

Letter of Understanding
Between
the Lake Washington School District
and

Lake Washington Education Association

Whereas the Covid 19 pandemic continues to impact schools, employees, students, and the community,

Whereas both parties share an interest in reducing the spread of Covid,

Whereas the King County Public Health Department continues to issue required Covid regulations for schools that impact employee and student attendance in schools,

Whereas education employees are considered frontline employees by the state of Washington during this pandemic,

Therefore, LWSD and LWEA agree to the additional Leave options and procedures detailed below for LWEA bargaining unit members:

I. RELEASE TIME

- A. **Covid Quarantine Release** time is available to LWEA bargaining unit members who are excluded from work due to a Covid Event* (*See Section IV) or Covid Childcare Event.
- B. Those who select **CQR** will not be charged sick leave during work exclusions. See Section II and III for number of day limits.
- C. Members who are ABLE and WILLING to work from home during a Covid event* or Covid childcare event shall in consultation with supervisor continue to work with the substitute to create plans, assist virtually to the in-person classroom, communicate through the day as reasonable, engage with students and families, and follow up on other teacher-directed instructional work.
- D. Procedure: Eligible employees who choose to work from home may request **Covid Childcare Release** time:
 - 1. In Frontline/Skyward the employee selects **Covid Quarantine Release (CQR)** from the drop-down menu
 - 2. Employee identifies the need or not for a substitute
 - 3. Complete the Release Time Form 1235 from Payroll
 - a. For purpose of release – write “**CQR**”
 - b. If the **CQR** is related to employee work exclusion, then add “work exclusion” and describe Covid Event.
 - c. If the **CQR** is related to a Covid Childcare Event then add “Childcare event” to purpose.
 - d. Attach documentation confirming childcare situation (email from school, childcare center, Dr, etc.).
 - 4. Submit this to the employee’s supervisor who will initial, date the form and forward to Lori Redeker in Benefits, lredeker@lwsd.org

II. LEAVE - Covid Leave Pool for Employees

- A. LWEA bargaining unit members will have access to a **pool of leave days** for each Covid Event* throughout the school year. The staff member shall use 3 days of employee leave (sick leave, annual leave, etc.) before accessing the **Covid Leave Pool**. Employee leave and Leave pool days must fall into the period of the documented work exclusion up to 14 calendar days.*
- B. Should the employee later test positive for Covid due to exposure at work, the district will convert the employee’s 3 days of sick leave to **Covid Leave Pool** days.

- C. No employee will be charged more than 6 total sick leave days for workplace exclusions related Covid events* during the 2021-2022 school year.
- D. Employees who request access to district paid **Covid Leave Pool** for Covid events* must attest in a statement:
"I (insert name) attest that it is most likely that I was exposed to COVID at work."
- E. Procedure:
1. In Frontline/Skyward Select **sick leave** – request substitute as necessary
 2. Complete Request for Leave Form
 - a. Check the "Other" box for Type of Request
 - b. Write in "**Covid Quarantine Leave Pool**"
 - c. Identify the number of days (up to 14 calendar days)
 - d. Identify the reasons for the Covid event on the REASON lines provided "directed to be excluded from work"
 - e. Attach documentation (test result, doctor's note, email direction) stating the employee is isolating/quarantined
 - f. If applicable, write in the attestation statement on the REASON line indicating exposure at work.
 3. Submit this to the employee's supervisor who will initial, date the form and forward to Lori Redeker in Benefits, lredeker@lwsd.org
 4. Should the employee later tests positive for Covid and would like to request that the sick leave be reversed to pool days, send copy of positive diagnosis along with leave form and include attestation that Covid was contacted at the workplace.

III. LEAVE – COVID Childcare Leave Pool

- A. Each employee with dependent child(ren) will have access to a pool of leave days for **Covid Childcare Leave** for the following reasons:
- Child loses access to childcare due to Covid concerns (e.g., daycare closes due to Covid cases).
 - Child is required to quarantine or isolate.
 - Child loses access to in-person school due to Covid concerns (e.g., school or classroom closes due to Covid cases).
- B. To access **Covid Childcare Leave**, Staff member must use employee leave (sick leave, annual leave, etc.) for the first 3 days of the **Covid Childcare Leave**. If the need extends beyond 3 days, staff can have access to a LWSD pool for 7 days used as needed throughout the school year for dependent(s) who have documented Covid related reasons per the bullets above. A staff member who elects to use **Covid Childcare Release** time instead of Leave time will not use 3 days of employee leave.
- C. Procedure: Eligible employees who are unable to work from home may request **Covid Childcare Leave**:
1. In Frontline/Skyward Select **sick leave** – request substitute as necessary
 2. Complete Request for Leave Form
 - a. Check the "Other" box for Type of Request
 - b. Write in "**Covid Childcare Leave Pool**"
 - c. Identify the reasons for the Covid Childcare Leave on the REASON lines provided
 - d. Identify the number of days
 - e. Attach documentation confirming childcare situation (email from school, childcare center, Dr, etc.).
 3. Submit this to the employee's supervisor who will initial, date the form and forward to Lori Redeker in Benefits, lredeker@lwsd.org

IV. ***Definition of Covid Event**

A. Covid Event for Staff member:

- Tests positive for Covid and must quarantine due to exposure at work
- Is requested to quarantine due to exposure at work. This direction can come from school nurse, administrator.
- Has Covid symptoms per DOH guidelines
- Is excluded from work until tests results are received (exclusions from work will be based on most current DOH guidelines as reflected on King County Public Health website)
 - o For example, if quarantine changes to 10 day period then the leave is only good up to 10 calendar days.

V. The District will create a Covid Leave Pool of 200 days.

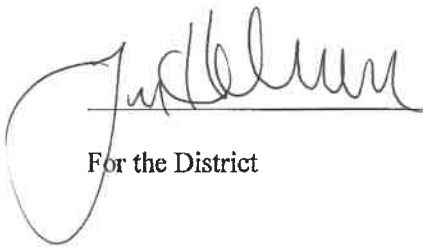
VI. The District will create a Covid Childcare pool of 200 days.

VII. The District Labor Management team will review the use of Covid Quarantine Release, Covid Child Care Pool and Covid Leave Pool at the end of each semester or whenever either pool drops to 25 or fewer days.

VIII. The payroll department, utilizing submitted Leave forms, will convert sick leave to Covid Leave Pool Leave after the use of 3 accrued sick leave days per event, maximum 6 days total. The payroll department, utilizing submitted Leave forms will convert sick leave to Covid Childcare Pool after the use of 3 accrued sick leave days. Employees may check Skyward for verification.

IX. The policy is retroactive and thus in effect from August 25, 2021 – June 20, 2022.

Agreed

 10/15/2021

For the District Date

 10/15/2021

For the Association Date