

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
AND THE BROWARD TEACHERS UNION**

This Memorandum of Understanding (MOU) is made on this 21<sup>st</sup> day of September 2020, by and between the School Board of Broward County, Florida (“SBBC” or the “District”) and the Broward Teachers Union (BTU) representing Education Professionals (“BTU-EP”) and Education Support Professionals (“BTU-ESP”), hereinafter collectively referred to as “the parties.”

**Purpose:**

The purpose of this MOU is to memorialize the parties’ agreement regarding the reopening of brick-and-mortar school operations the 2020-2021 School Year in a manner that prioritizes best pedagogical practices and the safety and well-being of Broward children, families, employees and the community.

**WHEREAS**, all provisions of the August ~~22~~ 24 MOU, except paragraph 4, are hereby adopted and incorporated in this MOU as if fully set forth herein.

**NOW, THEREFORE**, the parties mutually agree as follows:

**Health and Safety:**

1. The procedures contained herein shall be implemented in accordance with the Center for Disease Control and Prevention (“CDC”) protocols, unless otherwise agreed in writing; public health guidance; and applicable privacy laws and regulations.
2. The District shall implement procedures to reduce capacity on buses, ensure adequate physical distancing on school transportation, and perform daily sanitization of school transportation vehicles in between every route. Where feasible, the District will adopt staggered arrivals and departures, and multiple arrival and departure locations, to maximize physical distancing.
3. If the District conducts health checks, such as temperature screening and symptom checking, it will provide adequate staffing and resources to ensure that health checks are conducted safely and in accordance with CDC guidelines. Bargaining unit employees, with the exception of those for whom such responsibilities are part of the position description, shall not be tasked with conducting or supervising COVID-19 related health checks, or any other duties that are not part of the employee’s regular job duties or responsibilities. The District will also encourage parents and employees to conduct at home health checks before coming to school.
4. The District will establish protocols, in addition to those contained herein, to ensure compliance with public health guidance of physical distancing including during transitions between classes. This may include, but ~~not~~ is not limited to, signage and physical markings, increased monitoring and security, and limited and/or staggered transitions.

5. The District shall establish definitive physical room capacity that will ensure compliance with public health physical distancing guidelines. Classrooms and workspaces must be reconfigured if needed and space seating must be at least 6 feet apart to maximize proper physical distancing between students and staff. The newly established room capacities shall be visibly posted in each room and adhered to at all times. Except in an emergency, visitors will not be permitted above the posted capacity. Priority will be given to classroom visitors who are directly interacting or supporting students. Issues relating to enforcement of established room capacity will be reported to and addressed by administration.
6. Except in the case of an emergency, the presence of visitors to classrooms, offices, or other internal building gathering spaces shall not result in violating public health guidance on physical distancing or group gathering size in such spaces. The District will encourage visitation by digital video conferencing whenever possible. Visitors who enter school facilities or classrooms must comply with all safety protocols established by this MOU and the District.
7. For the duration of this MOU, all walkthroughs (e.g., OSPA/Academic Cadre/Data Teams) that are not required by law, [include schools that have come off State review](#) or required for reporting to the state will be suspended. Any walkthroughs required by law or required for reporting to the state will be conducted virtually to the extent permitted by the Florida Department of Education. [\(ADD LANGUAGE\)](#)
8. In accordance with Article 29 of the BTU-EP CBA and Article 5 of the BTU-ESP CBA, BTU representatives have the right to visit schools to investigate conditions and for other purposes. For the duration of this Agreement or until the parties agree it is safe to revert to the status quo (whichever is earlier), the Union agrees to limit access to each school to no more than two BTU representatives at any one time, except in an emergency.
9. The District will update emergency plans and contact lists and establish procedures for students and staff who have come to school with COVID-19 symptoms, or who have tested positive for COVID-19, including but not limited to the following:
  - a) Establish criteria and procedures and training to address and identify students who appear symptomatic.
  - b) Establishing procedures to separate symptomatic and/or COVID-19 positive individuals from the school population. Each school shall expand school clinic capabilities with triage conducted by a nurse, ~~and nurse~~ and have at least one isolation room that can be used to isolate a symptomatic and/or COVID-19 positive individual.
  - c) Ensuring symptomatic and/or COVID-19 positive individuals are sent home as soon as possible and developing a parent or guardian communication and pick up plan.

