

Educational Support Staff (ESP) Memorandum of Understanding 2021-2022

1. Health and Safety Measures

- a. When a student has a medical reason not to wear a cloth mask, we will protect the other people in the room as much as possible.
- b. Lunch Expectations:
 - i) If a classroom or other instructional space is being utilized for a student lunch room, or if staffing is short in the student cafeteria, Educational Support Personnel will not be forced to give up their duty free lunch.
 - ii) A place will be provided where Educational Support Personnel can eat lunch with enough space for 3 feet of social distancing between each staff member.
 - iii) Students will be required to wear their masks if they are not eating/drinking.

2. Video Recordings

- a. Given safety and privacy concerns associated with video recordings and in order to protect Educational Support Personnel and students, no member of the bargaining unit will be mandated to use any video recordings as part of the educational process. Any video recordings shall be made voluntarily.
- b. Students or parents that record an Educational Support Personnel without their knowledge or permission may be subject to discipline according to the district's disciplinary plan and in accordance with state statute.

3. Vaccinated Educational Support Personnel (or otherwise exempt from Vaccination section 3e) that are required to quarantine due to Covid or possible exposure due to a close contact

- a. In the event that an Educational Support Personnel is required to be quarantined by the District due to Covid or possible close contact exposure, the Educational Support Personnel must get a Covid-19 test and report the results to the district. This test must occur within 24 hours.
- b. If the PCR test is negative, the Educational Support Personnel may return to work under CDC guidelines. If the PCR test is positive and the Education Support Personnel is required to quarantine, the District will attempt to find remote work for the ESP, provided the ESP is able to work, subject to the discretion of the Superintendent, for the duration of the quarantine.
- c. If no remote work duties are available or the Educational Support Personnel is ill he/she shall be placed on a paid administrative leave of absence with no deduction of sick or personal leave for the duration of the quarantine.
- d. The district will follow the internal protocols for Binex testing, Shield Testing and the reporting of cases. (This may include a close contact that is asymptomatic getting tested on days 1, 3 and 5).
- e. Unvaccinated employees shall be able to access the Sick days allotted from the board in accordance with this MOU if they are able to demonstrate that they are exempt

from receiving the vaccine pursuant to religious or disability-related reasons in accordance with federal and state laws.

4. In the event that an Educational Support Personnel's child has to quarantine due to a close contact, the Educational Support Personnel may take 2 days maximum in the 2021-2022 school year to find appropriate childcare with no deduction of sick or personal leave.

5. Educational Support Personnel will not be required to use sick days for the purpose of:

- a) Obtaining a booster Covid vaccine, Covid vaccine, or a re-vaccination.
- b) If the Educational Support Personnel feels ill after this vaccine.

6. Protocols for collecting and maintaining vaccination records, as well as medical and religious exemption documentation, in order to comply with the Illinois State Mandate.

- a. The following will be considered acceptable forms of vaccination documentation:
 - i. Covid-19 vaccination record card
 - ii. Documentation of COVID-19 vaccination from a healthcare provider or a paper copy of an electronic health record
 - iii. A state immunization record.
- b. The vaccination status of employees, related medical or religious documentation, will be kept in a separate confidential file in the district office. These documents will not be stored in personnel files.
- c. Electronic vaccination records stored in district electronic files will be deleted within one month after the information is printed and verified.
- d. The vaccination records, including medical and religious exemption documentation, will only be known by the following 4 roles: District's head nurse, the Superintendent, the Human Resource administration assistant, and the district's Shield coordinator.
- e. Codes can be created and used to identify employee vaccination status in an alert-enable (for security) google spreadsheet until such time that Skyward could be used for this purpose. (*Skyward is the district's secure payroll and time off software.*) This information will be known only to the employee, superintendent, the District's head nurse, and the Human Resource administrative assistant.

7. Protocols for the testing of unvaccinated employees, in order to comply with the Illinois State Mandate.

- a. Employees will be tested once per week, but if there is an outbreak, the testing will occur two times per week.
- b. Until Shield testing is available to district employees, unvaccinated employees will need to obtain a test outside of the district. This testing can be done during

contractual hours, as long as the time is arranged with the principal. When Shield testing is available to the district, the testing will be performed during contractual hours.

- c. When Shield Testing is available to the district employees, employees will be tested by a third party company called "Visit Healthcare", which is assigned by Shield Illinois to do the testing.
- d. When Shield testing is available to the district employees, employees will be tested on dates to be determined by the 3rd party company. Otherwise, the testing will occur when the 3rd party company is able to schedule it. Employees can also provide a sample in the morning after school starts.
- e. Testing will be performed in each school building and the specific location will be determined by each school's principal.
- f. The district will provide as much confidentiality as possible in the administration of the tests as possible.
- g. The employee names of those being tested, as well as the results of those tests, will only be known by the following roles: the employee, the District's head nurse, the Superintendent, the Human Resource administration assistant, and the district's Shield coordinator.
- h. The test results are coded so that only those who receive the results are aware of the employee name that matches the coded test results.
- i. The vaccination status of employees, related medical or religious documentation, and test results will be kept in a separate confidential file in the district office. These documents will not be stored in personnel files.

In Witness thereof:

For the Cook County
Educational Support Personnels' Association
District 105 IEA - NEA

Kimberg
Co-President/Co-President

Samuel Poe Gallagher
Secretary

9/10/2021
Date Signed

For the Board of Education of District 105
Cook County, La Grange, Illinois

Elias Lopez
President

[Signature]
Secretary

9/27/2021
Date Signed