

Q. What are the teacher work hours for the transition week?

A. Teacher work hours are flexible during the transition week. Since most hours are teacher-directed, teachers are welcome to plan their work hours as convenient for them, provided they are available for scheduled meetings and trainings.

Q. Are teachers required to be in the building during the transition week?

A. There is not a requirement that teachers are in the building the entire time. There are certain tasks, such as checking technology, reviewing classroom and/or workspace layout, and verifying supplies, that may require some in-person time. All meetings will continue to be held remotely through Teams. Remote teachers may work off-site.

Q. Are secondary teachers required to provide lessons to students during the transition week?

A. Teachers are required to provide asynchronous lessons for Tuesday - Friday of the transition week. Time and compensation will be provided to teachers for this work. There will be district and building-developed activities for students on Monday.

Q. When will the Monday transition week activities for students be ready?

A. We are working to have these developed by Friday, April 2

Q. How much asynchronous and synchronous student work is required each day?

A. Teachers may use professional judgment to determine how to allocate synchronous and asynchronous time. However, at least half of the time in each period must be concurrent, synchronous time.

Q. When do the lessons for the transition week need to be posted?

A. It is recommended that lessons for the week of April 12 are posted by the end of the teacher's workday on Monday, April 12. Teachers are welcome to make additions or adjustments later in the week.

Q. Do the lessons for the asynchronous week need to be graded?

A. If teachers don't grade lessons, we recommend that there is feedback provided to students on some or all the lessons/activities.

Q. How does the concurrent time each period work?

A. Concurrent time is when in-person and remote students are engaging with the teacher at the same time via Teams.

Q. Has anything changed in the way that teachers assign asynchronous work to students?

A. Teachers will continue assigning asynchronous work in the manner they have used throughout the year.

Q. Can Wednesdays be used for staff meetings?

A. Wednesdays are for student support, teacher planning, and LEAP. If staff meetings are held on Wednesdays, they should be consistent with the CBA, 14.4.

Q. Are there any circumstances where an in-person student might be remote for a period of time?

A. Yes. As an example, if a student is required to quarantine or if they are unable to pass attestation requirements, we would request they attend remotely temporarily. Students can return to in-person instruction when they meet health department requirements as outlined in the Safety Plan.

Q. Can teachers meet with individual or small groups of students outside of class time?

A. Yes, but all health and safety procedures must be followed. In addition, teachers should record the students with whom they met, and let a building administrator know.

Q. How should teachers track students with whom they've met outside of class time in case contact tracing is needed?

A. A simple sign-in sheet with the students' name legibly printed, date and time may be used.

Q. Are Pass (P) and Incomplete (I) grades allowed?

A. Yes, teachers may still use the P and I grades.

Q. Will students who are staying after school for support receive district transportation?

A. At this time, due to a limited number of drivers, we are not expecting to provide transportation.

Q. Can teachers be compensated for student support during the student school day?

A. If a teacher is supporting a student or students, and the only time to do so is during planning time, then a teacher may be compensated for the lost planning time. Teachers are not compensated for meeting with students during student support time during the school day.

Q. What cleaning supplies will be provided to each classroom? What if I need more than I'm allocated, or if I need specialized cleaning supplies for electronics or equipment?

A. Teachers will have students wipe down their work surfaces prior to departure. Each classroom will have spray bottles and cleaning supplies to use on desks, and specialized cleaning supplies for electronic equipment.

Q. How are "school-aged" children defined?

A. Students enrolled in K-12 schools are considered "school-aged".

Q. What are the expectations around seating charts?

A. Teachers are expected to maintain a seating chart that can be produced in the event that there is a need to contact trace. Teachers don't need to track every little movement of students in their classroom, and they don't need to submit seating charts in advance, but teachers should be able to identify which students sit next to other students.

Q. What is considered to be the teacher station?

A. This generally will be the docking/presentation station area of a classroom. This station should be placed at least 6 feet from the nearest student desk.