- d) The school administration shall notify bargaining unit employees who are working and/or assigned to the worksite whenever a student, employee, or visitor at a worksite has tested positive for COVID-19. The District will maintain a COVID-19 dashboard on its website with a daily update of relevant worksites.
- e) Properly disinfecting the building/area if someone is symptomatic and/or COVID-19 positive.
- f) Identification and contact tracing in partnership with the Department of Health and/or other health authorities.
- g) Preparing for targeted room, school, office, and/or facility closure for a period of time where necessary.

Said procedures will be developed in accordance with public health guidance and in collaboration with BTU and health experts.

10. The following will apply when an employee is unable to report to work due to COVID-19 exposure:

- a. *Required to isolate and able to work.* If an employee is required to isolate due to close contact with an individual who tested positive for COVID-19, Department of Health (“DOH”) directive or by SBBC protocols but the employee is able to work remotely, the employee shall be allowed to continue to work remotely during the required isolation period and, even if the District is unable to provide remote work, no leave shall be deducted from the employee’s leave balances.
- b. *Required to isolate and unable to work.* In addition to the eighty (80) hours of paid Emergency Paid Sick Leave (EPSL) provided by the Families First Coronavirus Response Act (FFCRA) [through December 31, 2020](#), an employee who is unable to work due to COVID-19 symptoms and is seeking a medical diagnosis and/or has tested positive for COVID-19 will be provided up to eighty (80) additional hours of paid leave as needed through June 30, 2021 unless mutually extended by the parties. This up to one hundred and sixty hours of paid leave may be used intermittently; [it is understood that the 80 hours provided by the FFCRA shall only be available until December 31, 2020 unless extended by the Federal Government](#).
- c. *Unable to work when not eligible for leave in subsection (10)(b).* When an employee is unable to work due to COVID-19 symptoms, but the employee is not eligible for, or has exhausted, leave provided under subsection (10)(b), the employee may use accrued sick leave and/or other leave to which the employee is entitled.

11. The District and BTU will explore the possibility of creation of an additional [specific COVID-19](#) sick leave bank which will be offered to employees who do not qualify for their units established sick leave bank.

12. An employee may donate earned and accrued sick leave to a qualified district employee in accordance with the following procedures.

- a. Days/time may not be donated until such time as the recipient has depleted his/her own sick leave accrual. However, the recipient is not required to utilize days available from a sick leave bank in which they may participate prior to receiving a donation from a district employee.
  - b. Donated days/time shall not disqualify the donor from eligibility for attendance incentive awards.
13. ~~Bargaining unit employees who might be or are at increased and/or high risk for severe illness from COVID-19 or have a household member who might be or is at increased and/or high risk shall be provided the choice of a remote assignment upon request.~~

~~Applicants will remain in a remote assignment pending final disposition. Teachers will continue eTeaching and school administration will arrange supervision of students in school classroom.~~

1. When an employee is unable to report to work at a school facility due to a COVID-19 related reason the employee may be eligible for leave or remote work/accommodations as follows:

a) Bargaining Unit Members applying for ADA Reasonable Accommodation due to underlying medical conditions, which may place them at higher risk of severe illness if exposed to COVID-19, will be given consideration for working remotely based on the CDC's list of "strongest and most consistent evidence" of medical conditions that might be or are at an increased risk for severe illness from COVID-19.

Bargaining Unit Members' ADA applications to work remotely which include physician documentation with underlying medical condition, which, might be or are is at an increased risk for severe illness from COVID-19, will be carefully reviewed along with the essential functions and responsibilities of their job by a committee for a final determination. Bargaining Unit Members who are denied will be provided with guidance and assistance following the CDC Guidelines at the workplace and/or will have the option to apply for a leave.

b) Bargaining Unit Members, who live with an individual with an underlying health condition and might place the individual at higher risk if exposed to COVID-19, will be given consideration for working remotely based on the CDC's list of "strongest and most consistent evidence" of medical conditions that might be or are at an increased risk for severe illness from COVID-19.

