

MEMORANDUM OF UNDERSTANDING

Waukegan School District 60, hereinafter referred to as the "District" and the Waukegan Teachers' Council, Waukegan Paraprofessionals, Waukegan Psychologists and Waukegan Professional Support Staff, all of the Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO, and the Custodial and Maintenance Unit and the Cafeteria Workers both of the Service Employees International Union Local 73, hereinafter referred to collectively as the "Unions" jointly enter into this Agreement regarding Site Based Safety Teams (SBST). The District and the Unions shall hereinafter be referred to as the "parties."

The parties agree to the following in support of maintaining a safe and healthy work environment for students, staff and the broader school community during the COVID19 pandemic.

1. **Site Based Safety Teams - Purpose.** The District will expand existing safety team responsibilities in each building (SBST) for the purpose of making sure the site is safe for employees and students by:

- A. Conducting a building walk through prior to the first day of any Phase change and also throughout the school year.
- B. Monitoring PPE, self-cleaning supplies and building cleaning supply stocks and requesting inventory replenishment in a timely manner before running out, or other matters covered under the areas noted in paragraph 5.
- C. Identifying, finishing, and implementing appropriate training for District staff and students at all levels and across departments, as appropriate to the position or stage or return in the hybrid plan, related to:
 - 1) Appropriate use of PPE and face coverings;
 - 2) Universal and COVID safety precautions of wearing face coverings, social distancing, washing hands, one way traffic flow;
 - 3) Self-certification procedures;
 - 4) Enhanced cleaning and sanitization efforts and opportunities;
 - 5) Explaining to staff and students expectations and enforcement procedures and consequences for not complying with expectations;
 - 6) Following all of the agreed upon health and safety policies from the "Bargaining Workbook" discussions. Additionally, the training shall include building level specific information such as:
 - a) The process for requesting supplies;
 - b) Where to send a student displaying COVID-19 symptoms (Health Stations);

- c) The steps the District has taken to ensure appropriate ventilation in the buildings and rooms that should not be used for meetings due to lack of ventilation.

Additionally, the parties will work collaboratively to resolve operational safety concerns early through the building or District level safety teams.

2. Composition. Teams will be building based and will be composed of District or building administrators, an ESS or other safety administrator, a health representative and an individual with knowledge of crisis intervention, a representative from each of the bargaining units, unless agreed upon by the particular Union President. Bargaining unit membership participation will be voluntary and selected by the Union. The bargaining unit members will not be paid and the SBST will be meeting during the regular contractual work day.

3. Meetings. SBSTs will meet as needed but no less than bimonthly, and there will be monthly safety meetings with all Union Leadership collaboratively through the District's Building Safety Subcommittee of the District's Safety and Security Committee.

4. Governmental Liaison. The Health Service Coordinator shall serve as a liaison to the local health department and may consult with them as needed on health and safety questions that may arise.

5. Reporting and Escalation of Issues. The Site Based Safety Team will work on regular issues and resolve identified concerns collaboratively, including those listed below.

- o Use of appropriate personal protective equipment (PPE), including face coverings;
- o Group size maximums in a single space, as set by the IDPH or other body with legal authority applicable to the District;
- o Compliance with social distancing expectations, as much as possible;
- o School entry screening procedures, whether in-person symptom screenings and temperature checks or self-certification that they are free of symptoms before entering school buildings every day that students or staff reports;
- o School wide cleaning and disinfection.

Any SBST member may escalate a safety concern when it involves a systemic or widespread concern related to non-compliance of any one of the five (5) topics above. Escalation by a SBST member who is a bargaining unit member will begin in accordance with the normal line of responsibility listed below (e.g. begin with the principal, or other top building administrator). However, when the reported escalation is not being addressed in a timely fashion or is dismissed out of hand by the administrator, or when the administrator is the cause of the non-compliance, the initial report may be escalated to the next level supervisor or supervising body.

Any escalation report by a SBST member who is a bargaining unit member should be made initially by way of a phone call to the appropriate administrator (or verbal conversation to the building-level administrator at step "a" below, such as the building principal, as appropriate). The reporter will immediately follow up with an email to the administrator, briefly documenting the


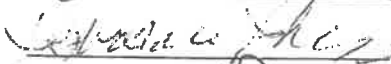

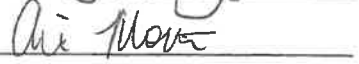
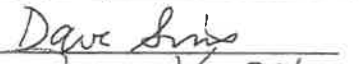

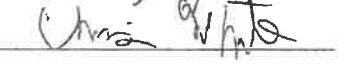
reported escalation, with a copy to the six (6) Union presidents and the Chair of the District Safety Committee. Contact information will be provided to the SBST members to facilitate reporting. All reported escalations will be reviewed at the monthly District Safety Committee meeting

The normal line of responsibility is:

- a) report to the principal, or other building administrator in charge when the principal is not on site or otherwise available to address the matter in a timely manner, i.e. assistant principal. If at Lincoln Center, to the Chief Operations Officer; if at the Operations Building or Warehouse, to the Director of Operations, and if at the Welcome Center, the Director of Academic Support Programs;
- b) report to the Area Superintendents or Operations supervisor;
- c) report to the respective Deputy;
- d) report to the Superintendent; and e) Board complaint.

This MOU is subject to the terms and conditions of each respective Union's Collective Bargaining Agreement. This MOU shall expire at the end of the 2020-21 school year, but can be extended by mutual written agreement of the parties.

For the respective Unions:

	Andy Friedlieb, Teachers	<u>12/17/2020</u> Date
	Deb Phelps, WPSS	<u>12/18/2020</u> Date
	Alexandra Ames, Psychologists	<u>12/17/2020</u> Date
	Ami Montalbano, Paraprofessionals	<u>12/18/2020</u> Date
	Dave Sims, Custodial & Maintenance	<u>12/21/2020</u> Date
	Paula Knott, Cafeteria Workers	<u>12/21/2020</u> Date
	Chris White, Field Representative SEIU	<u>12/17/20</u> Date

For the District:

 Theresa Plascencia, Superintendent 12/21/20 Date