Q. How do I determine the appropriate physical distancing standard for my classroom or workspace?

A. Student distancing in the classroom is determined using a center of desk to center of desk standard, or center of student to center of student when seated. Students in the classroom should be seated 3 feet apart using this standard. Adults should continue to maintain 6 feet of distance from students and other staff. The teacher workstation in the classroom should be 6 feet from the nearest student desk. Staff workspaces should be set up so that staff can maintain 6 feet of distance while seated. Section IV.B of the LOU contain provisions for staff workspaces and planning areas.

Q. Can a teacher determine times for mask breaks in their room?

A. No, mask breaks are not allowed in the classroom. There is still no eating allowed in the rooms. The LOU contains provisions for safe eating and drinking on campus, VII.B.

Q. Can substitutes work in multiple classrooms in-person over the course of a week?

A. The DOH has told the District that it's okay if substitutes work in multiple classrooms over the course of a week. Substitutes will be trained in safety and health requirements, guidelines, and expectations before working on campus. Section III.A and Section VIII.I of the LOU.

Q. What if I think that my room isn't being cleaned according to the District mandated schedule or standard?

A. Each building will publish a custodial cleaning schedule on the portal and the District has agreed that head custodians will verify expected cleaning tasks and report this information to the site supervisors. If you feel that your room isn't being cleaned to standard, you will work with your site supervisor. Part VIII.H of the LOU.

Q. What other safety requirements are in place to mitigate the spread of COVID in the absence of on-site testing and/or vaccination of students?

A. Sections A-M in Part VIII of the LOU outline all the safety considerations negotiated for members. The District is required by OSPI/DOH/L&I to ensure that:

- Masking is implemented at all times,
- physical distancing is possible,
- hand hygiene is practiced,
- ventilation is improved,
- the frequency of cleaning/disinfecting/sanitizing is increased,
- symptoms are screened for at the start of the day and monitored for throughout the day,
- symptomatic individuals are excluded from the school/classroom,
- everyone is trained on safety requirements, guidelines, and expectations,
- everyone on site complies with all safety and health requirements, guidelines, and expectations.

Q. What PPE do I have access to?

A. PPE is selected according to the task that you are doing. OSPI/DOH/L&I designate the PPE-by-task list for schools to follow. You can find it in the "PPE selection by task" section of the District Safety Plan. The District is required to provide PPE for all staff and students, and they have agreed to provide sufficient and, as needed specialized, PPE to staff and students. Part VIII.A of the LOU. Staff may request additional or different PPE under this section.

Q. What happens if one of my students has symptoms of COVID? What happens if I have symptoms of COVID?

A. The "symptomatic case response" section of the District Safety Plan details the steps to be taken if someone develops COVID symptoms during the school or workday. The District has agreed to screen everyone at the point of entry of all school facilities and exclude anyone with COVID symptoms from the school building, and to notify staff if they were exposed to someone with COVID symptoms at school/work by the end of the day. Part VIII.F of the LOU.

Q. What happens if a student in my class contracts COVID? What happens if I contract COVID?

A. The "positive case response" section of the District Safety Plan details the steps to be taken if someone has a confirmed case of COVID. The District has agreed to notify staff who have been exposed to a COVID-positive person before the start of the next school day, or within 12 hours if they become aware over the weekend. Part VIII.G of the LOU.

Q. What would trigger a closure of a classroom or a school? Would the state ever close schools down again?

A. A decision to close a classroom or a school lies with the Superintendent. DOH also has the authority to close a school or district in response to a health concern.

Q. What do I do if I feel that my personal safety, or the safety of my students, is in jeopardy because the District's safety plan isn't being followed?

A. It is the responsibility of the COVID site supervisor to monitor safety in the building and correct any lapses. The District has agreed that if members feel their safety is at risk, they can report using the system detailed in Part VIII.K of the LOU.