This request is not ADA related; however, as a result of the COVID-19 pandemic there is a need for immediate attention, based on COVID-19 pandemic and the need for immediate attention, Bargaining Unit Members may

use and complete the ADA form for its review. These cases will be reviewed by a committee which will make a final determination. An authorization for disclosure of health information is to be signed by the individual living in the home of the Bargaining Unit Member for the purpose of releasing medical information to be reviewed by the committee.

Applicants will remain in a remote assignment pending final disposition. Teachers will continue eTeaching and school administration will arrange supervision of students in school classroom.

c) The committee will be comprised of District staff with the support of medical professionals. The committee will meet regularly in order to expeditiously process these requests. The Committee shall analyze and prioritize accommodation requests consistent with the nature of the employee's underlying condition and the available resources/District capacity to provide face-to-face supervision of students while the employee works remotely. The District will make every effort to provide the opportunity for a remote assignment, if operationally possible.

Duration of the accommodation (if granted):

It is important to note that accommodations approved for any Bargaining Unit Member will be reviewed as frequently as needed based on the operational and educational needs of the district.

14. Any individual (employee, student contractor, etc.) who has tested positive for COVID-19 must provide two (2) negative test results for COVID-19 with one (1) test being done 24 hours before returning to school or work. Additionally, anyone who has had close contact with an individual who tested positive for COVID-19 must either 1) self-quarantine for fourteen (14) days AND be asymptomatic or, 2) provide two negative results for a COVID-19 test, one of which must have been taken more than 24 hours after last potential exposure. While self-quarantined and/or waiting for test results, bargaining unit employees who are able to work will continue to work remotely and, even if the District is unable to provide remote work, no leave shall be deducted from the employee's leave balances. Close contact means that a person has had one of the following occurrences while at school or engaged in school district business:

- was within six (6) feet of someone for at least 15 minutes who is later shown to have concurrently had COVID-19.
- provided care at home to someone who is sick with COVID-19.
- had direct physical contact with a person with COVID-19 (touched, hugged, or kissed them).
- shared drinking or eating utensils with a person with COVID-19.

- was sneezed, coughed, or somehow got respiratory droplets from a person with COVID-19.

15. The District will provide and maintain ample supply of personal protective equipment and supplies to support hygiene behaviors, use of Personal Protective Equipment, and sanitization. There must be proper and sufficient supply and equitable distribution of face coverings, gloves, sanitization products, hand sanitizer with at least 60% alcohol, soap, paper towels, tissues, handwashing and sanitizing stations, trash cans, and other appropriate PPE. Bargaining unit employees and schools will have access to said supplies and equipment as needed and as recommended by public health guidance. Bargaining unit employees are not required to assist with cleaning or sanitizing classrooms; however, these supplies will be available for their use.

The District will provide and maintain ample supply of no-touch hand sanitizer at the entrance of schools, at several locations within the school building, and outside bathrooms so students and employees can clean their hands upon entering and upon exiting, to the extent permitted by applicable fire codes.

Bargaining unit employees may, but are not required to, bring their own supplies or safety equipment.

The District will provide bargaining unit employees whose job description requires increased interaction with students (e.g., elective/specials teachers, nurses, social workers, psychologists, counselors, employees who may be required to implement student restraints, and employees who work with younger students, certain SWD sub-populations, and students with physical conditions) with supplies and equipment commensurate with their exposure level. In the event one-to-one student meetings are needed, the District will provide face shields and plexiglass barriers for the relevant offices and spaces if 6 feet physical distancing cannot be maintained.

16. All employees, students, and visitors in the worksite shall be required to wear facial coverings in a manner consistent with SBBC Policy No. 2170-e.
17. Bargaining Unit Members will not be required to physically adjust masks or other similar tasks unless called for in the student's IEP, 504 or similar educational plan.
18. Schools will ensure that air conditioning systems are started each day with ample time for sufficient cooling of the facility prior to staff arrivals, and will remain in constant use as long as bargaining unit members and/or students are in the building. Any system issues will be resolved as expeditiously as possible. The District will establish and disseminate protocols

for adjusting school operations should air conditioning not be operational in a classroom, building, or campus.

