

**Los Angeles Unified School District and  
California School Employees Association and its Los Angeles Chapter #500  
Sideletter Regarding Working Conditions for CSEA Represented Staff  
at the LAUSD Sponsored COVID-19 Testing Program/Vaccination Centers  
February 13, 2021**

The purpose of this sideletter is to address the effects of COVID-19 on Licensed Vocational Nurses (LVN) and Medical Assistants being utilized at District-sponsored testing/vaccination sites to perform vaccination and other related duties. The Los Angeles Unified School District ("District") and the California School Employees Association and its Los Angeles Chapter #500 ("CSEA") agree as follows:

- 1) Participation by CSEA represented Licensed Vocational Nurses/Medical Assistants at testing and vaccination sites shall be required. Once vaccination sites are in operation, LAUSD Licensed Vocational Nurse and Medical Assistant assignments will be prioritized to work at vaccination sites.
- 2) Beginning February 5, 2021, all Licensed Vocational Nurses and Medical Assistants shall be given no less 48-hours notice prior to being required to report to a testing/vaccination site.
- 3) Beginning February 5, 2021, the District shall make its best efforts to offer Licensed Vocational Nurses and Medical Assistants testing/vaccination site assignments closest to the employee's current residence.
- 4) Licensed Vocational Nurses and Medical Assistants that have a physician's note determining that they are in a high-risk health category related to COVID-19 shall not be required to provide in person service in the LAUSD-sponsored COVID-19 testing or vaccination program. Those unable to provide in person service at a LAUSD-sponsored COVID-19 testing site or vaccination site may be required by the District to work at the Community Engagement program or given priority for available remote assignments.
- 5) Licensed Vocational Nurses and Medical Assistants with TK-8 grade children requiring student supervision shall not be required to provide in person service in the LAUSD-sponsored COVID-19 testing or vaccination program on days or during hours when the District child supervision program is not operating.
- 6) Participating Licensed Vocational Nurses/Medical Assistants who become ill with COVID-19 shall not be required to use their contractual or statutory leave time. For participating Licensed Vocational Nurses/Medical Assistants who have family members in their household who become ill with COVID 19, the participating Licensed Vocational Nurse/Medical Assistant shall not be required to use their contractual or statutory leave time to care for the family member if he/she is unable to complete any duties (physically or remotely). The family member benefit shall only apply if there is documented proof that they have COVID-19 as a result of the Licensed Vocational Nurse/Medical Assistant's duties.
- 7) Licensed Vocational Nurses/Medical Assistants shall be tested prior to participation in the testing/vaccination program. Thereafter, Licensed Vocational Nurses/Medical

Assistants will be tested at least once per week, or more frequently as requested by the Licensed Vocational Nurse/Medical Assistant or as directed by the medical director.

- 8) Participating Licensed Vocational Nurses/Medical Assistants, along with all members of each testing/vaccination team, shall complete daily symptom screenings via a district provided screening process.
- 9) State and federal workplace safety requirements will be adhered to at all times. This shall include District provision of all necessary P.P.E. including but not limited to appropriate face coverings for the duties assigned (N95 upon request), face shields (upon request), protective gowns, and gloves.
- 10) All testing/vaccination team staff shall undergo training on infection control and proper use of P.P.E. The District shall select and deliver said training.
- 11) Licensed Vocational Nurses/Medical Assistants will be provided with training prior to being assigned to a vaccination site. Training will consist of the following:
  - a. On-line training modules using MyPLN
  - b. In-Person training at a vaccination site with an expected completion time of six and a half (6.5) hours
  - c. With the approval of their supervisor, not to be unreasonably withheld, any Licensed Vocational Nurse or Medical Assistant may request and receive additional refresher training related to their duties at the testing/vaccination sites without fear of retaliation or recrimination. The District shall provide the requested additional training within ten (10) business days.
  - d. All training required will be performed and completed during the employee's workday or provided pay in accordance with the Collective Bargaining Agreement if done outside of the work day.
- 12) The District shall rotate weekend assignments in an equitable manner and members shall be permitted to decline weekend work that conflicts with pre-existing outside employment.
- 13) The District shall form a joint labor-management testing/vaccination site workgroup and CSEA shall be permitted two appointees to the workgroup. The purpose of the joint labor-management testing/vaccination site workgroup shall be to regularly solicit input from testing/vaccine site staff regarding the safe and efficient operation of the testing/vaccine sites not to exceed two (2) times per month.
- 14) In accordance with Government Code 825 et seq., the District shall defend and indemnify all Licensed Vocational Nurses and Medical Assistants for performing duties at the testing and vaccination sites that are within the scope of their employment including, but not limited to, administering vaccinations, responding to adverse reactions, or administering COVID-19 tests.
- 15) The provisions of the parties' current collective bargaining agreement and the sideletter dated August, 24, 2020, shall remain in effect as amended by the addendum signed December, 10, 2020 and the Return to Hybrid/In-Person Instruction signed December 10, 2020.

The parties may request a reopening of the terms of this sideletter at any time one month after its signing by making a written request to the other party. Thereafter, this sideletter shall be in effect until June 30, 2021 or when LAUSD testing/vaccination sites are no longer required as part of the District's response to the COVID-19 pandemic.

It is so agreed:

  
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LAUSD

  
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CSEA

  
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CSEA

  
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Jocelyn Callot (Feb 16, 2021 15:07 PST)

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CSEA

  
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Alexander Moore (Feb 16, 2021 14:30 PST)

CSEA - Senior Labor Relations Representative

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Feb 16, 2021

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Date  
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