

Memorandum of Understanding
between California School Employees Association (CSEA)
and the Association Employees Union (AEU)

COVID-19 Extension and Plan in Case of Confirmed COVID-19 Case
July 14, 2020

1. The parties agree to extend the COVID-19 Effects Agreement dated March 31, 2020 for ninety (90) days, through August 31, 2020.
2. The parties agree to implement the “CSEA Plan in Case of Confirmed COVID-19 Case Among Personnel” at all CSEA offices and work locations. The plan is attached to this Memorandum of Understanding.
3. Upon mutual agreement, the MOU can be extended for a period of time agreed to by the parties.

FOR AEU:




Denesa Moore, AEU Bargaining Chair




Valerie Hollins, AEU President




Jessalyn Ka, Bargaining Team Member



Astrid Campos, Bargaining Team Member



Gary Snyder, Vice President South



Rod Gaulman, Vice President North

FOR CSEA:



Keith Pace, Executive Director




Steve Brashear, Chief Financial Officer




Andy Kahn, Chief Counsel




Claire Rusiniak, Director Human Resources



Danny Corum, Executive Manager



Charley Goetchius, Director Field Operation



Nancy Flynn, General Ledger Manager



Karen Chandler, Director Communications

CSEA Plan in Case of Confirmed COVID-19 Case Among Personnel

The following plan has been created and is posted pursuant to the updated Santa Clara Public Health order, issued July 2, 2020.

In the event of a confirmed case of COVID-19 among CSEA personnel who have been present at a CSEA facility or worksite, CSEA will undertake the following steps to protect employee and public health:

- The infected person will immediately be removed from the facility or worksite, and CSEA will ensure they are no longer occupying the same space as any other personnel. CSEA will instruct the infected person to stay home and isolate for 14 days from the date of the positive test or, if symptomatic, seven days after symptoms resolve, whichever is longer.
- CSEA will notify the County Public Health Department within four hours of learning of the positive case by following the instructions at www.sccsafeworkplace.org.
- CSEA will immediately close each location within a facility or worksite used by the infected person within the last 48 hours until decontamination and sanitization of these areas is complete.
- CSEA will decontaminate and sanitize each area used by the infected person within the last 48 hours, focusing on frequently touched surfaces. Work in these locations will cease until decontamination and sanitization is complete.
- CSEA will open outside doors and windows and use ventilating fans to increase air circulation in any area used by the infected person.
- CSEA will identify any employees (and members of the public encountered while working, if applicable) who had close contact with the infected person. A close contact is someone who was within six feet of the infected person for at least 15 minutes, beginning two days before the person had symptoms or tested positive and ending the last day they came to work. CSEA will communicate the potential exposure without revealing the identity of the affected employee.
- CSEA will comply with any case investigation and contact tracing measures by the County Public Health Department. This will include providing the names, addresses, phone numbers, and work dates and times for close contacts of the infected person, which employers are required by law to provide to the County Public Health Department upon request.
- CSEA will exclude all close contacts from the facility/worksite or any other jobsite for 14 days from their last contact with the infected individual, even if they test negative for COVID-19. Close contacts should be tested for COVID-19.
- CSEA will instruct all others who are not identified as close contacts and who are at the facility/worksite or any other jobsite where the infected person was present to self-monitor for COVID-19 symptoms for 14 days after the last day the infected person was at work without revealing the identity of the affected employee.
- CSEA will follow other instructions on What to Do if Someone at the Worksite Has COVID-19 at www.sccsafeworkplace.org.