19. The District will implement guidelines and a schedule for increased routine cleaning, disinfection, and proper sanitation of facilities and equipment including, but not limited to, daily sanitation of all schools, deep cleaning at least once per week, and consistent sanitation of high use surfaces, areas, and equipment (e.g., clinics, isolation rooms, offices, classrooms, bathrooms, water fountains, playground equipment, door handles, sink handles, physical education equipment, and art supplies). The parties agree to periodically review the cleaning protocols for these spaces and make recommendations, as needed. Use of shared objects and equipment should be limited where possible and adequate equipment will be provided to avoid successive shared use in between cleanings. Shared objects that were used shall be left in a designated bin to be sanitized daily. -A checklist stating what was cleaned in each classroom will be attached to the classroom door daily.

20. ~~In accordance with the BTU-EP CBA, teachers will not be required to supervise lunch or breakfast, and all teachers will be provided with regularly scheduled planning periods. Additionally, Pursuant to the parties' BTU-EP and ESP CBAs, bargaining unit employees are entitled to a duty-free lunch.~~

When teachers are asked to supervise the student lunch period, teachers will be granted 30 minutes of release time. Whenever possible, release time will be utilized on the day it is earned. When release time cannot be used on the day earned, the school will have a procedure for recording the time accumulated. All release time will be utilized by the end of the 2020-2021 school year and must be mutually agreed upon with the administration in order to meet school operational needs. Release time may not be utilized during District established blackout period of April 5 - 9, 2021. During the May 3, 2021 - June 11, 2021 District established blackout period, release time may not be utilized on the specific dates that an individual teacher is administering a State/District assessment. This release time is to be used prior to the use of the employee's accrued time.

21. ~~[Intentionally Left Blank]~~ Each elementary school will establish procedures to provide classroom teachers with regularly scheduled planning periods. In the event that a teacher is not provided with a special/planning period, the teacher shall be provided with a daily 30-minute relief period by school and/or district based support staff.
22. The District will follow DOE guidelines for waivers for making up lost instructional days and time related to COVID-19. Any changes to the calendar and/or workday will be negotiated with the Union.
23. If a bargaining unit member is the parent of a student whose school is closed for face-to-face instruction, and the student has not been identified to quarantine due to the school closure, they shall be permitted to bring their school-aged child to work.



24. Employees who began working on or before June 30, 2020 that are within one and one-half (1 and 1/2 years) of eligibility for Medicare, who opt to retire/resign between October 1, 2020 through December 31, 2020 will have their individual SBBC insurance (Medical, Dental, Vision and Core Life Insurance) continued at the District's expense, until the date of their Medicare eligibility.

25. ~~The 90-day waiting period for employee healthcare, dependent healthcare, life insurance and short-term disability shall be waived through June 30, 2021. All employee insurance co-pays and cost shares shall be waived for any COVID-19 related testing and diagnosis services covered under Board paid insurance. Additionally, the parties will explore minimizing out-of-pocket expenses for individuals who have tested positive for COVID-19.~~

Temporary Waiver of Benefits Waiting Period:

For bargaining unit members who began working in August or September 2020, benefits will become effective, October 1, 2020. Subsequently, for bargaining unit members whose start date is between October 1, 2020 through December 31, 2020, benefits will begin two (2) weeks after their employment start date.

26. The District will communicate health and safety practices to parents, students, and employees. District-wide hygiene practices, physical distancing, and other safety protocols will be taught to students and embedded in daily routines.
27. Bargaining unit employees are expected to inform and remind students of adherence to District public health but will not be required to physically intervene to enforce student adherence to hygiene practices, physical distancing, and other safety protocols. Bargaining unit employees shall not be disciplined or held responsible for the failure of students, parents or others to adhere to safety protocols.
28. Bargaining Unit Members should report potentially hazardous, dangerous, or infectious situations. Pursuant to Article 7(2) of the CBA, "when receiving a complaint regarding potentially hazardous, dangerous, or infectious situations, the administrator shall notify the School Performance & Accountability office. For the purpose of taking appropriate action to resolve the aforementioned types of situations, the administrator/designee shall contact the appropriate District department (i.e. Risk Management, Safety or Physical Plant Operations, etc.) or local emergency response providers (i.e. local police and fire departments). The administrator shall inform the notifying employee of the recommendation received and the action taken." However, violations of the safety protocols in this MOU must be immediately resolved by the administrator for the safety of students and employees.
29. In order to best prepare for the logistics of the safe reopening of schools, the District will conduct and finalize surveys to gather input and data regarding number of students and Bargaining Unit Employees expected to participate face-to-face or eLearning.



