

**Joint Contract Amendment
On Remote Working Conditions
between
The Springfield School Committee
and
The Springfield Education Association (SEA)
and
The Springfield Administrators Association (SAA)
and
The Springfield Federation of Paraprofessionals (Federation)
(Re: Remote working conditions)**

CMS 9/2/2020

1. Work Location

A. Unit A and Unit D

All teaching shall be done remotely, provided that employees, who cannot access the internet, shall have the option of working from their regular work location provided that safety protocols are followed and by advance arrangement with the principal and/or building administrator. The employee will work in their own classroom or school. If that location is problematic, the employee and their administrator will mutually arrange another location to be used. The SEA and Federation will receive the Industrial Hygienist's report when it is available.

Consistent with their job duties, employees who work in the building will be provided Personal Protection Equipment (PPEs), hand sanitizer, and other cleaning supplies. Employees are required to wear a mask while on school property. While on school property, a minimum of six (6) feet distance shall be maintained at all times between individuals. Any individual previously assigned to a space that does not allow for six (6) foot social distancing will be given another workspace.

Psychologists and other service providers who must perform in person testing will be provided a building and space that has been approved by the District.

B. Unit B

Except as provided below, all work shall be done remotely, provided that employees, who cannot access the internet, shall have the option of working from their regular work location provided that safety protocols are followed. As determined by their supervisor, Unit B employees will be expected to work in their work location on an as needed basis, and at their school building on an equitable, rotating basis to ensure building coverage. The SAA will receive the Industrial Hygienist's report when it is available.

Consistent with their job duties, employees who work in the building will be provided Personal Protection Equipment (PPEs), hand sanitizer, and other cleaning supplies. Employees are required to wear a mask while on school property. While on school property, a minimum of six (6) feet distance shall be maintained at all times between individuals. Any

CM
9/2/2020

individual previously assigned to a space that does not allow for six (6) foot social distancing will be given another workspace or have a divider installed.

2. Meetings and Professional Development:

All meetings and professional development will occur remotely, unless otherwise identified herein. District provided Zoom and Teams accounts may be used for any inter or intra school related meetings.

3. Norms for video conferencing are:

- A. Your full name should be indicated in your tile
- B. Your video must be on and facing you. This does not preclude you from stepping away for a brief period of time, as necessary. If the session is being recorded and you do not wish to be recorded, you can stop your video.
- C. Your microphone should be muted unless you are speaking,
- D. If you are the host and are recording the session, make it known to participants at the beginning of the session and share the recording after the session.
- E. Conduct yourself professionally.

4. Computers, Hotspots, and Phone service

The District will provide computers to all employees.

Employees who are required to make phone calls home to families will be provided with information from the District about programs (e.g. Google Voice, TEAMS, ClassDojo, etc...) that allow them to phone and text families from their computers. The District will provide information about how to download the program and use it, as well as trouble shoot with the employee to ensure that they have a program that works. The District will attempt to provide a system that will allow the name of the school to come up on the family's phone when an educator is trying to reach them.

5. Accessing Buildings and Safety Protocols

The District will provide information to employees concerning accessing buildings, safety protocols on an on-going basis. The information will be emailed to all employees as well as be posted on the District Intranet (MySPS) on the Covid-19 page. This information may change due to new guidance from the CDC and/or Department of Public Health or advice from the local department of public health, therefore the most recent document will be attached as appendix A and incorporated herein.

The document will include, but not be limited to:

- Requirements for accessing buildings
- What buildings, if any, are open to the public

- A. Custodial staff will engage in sanitization of high touch areas, such as workstations, equipment, doorknobs, restrooms, daily.
 - B. Custodians will keep cleaning logs indicating the date, time and scope of cleaning. Building cleaning protocols will be made available for review.
 - C. All school buildings are being evaluated by an industrial hygienist and a copy of the report will be made available to the SEA, SAA, and Federation and before employees, other than described in 1A and 1B, will be required to return to work in the building.
6. All provisions of the collective bargaining agreement between the SPS and the Springfield Education Association, Springfield Administrators Association, and the Springfield Federation of Paraprofessionals shall remain in effect except to the extent such provisions have been durationally modified by this Contract Amendment.
 7. This Contract Amendment is temporary and will stay in force and effect while we are engaged in remote learning.
 8. This Contract Amendment shall not be used as precedent or cited as practice by either the Committee or the SEA, SAA or Federation in any proceeding whatsoever except to enforce the terms of this Contract Amendment.

For Springfield Education Association: *Maureen Colgan Posner*

Date: September 1, 2020

For Springfield Administrators Association: _____ Date: _____

For Springfield Federation of Paraprofessionals: *Catherine Martini* Date: 9/2/2020

For Springfield Public Schools: _____ Date: _____