

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS ALPINE CHAPTER 607  
AND ALPINE UNION SCHOOL DISTRICT  
CORONAVIRUS (COVID-19)  
March 20, 2020**

This memorandum is agreed between Alpine Union School District (“District”) and the California School Employees Association and its Alpine Chapter 607 (“CSEA”) concerning the District’s response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the epidemic.

To these ends, the District and CSEA agree as follows:

- 1) The District will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found.
- 2) The District will train its employees in public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). CSEA will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals. Employees are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another’s health at risk).
- 3) In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus, or wishes to self-quarantine for reasonable cause, the employee may use available leaves without fear of reprisal. Employees who have exhausted accrued sick leave may use extended sick leave. Employees belonging to populations deemed by the State as uniquely vulnerable to the effects of the virus shall be allowed to self-quarantine at no loss to individual leaves or pay. Similarly, those employees with medical proof of susceptibility to the virus should it be detected among students or staff at a facility will be granted leave as liberally as possible. CSEA will notify its members of the District’s commitments but shall not encourage its members to take leave unless there is actually a medical reason to do so.
- 4) During the District closures, or any District operations are curtailed due to the coronavirus epidemic, CSEA bargaining-unit employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. Thus, for example the District will continue to pay bargaining-unit employees even if they are

unable to work due to coronavirus-related reduction in use of District facilities. Employees who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality. This paragraph will apply to up to one month of any such closure or curtailment; in the event the closure or curtailment seems likely to last more than one month, the District and CSEA will meet and bargain about the issue.

- 5) In the event of District closure to address COVID-19, the District shall comply with requirements of California Executive Department Executive Order N-26-20. CSEA will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 in the event of a closure of any District facilities due to epidemic.
- 6) In the event the District seeks to add additional school days to this school year or next year, the District will seek to staff such additional days first by offering the work to unit members by order of seniority. Such work shall be compensated at least the same as during the regular school year. Before requiring any employee provide additional service on an involuntary basis, the District will negotiate further with CSEA.
- 7) In the event employees of the District are required to report to work during closures, each shall receive not less than two times their standard rate of said employee shall be compensated at time and a half for hours worked on that day.
- 8) Food Service Employees, who work on site while the District is “closed” and provide meals and services, as directed by the District, shall be compensated for such services at two times their standard rate of pay.
- 9) The District shall not unduly deny requests by employees who elect not to work when District is “closed” due to coronavirus-related concerns.
- 10) The District shall support requests by employees sensitively who are parents to deal with a childcare provider or school emergency caused by coronavirus-related closure in conformity with Labor Code section 230.8.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

For District

Dated: \_\_\_\_\_

By: \_\_\_\_\_

For California School Employees Association

Dated: \_\_\_\_\_

By: \_\_\_\_\_

For California School Employees Association