

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

**COVID-19 Health & Safety Protocols**

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Current District COVID-19 protocols for activities on District property or District-sponsored activities (together, "District Property/Activity") are delineated in the District's [Covid Response Plan](#) (CRP) which is posted on the [District website](#). Despite the thoroughness of these protocols, the risk posed by COVID-19 cannot be eliminated. To safeguard the health and safety of all involved, it is imperative that these protocols be faithfully followed. Together, by following the guidance below, we can keep students, the community, and one another healthy.

**District Protocols**

The District will continue to follow the guidance promulgated by the [Washington Department of Health \(DOH\)](#), [Seattle-King County Public Health](#), the [Center of Disease Control & Prevention \(CDC\)](#), [Washington Department of Labor & Industries](#), and any COVID-19 health-related proclamations from the Governor. When in conflict, the District will adhere to the DOH and Seattle-King County Public Health guidance rather than CDC.

The District shall continue to maintain and update its [COVID-19 Response Plan \(CRP\)](#) with any updates from these health authorities and ensure that changes are communicated to staff and students, as appropriate.

The District shall continue to work closely with the Washington Department of Health and [Seattle-King Public Health](#) and will adhere to the guidance given by these health experts regarding the closure and/or continued operation of a school site should there be a COVID-19 infection linked to a school site.

**Staff Protocols**

Strict compliance with all relevant District safety and health rules as outlined in the CRP or

otherwise negotiated between the MIEA and District is an essential function of each employee's job. Safety protocols will likely vary depending upon the job function(s) being performed by an employee.

All staff, including substitutes, will be informed of new health & safety MOUs and required to complete training on each of the elements in the CRP relevant to the staff member's assignment. Staff who have already been trained on portions of the CRP will not be required to be re-trained on those portions (e.g., custodians will not need to be retrained on the appropriate use of PPE) unless public health guidelines change. Staff will be provided with an opportunity to ask questions in an interactive way either during or following the COVID-19 health and safety training.

Staff should report any practices inconsistent with any MOUs and the CRP that constitute an unsafe working condition or work practice as related to COVID-19. As always, staff who observe others behaving in an unsafe manner should strive to first alert the person directly involved and then, if unresolved, alert an administrator or supervisor. If uncomfortable approaching an administrator, staff may always contact Human Resources.

### **Safety Teams**

For the duration of the 2021-22 academic year, each site will continue to operate its site-specific COVID-19 safety teams. After each meeting, notes from said meetings shall be shared with their site-specific MIEA Executive Board Representative as soon as possible.

The District will also continue to operate a District-Level COVID-19 Safety Team on which the MIEA President or designee shall serve.

### **Face Coverings and PPE**

In addition to guidelines outlined within the MISD [COVID-19 Response Plan \(CRP\)](#),

1. The District will provide suitable and appropriate face coverings when requested, and additional PPE when required for the work assigned to the employee.
2. Additional protective barriers, such as clear partitions, may be requested by staff interacting with students. Whenever possible, such barriers will be provided by the District prior to the staff person working with the student. The requesting staff member should make such a request as soon as reasonably possible upon learning of their desire for such a barrier.
3. At times, wearing a face-covering may interfere with a staff member's ability to work with a student who is deaf or hard of hearing. In these cases, the staff member may need to wear a face shield when not wearing a mask. It should be noted, though, that this would put the staff member at higher risk for contracting COVID-19, especially if the student is not wearing a face-covering. If a face shield is being used, it should extend below the chin of the wearer.

### **Restroom Cleaning**

Custodians will establish a time during their day when they can adequately clean student

restrooms. Upon request, custodians will be provided with signage to signal to students that the restroom is closed and to keep students out of the restroom facility as custodians are engaging in cleaning.

### **Elementary Recess Protocols**

Building administrators will work collaboratively with their paraprofessionals supervising recess and seek their input to establish how to best keep our students physically distanced and safe.

At the start/end of recess breaks each day, available school doors will be utilized to support social distancing measures. Once students are in class, doors other than the main entrance may be locked for security purposes. Students shall wash their hands or use hand sanitizer upon reentry into the building.

Handwashing is preferred if students have dirt, etc. on their hands from playing outside.

### **Access to Handcleansing Stations**

Each classroom will have access to a sink or provided hand sanitizer for students to use throughout the day, especially before snack.

### **Supplies for Non-Custodial Staff (available as needed)**

1. Face-coverings appropriate to risk per L&I guidelines, upon request
2. Cleaning supplies
3. Hand washing station and/or hand sanitizer
4. Barriers consistent with the health authority guidance

### **Contact Tracing**

When nursing staff request additional supports for contact tracing, the District will provide the supports as needed. Certificated staff will be time carded, as appropriate.

Any hourly employee supporting contact tracing for COVID-19 at any level who has to use time outside of their contract hours will be able to time card the time spent on contact tracing outside of their contract day if such work is not otherwise captured as part of a supplemental contract.

### **Vaccination**

The District will support staff in accessing the COVID-19 vaccine. This support shall include:

1. Allowing staff to attend a COVID-19 vaccination appointment during work hours. Staff members getting a COVID-19 vaccination will not have to take leave for up to 2 hours for a vaccine appointment-related absence. Such staff shall enter their absence in Frontline and notify their supervisor at least one day prior to attending the appointment; and
2. In the event that shortages of COVID-19 vaccines/boosters occur and a vaccination opportunity becomes available unexpectedly, a staff member may, to the maximum extent possible, leave if the staff member is able to find another staff member who is willing and able to cover the staff member's job function.

Staff will attempt to schedule their appointment outside of the workday, if possible.

