

Memorandum of Understanding
between
Mercer Island Education Association ("MIEA")
and
Mercer Island School District ("District")

Regarding
Notification of Work Risk Level for 2020/21 School Year

Information to New staff:

Upon hire, new employees shall receive the following communication as updated with more current information, should it be available:

Dear Staff Member:

The District has created the [COVID-19 Response Plan for Returning Students In-Person](#), which contains critical information as to how the District is safeguarding staff and student health during this time and how each staff member should contribute to these efforts by wearing the appropriate personal protective equipment (PPE). The below resources are intended to provide you with some clarity on these issues.

Remember: what you do can impact your COVID-19 risk level. We must all look for ways to modify our activity to effectively serve students and maximize the amount of time we maintain social distancing.

Like handwashing and social distancing, [properly wearing](#) a mask and other relevant PPE is critical to the safe operation of in-person school and activities. According to the WA Department of Labor & Industries (L&I) most teachers, paraeducators, and office staff will fall in the [low or medium transmission risk categories](#). Before you are required to work on-site, you will be told if your risk category is greater than medium. Before being required to work in-person, your supervisor or school nurse will advise you on what PPE is appropriate for the environment you will work in and job tasks you are anticipated to perform.

Members of your Site Safety Committee, Principals and Human Resources are available to answer any questions. For more information and resources, please keep reading.

Information Regarding COVID-19 Risk Categories & PPE

The WA Department of Labor & Industries (L&I) has issued school-specific guidance as to which mask is appropriate for which situation. See [WA Labor and Industry - School](#)

[Guidance \(September 30\)](#). What mask is appropriate for whom depends on the environment the person is working in. See also, [L&I: Which Mask for Which Task](#).

L&I identifies the following transmission risk categories: Negligible, Low, Medium, High and Extremely High transmission risk. Applying these categories to the school setting, most teachers, paraeducators, and office staff will fall in the [low or medium transmission risk categories](#). Staff working in low-transmission risk categories need only wear a cloth mask.

Those working in a medium-transmission risk category should wear a cloth mask and face shield OR a non-cloth disposable mask. These are staff members who work indoors where at least 6 feet of distance is mostly maintained, but with job tasks that require several minutes of *sustained* periods where the 6-foot distance is broken and this occurs several times a day *without* sneeze guards or other mitigations.

Staff who work in [high-transmission risk environments](#) must wear a face shield plus a surgical mask, procedural mask, or an FDA-approved KN95 mask. High transmission risk environments are defined as those where there is *sustained* close contact with others and the employee is:

- working less than 3 feet from someone for longer than 10 minutes, multiple times per day
- working with students who cannot use face masks consistently and who cannot wear a shield, and/or
- performing toileting or diapering

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Disagreement on PPE/Risk Category

If an employee believes that their assigned position and/or duties place them in a risk category higher than medium or that they require additional PPE, they may request that the site COVID-19 Supervisor re-evaluate whether their job task(s) appropriately fall in the medium or lower risk category. Such a request must be made in writing.

Upon receipt of the request, the COVID-19 Supervisor will, within a reasonable time period not to exceed 2 school days, meet with the staff member to better understand the staff member's concerns. The staff member may be asked to provide an explanation/evidence as to why they feel they are in a higher risk category.

The COVID-19 Supervisor will then consult a school nurse and, potentially, human resources. The COVID-19 Supervisor shall respond no later than three school days following the request

with a written decision. If the request is denied, the COVID-19 Supervisor will provide the rationale for the denial.

Improperly Fitting PPE

If an employee’s required face mask, shield or other PPE does not fit properly, the employee’s supervisor and the site COVID-19 Supervisor will be notified. The employee and their supervisor will work with the COVID-19 Supervisor or a school nurse to find a remedy to the issue. If the issue cannot be resolved, the District will, to the extent possible, reassign the staff member.


Changes in PPE Guidance for Staff

An employee’s supervisor or designee shall inform staff members if their risk level or type of required PPE changes within one working day. The reason for the change will be communicated to the impacted staff.

Protocol if Student Bites a Staff Member or Removes Staff PPE

If a student bites or pulls off a staff member’s PPE, the staff member should:

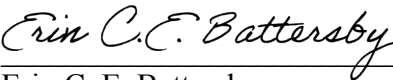
1. Make sure the staff and student are safe
2. Implement appropriate hygiene procedures such as handwashing
3. Report it to their supervisor immediately
4. Work with their supervisor and potentially the school nurse and special education team to determine the function of the behaviour
5. Implement mitigation strategies as needed. This may include but is not limited to functional behaviour support, enhanced PPE (reverse face shield for example), or temporary suspension of an IEP goal which may require an IEP meeting


Donna Colosky (Dec 1, 2020 07:47 PST)

 Donna Colosky date
 MISD Superintendent




 Sally Loeser date
 MIEA President



 Erin C. E. Battersby date
 District Representative


Tani Lindquist (Nov 30, 2020 09:58 PST)

 Tani Lindquist date
 MIEA Representative


Alyssa Mitchell (Nov 30, 2020 08:49 PST)

 Alyssa Mitchell date
 MIEA Representative