30. The District will provide sufficient training for bargaining unit employees on proper safety protocols; how to use safety equipment and supplies safely and properly; how to de-escalate situations in which students refuse to follow protocols; and how to handle other situations unique to COVID-19 such as reporting and dealing with suspected cases, privacy rights, student engagement, and attendance. All training will be completed by no later than the first day in which the employee is required to implement it.
31. The parties will work together to structure adequate planning days and training time required by this MOU and will review and revise subjects and materials to be covered during planning days to ensure a balanced workload and maximize said training. Subjects and materials that are not time sensitive will be completed at a later date as determined by the parties.
32. Except for limited small group meetings that must be held in-person as required by law, all meetings and trainings will continue to be conducted virtually. In the event a small group meets in person, all safety protocols will be followed.
33. All training required by this MOU will be tailored to each job classification.
34. District professional development will be made available online to assist staff in completion of requirements for recertification.
35. Except as provided in paragraph 13, the District may require employees to report to work to the employee's assigned work location when the District determines that it will operate all or part of a school facility, with student occupancy, for instruction. In such case, all teachers assigned to the reopened program and/or building, except those who have requested accommodations who may continue to work remotely at least until their request is processed, shall return to their work location at least four (4) days prior to the return of students to the campus, and the District shall provide each teacher with a full "no-touch" planning day (by exchanging a regular school day and a future planning day) and 2 full "no-touch" early release days ~~during the week~~ prior to the return of students to prepare his or her room for student occupancy. Except for one operational meeting, there will be no other meetings during the four days prior to the return of students.
36. ~~There will be no camera use allowed in the classroom other than those on the laptop or desktop being utilized by the teacher or student for instructional purposes.~~ There will be no camera use allowed in the classroom other than those selected and authorized for use by the teacher for instructional purposes. All EP bargaining unit members will be provided with a laptop with a working camera.
37. The Evaluations Sub-Committee will continue to discuss evaluations for the 2020-2021 School Year.
38. ~~Bargaining unit employees whose job description requires increased interaction with students and therefore have additional PPE will be provided with a mid-morning and early~~

~~afternoon PPE breaks away from students and others.~~

39. ~~Understanding the changing landscape of instruction, staffing requirements, and the impacts of student enrollment on FTE, the parties agree to meet as soon as possible to explore the feasibility of offering an early retirement incentive for eligible employees.~~

### **Terms and Conditions:**

The parties agree to revisit the subjects addressed herein, as necessitated by parent, student, and employee feedback; Center for Disease Control and Prevention updates; public health guidance, recommendations from local health authorities; changes in the law; changes of the course or severity of the Pandemic; and the evolving needs of parents, students, and employees. Subsequent written agreements and understandings germane to the reopening of schools will be incorporated herein.

This Agreement may be executed in counterparts, and each counterpart will have the effect of an original. Electronic and facsimile copies will be considered originals for all purposes, including enforcement.

This Agreement sets forth the entire agreement between the parties hereto and shall supersede any and all prior agreements or understandings between the parties regarding the subjects herein; except that all language in the parties' CBA and the August 22, 2020 MOU not expressly suspended by this Agreement remains in full force and effect. This Agreement shall commence effective from the date of bargaining unit and SBBC ratification and shall sunset on June 30, 2021 unless extended by written mutual agreement of the parties.

This Agreement may not be amended except by a written agreement signed by the parties.

Executed on this day, \_\_\_\_ of September 2020.

\_\_\_\_\_  
Broward County School Board      Date  
Susan L. Cooper, Director  
Employee and Labor Relations

\_\_\_\_\_  
Broward Teachers Union      Date  
Anna Fusco, President