary School.

4. School nurses will continue to receive X-time upon request and prior approval from a DNS Administrator for additional work related to their regular school assignments or voluntary assignments.
5. The School Nurse Workload Workgroup shall meet monthly, or as requested, to discuss workload concerns related to safety, and is comprised of three (3) UTLA appointees, and three (3) LAUSD appointees. UTLA shall provide an agenda to the District 24 hours in advance of the meeting.

**J. PSYCHIATRIC SOCIAL WORKERS (PSW) AND PUPIL SERVICES AND ATTENDANCE COUNSELORS (PSA)**

1. PSAs and PSWs participating in the COVID 19 Compliance Task Force and Safe School Support Teams may be assigned reasonable duties outside of their regular assignment. The Department Administrator shall make a good faith effort to ensure that PSA's and PSW's have sufficient time within their contractual workday to provide services consistent with their regular assignment.
2. Staff members will be provided with technology needed to support students in person or remotely.
3. PSAs and PSWs with multiple work sites shall develop a plan with the SHHS administrator to meet programmatic needs, which could include traveling up to three (3) work/school sites within one workday to provide services/assessments and manage caseloads.
4. Home visits, when necessary, will continue with the health and safety protocols including maintaining physical distance and confidentiality when appropriate.
5. PSA and PSW Chapter Chairs shall meet with the SHHS Directors no less than once per month or as requested.

**K. SECONDARY COUNSELORS AND TEACHER LIBRARIANS**

1. All Secondary Counselors and Teacher Librarians shall be provided a clearly defined workspace that adheres to health and safety standards required by the UTLA-LAUSD Sideletter for Reopening, while ensuring student confidentiality as appropriate.
2. A workspace shall have basic furniture appropriate for physical distancing, including a work station and adult size chair, functioning internet access, and student appropriate desks/chairs. Access to the bathroom and designated room will be provided. A locked storage cabinet will be provided for materials needing to be secured as determined by the department supervisor.
3. Teacher Librarians whose library space is being utilized for another purpose (e.g., Beyond The Bell supervision) shall be assigned another work space, but shall have access to the library for inventory if needed.

**L. ARTS AND PHYSICAL EDUCATION TEACHERS (PETIP) ITINERANT**

1. The Arts Itinerants (Theatre Arts, Music, Dance, Visual Arts) and PETIP Itinerants will provide remote services until the end of the 2020-21 school year.
2. PETIP Itinerants may offer outdoor PE instruction at the one-assigned district site so long as all health protocols are followed, including 6 feet of social distancing, wearing of face masks and hand cleaning protocols. No shared equipment shall be used.

**M. COMPENSATION AND WORKSPACE**

1. All work provided outside the contractual workday shall be voluntary and compensated at the employee's hourly rate with prior administrative approval.
2. All bargaining unit members working in accordance with this sideletter at a school or work site physically reopening the week of April 12 shall be provided the voluntary option of scheduling the fifteen (15) hours of on-site preparation time referenced in Section IV.A of the UTLA-LAUSD Sideletter for the Physical Reopening of Schools (March 9, 2021) up to one week after the physical reopening of their school.
3. All itinerant bargaining unit members shall be notified in writing, via email, of their assigned workspace at a school or worksite by their program administrator or the relevant site administrator, no less than forty-eight (48) hours prior to being expected to physically return to work. If no prior notification is provided or an assigned workspace is no longer available, the program administrator shall make accommodations for the unit member to work remotely.

**N. TERM OF AGREEMENT**

1. This non-precedent setting Sideletter shall be effective upon signing and ratification by the parties, 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.
2. The parties agree to meet and create a separate agreement to address working conditions of unit members covered by this agreement who are assigned to work on or after July 1, 2021 through the day prior to the first day of instruction of the 2021-2022 school year.
3. 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.



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**UTLA**

4/4/2021  
**Date**



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**LAUSD**

04/05/2021  
**Date**