

**LETTER OF UNDERSTANDING  
BETWEEN  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
AND  
LAKE WASHINGTON EDUCATION ASSOCIATION**

The District and the Association agree that due to the current regional cases of COVID-19 (coronavirus) and the potential for increased diagnoses; this situation constitutes a significant health and safety concern to the Lake Washington School District. Due to the concern related to the coronavirus, the District and Association agree that staff can add these temporary duties that are not part of the current collective bargaining agreement (CBA):

1. Use of District provided cleaning supplies and solutions to clean workspaces (classrooms, offices, learning areas) where the staff member has work responsibilities.
2. Cleaning of workspaces is defined as; wiping down touch points (any place or item that has significant hand traffic such as door handles or markers), desks, table tops, and chairs at the end of each work day and prior to the end of the contracted day.

In order to support LWEA members who opt to take on this role, they can choose to take 30 minutes for cleaning their workspace within the 90-minute LEAP Early Release Wednesdays:

- March 11, 2020
- March 18, 2020
- March 25, 2020
- April 1, 2020

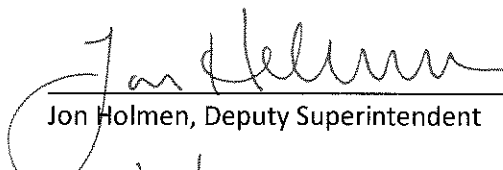
LWEA members can also opt to use 30 minutes for cleaning during the following Full-Day LEAP:

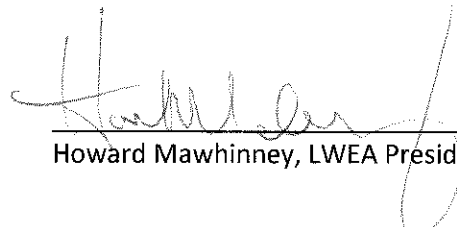
- March 13, 2020

Additional days may be added depending on conditions and those days will be determined by LWEA/LWSD prior implementation.

This Letter of Understanding will remain in effect until the last day of the 2019-20 school year. Should conditions change, the parties may agree to discontinue the Letter of Understanding prior to the end of the 2019-20 school year.

AGREED:

  
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Jon Holmen, Deputy Superintendent  
  
3/4/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Howard Mawhinney, LWEA President  
  
3/4/2020  
\_\_\_\_\_  
Date