

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MONROE COUNTY SCHOOL DISTRICT AND THE UNITED TEACHERS OF MONROE  
FOR THE PHASED REOPENING SCHEDULE OF 2020-21 FOR SCHOOL RELATED PERSONNEL**

The Monroe County School District and the United Teachers of Monroe hereby confirm the following agreements, related to the unprecedented novel coronavirus (COVID -19) pandemic and the health and well-being of students and staff being of primary and critical importance:

Due to the COVID-19 pandemic and the level of community spread, identified as minimum, moderate and significant, the Monroe County School District will offer students several academic delivery models as outlined in the MCSD Guidebook for Safely Reopening Schools.

Identified vulnerable groups of students and staff will report to their school on August 31, 2020.

During the week of September 8-11, students in grades PreK-12 will participate in transition days with the purpose of orienting students to the various new procedures designed to keep both students and staff safe. During these four (4) days, some students and voluntary staff will participate with lessons and demonstrations of new procedures and expectations.

Beginning the week of September 14, PreK-5th grade students will return to brick and mortar instruction five days a week.

Middle and high school students will participate in an A and B day schedule to reduce the number of students that will be riding a bus, congregating in cafeterias with site based modified meal delivery methods and socially distancing being at least six (6) feet apart at all times to increase safety for students and staff.

To the maximum extent possible seating capacity on buses will be 26 students to allow for social distancing during transportation. Family/ household members may be seated next to each other or unanticipated student riders waiting at a stop will be allowed on, which may increase capacity slightly.

All student bus riders must register for transportation prior to the start of the school year to allow for the development of staggered routes that will allow proper social distancing based on current CDC/DOH guidelines.

All students, bus drivers, and bus aides must wear face coverings/ masks at all times and follow all local and county ordinances. Students that may have difficulty adhering to this requirement shall be given mask breaks as appropriate.

The responsibility of enforcement of wearing face coverings/ masks lies with each of us. While a student cannot be refused transportation, the bus driver and the bus aide are to monitor students to assure they are wearing a face mask. Students may not enter the bus without a mask, the driver/aide will supply a mask to the student and instruct them to put it on. In the event a student refuses to wear a mask or otherwise violates the District's mask guidelines, the driver/aide will notify school administration and follow up with a report to their area coordinator. The area coordinator shall notify the school administration by email of all reported violations. The school shall notify the area coordinator of the disposition of mask violation reports before the end of the school day. Any student who refuses to

follow the face covering/ mask wearing rules, after parents have been contacted, can be removed from the school bus following due process.

Bus drivers and aides will assist the students with loading the school busses. Seats will be marked with visual cues to assist and direct students where they should sit, loading the back of the bus and filling seats toward the front of the bus. Upon arrival at the school or drop off, bus drivers and aides will assist unloading the bus from the front of the bus to the back seats.

Passenger logs and seating charts should be kept daily to enable contact tracing should someone test positive for COVID-19.

Windows may be cracked open during transport if weather permits.

All staff will be provided appropriate personal protection equipment (PPE). It is each staff member's responsibility to communicate in writing when such PPE are reaching low levels to the appropriate staff in order that the supplies be replenished in a timely manner.

A/C systems in all buses shall be cleaned twice a month and filters replaced as necessary.

All district training will be provided for employees on proper safety protocols and posted to the MCSD keysschools.com website. This training must inform staff how to use safety equipment and supplies safely and properly, as well as the protocols for reporting and dealing with suspected COVID-19 cases.

Once staff receives the appropriate PPE listed on the MCSD COVID-19 PPE Items checklist employees must sign off they have received such. Should there be missing items employees shall return the checklist with no signature due to the missing items.

Hand sanitizer dispensers shall be installed on the bus in an approved safe location.

Drivers and aides will wipe down common touch points (handrails, etc.) at the bus entrance after each school drop off and at the end of each day. They will clean and disinfect all seats and other interior surfaces at least once daily.

Transportation will deep clean buses quarterly as scheduled.

Covid-19 positive protocol includes immediate removal from the current route for 24 hours, then deep cleaning would be performed prior to bus being put back in service.

If properly trained, maintenance employees can be utilized to clean or sanitize rooms in coordination with the ABM staff's triple up requirements as long as the employee has no underlying health conditions in conflict with these assigned duties.

The Monroe County School District will work to make improvements to HVAC systems at each worksite to improve air quality; such as, HEPA or MERV-13 Filters and open windows where operational and financially feasible.

ABM Custodians will receive training on MCSD COVID-19 safety procedures cleaning and sanitation guidelines and expectations to include cleaning touch points during the school day. ABM shall follow OSHA guidelines for cleaning.

Meal services will be provided in the school cafeteria and/or other large spaces that allow for social distancing (at least 6 feet)

All students and staff may remove their mask while eating but must wear their mask as soon as they are done and/or move about the room in any way.

All students and staff must be at least six feet apart at all times.

Schools will consider using outdoor areas for dining.

Schools will consider staggering meal services in the cafeteria over a longer phased lunch period to reduce the number of students and staff in one area at any one time.

One-way entrance and exit signage will be posted to enforce social distancing.

Place space indicators on floor to promote social distancing.

Use plexiglass at points where students and staff have contact.

Use face masks and gloves for meal services staff when in contact with students and staff.

Maintain areas within the cafeteria to keep student cohorts together where feasible.

Space seating in the cafeteria that are socially distant (at least 6 feet apart); tables and benches will have space markings for seating.

Designate areas within the cafeteria to keep student cohorts together where feasible

#### **Moderate Exposure Meal Services**

**Cafeteria- Option One** - Stagger meal grab and go in school cafeteria in small and short lunch times, keeping student cohorts together, and separate from other students when walking through hallways.

- Alternate use of hallways to keep social distance and maintain controlled movement of cohorts.
- Have student cohorts walk back to their classrooms and eat lunch at their desks which are spaced appropriately.
- Have trash receptacles outside of each classroom door.
- Pick up trash from hallways while classrooms are in session or after school.

**Cafeteria- Option Two** - Have pre-packaged meals delivered to each classroom.

- Meals arrive on rolling carts and placed outside of each classroom.
- Teachers arrange when to bring carts into classroom for mealtime.
- Teachers control traffic and timing of students approaching cart for meal pick up and returning to seat.
- Teachers control traffic and timing of students placing garbage on cart.
- Carts will be left outside of classroom for pick-up of garbage.

  
Monroe County School District      9/14/2020  
Date

  
United Teachers of Monroe      9/14/20  
Date