Q. How will staff and students be trained on COVID safety practices and protocols?

A. The District will train staff and students on safety practices, protocols, and expectations. The District has agreed to provide this training during the workday for our members, synchronously, and to also make it available later for staff to review at any time.

Q. Who is in charge of safety at my school?

A. Every work site is required to have a COVID Site Supervisor; for school buildings, this is either the principal or the associate principal. Each work site also has a medical coordinator and coordinators for PPE, security, attestation/screening, signage, and custodial. Your building principal can provide a list of each person named in each

position. Additionally, each work site is required to have a safety committee; this committee must include employees from each bargaining unit and meet regularly to review and correct safety hazards at the work site.

Q. Is there an expectation that all certificated staff will be on campus at all times?

A. Given the impact of the changes during the school year, the need for flexibility during non-instructional work time may be needed. As buildings resume their typical start times, staff will maintain typical workday schedules as defined by the CBA, unless otherwise approved by their building administrator. Staff will report 30 minutes prior to the start of the student day and remain on campus 40 minutes after the end of the last teaching period. Asynchronous time can continue to be worked remotely.

Q. Is there an expectation that all non-teaching staff will be on campus at all times?

A. The default placement for all secondary staff is "in-person" unless an accommodation is otherwise approved. When students are on campus, in-person staff are expected to be working on campus; staff can exercise flexibility in their work location during the non-student portions of the day.

Q. Who is going to support students not on track to graduate and when will they be supporting them?

A. Buildings will use existing teams and structures to track and support students in meeting their graduation requirements. Schools will maintain their existing interventions and supports for students.

Q. Will staff provide supervision prior to the start of school?

A. All staff will participate in supervision and support during the "attestation" period, in accordance with their typical workday schedules and FTE.

Q. What kinds of flexibility/room might there be for other creative solutions for coverage of classes for remote teachers?

A. Co-teachers or partner teachers will have the flexibility to identify colleagues who can assist with coverage in lieu of using the formal coverage process defined in Section III.B of the LOU. If a teacher's content area falls outside of the option provided in VI.C, teachers should work with building administration to propose and discuss possible solutions. For example, two math teachers, both assigned the same course, can group the remote and in-person students and take turns teaching each group.

Q. Are subs allowed to teach without completing all training? What training is absolutely required before working in a classroom?

A. No. Requirements for substitute teachers are defined in Section III.A of the LOU. In order for substitutes and paraprofessionals to support classrooms, they will have the same access to MS Teams training.

Q. What is the difference between room reassignment and in-building relocation?

A. "Room reassignment" is defined as the need to have a teacher work in a new/different classroom space due to need for larger space. Room reassignment would be for only a part of a teacher's day and for only the periods impacted by distancing requirements. For example, say a teacher's assigned classroom can only accommodate 20 students when applying distancing guidelines; 23 students will be returning in-person. The teacher will be assigned a larger classroom for this one period. "In-building Relocation" is defined as a circumstance where a teacher needs to completely pack up their classroom and move to a newly-assigned location in the building.

Q. There is no way to know whether COVID was contracted in the workplace or not. Why do we want to codify in writing when it can't be done? (referencing Section V.BI.1.c of the LOU)

A. The District respects the professional judgement of staff. Part of documenting employee health may require the employee to attest to the fact that they believe that they have contracted COVID19 at work.

Q. Many people experience side effects after receiving a COVID vaccination. What's the process for securing paid leave in the event of side effects?

A. Process for securing leave is still being defined and vetted. More to come. However, staff who experience side effects will have access to one day of leave as described in Section V.B1.2 of the LOU.

Q. Where can I find more information about COVID-related state or federal leave options?

A. Information regarding state and federal leave can be found here <https://www.lwsd.org/staff/covid-19-resources>

Leave types:

<https://resources.finalsite.net/images/v1609881666/lwsdorg/x3rp3yekgjqibpdukgr/LeaveTypesChartDetailed1521.pdf>