



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 24, 2020

Mr. Wilbert Holck
Executive Director
Hawaii State Teachers Association
1200 Ala Kapuna St.
Honolulu, Hawaii 96819

Dear Mr. Holck:

Re: Addendum to Coronavirus (COVID-19) Preparation and Response Agreement,
End-of-Year Checkout Procedures

The unprecedented statewide closure of facilities for the remainder of the school year has necessitated creative new ways to accomplish routine tasks including the End-of-Year Checkout Procedures (EOYCP) for SY 2019-20. Normally EOYCP involves activities such as closing up of classrooms, student belonging pick-up, and the return of books, equipment and other resource materials.

On March 19, 2020, the Department of Education (Department) and the Hawaii State Teachers Association (HSTA) finalized an agreement that has helped to provide stability and continuity of our learning communities throughout the state. In particular, the following language was agreed upon:

"For the duration of March 23, 2020 through the end of COVID-19 related school closures, teachers shall not be required to remain at nor report to schools or worksites and shall perform teacher-initiated activities and planning and collaboration activities in alignment with a school's instructional plan, from a remote location such as their home."

Because of the prolonged school closures, an addendum to the Coronavirus (COVID-19) Preparation and Response Agreement is necessary. Classroom teachers will continue to work from remote locations and provide students learning and enrichment activities for the rest of SY 2019-20. Non-classroom teachers will continue to complete their essential work tasks in consultation with their administrator.

In addition, there is a need for teachers to return to campuses for a short duration to complete tasks related to EOYCP. Therefore, the parties have agreed to the following guidance regarding abbreviated EOYCP for SY 2019-2020.

Between May 4th and May 29, 2020, teachers will report to schools and worksites, on a limited and scheduled basis as outlined below, for the purpose of engaging in teacher-initiated tasks related to EOYCP.

I. EOYCP Tasks

- A. The following list includes EOYCP tasks teachers may be asked to complete while reporting to a worksite.
 - 1. Turn-in of keys.
 - 2. Packing away of classroom materials.
 - 3. Retrieval and removal of personal belongings as appropriate.
 - 4. Gathering, bagging and labeling of student belongings in a teacher's classroom or workspace.
 - a. Bags/boxes and labeling materials will be delivered to teachers' classrooms.
 - b. Instructions for where to deposit student belongings will be provided.
 - c. Teachers may ask for and be provided assistance in moving student belongings.
- B. The following list includes EOYCP tasks teachers may elect to complete remotely.
 - 1. Turn in of lists related to student check-out of books, equipment and materials.
 - 2. Completion and submission of school-related paperwork.
- C. The following tasks will not be required of teachers during the abbreviated EOYCP.
 - 1. Inventory, collection, and check in of books, equipment and materials. Teachers shall be held harmless for any missing inventory.
 - 2. Physical circulation and sign-off of student and/or teacher checkout forms.
 - 3. Moving of furniture.
 - 4. Stripping of bulletin boards.
 - 5. Attendance in face-to-face meetings.
 - 6. Turning in of any equipment, supplies, and materials necessary to continue remote work.

II. Scheduling of Teacher Reporting

- A. The amount of time on campus or at a worksite should be limited. Schools should begin scheduling teachers for reporting as early as possible to ensure adequate space for social distancing of employees and adequate time to facilitate distribution of student belongings before May 29th.
- B. Administrators will develop a sign-up schedule or assign teachers a designated day/time for reporting in a staggered manner to ensure proper and appropriate social distancing. Make-up days should be provided to address any scheduling conflicts.
- C. Each teacher will be provided a minimum of one (1) workday on campus to complete EOYCP. Teachers are encouraged to leave campus as soon as they complete their EOYCP
- D. Teachers may be provided additional time as appropriate.
 - 1. Examples of teachers who may need additional time include teachers with extensive classroom materials (e.g. art, shop, pre-k), teachers leaving the school, and teachers moving classrooms.
 - 2. Principals should carefully consider any classroom reassignments and only require if unavoidable.
- E. All 10-month teachers should complete their EOYCP no later than the end of the workday on May 29th.

- III. Guidelines for Entering Campus, Classrooms and Workspaces
- A. Teachers should avoid bringing others with them on campus. If necessary, an administrator must be notified, and the person must stay in a teacher's individual workspace.
 - B. Where appropriate and safe, teachers may drive up to their classroom to facilitate loading of their personal belongings.
 - C. Teachers should not be entering the school office, other classrooms, or workroom areas outside of their direct classroom or workspace.
- IV. Safety Precautions
- A. As agreed: *"The employer will ensure that each worksite has adequate cleaning supplies, including disinfecting wipes and hand sanitizer. Teachers will not be required to clean or sanitize classrooms; however, these supplies will be available for their use. If supplies are not available, with supervisor's approval, and employees purchase such supplies with their own money, they shall be fully reimbursed when receipts are submitted."*
 - B. Teachers must ensure the following:
 - 1. Practice proper physical distancing and frequent handwashing in line with CDC guidelines.
 - 2. Bring and wear a mask as needed and appropriate.
 - 3. Teachers will have no direct contact or interaction with students or parents on campus.
- V. Exceptions
- Any teacher who is at higher risk for contracting coronavirus because of age, a documented health condition, or provides proof that they live with someone in a high risk group, shall not be required to report to a worksite on or before May 29th. Teachers in this category must inform their administrator if they qualify under this provision and will provide documentation as requested. The administrator will discuss alternate options for completing EOYCP with the affected teacher.

Sincerely,



Dr. Christina M. Kishimoto
Superintendent

Acknowledgement by Hawaii State Teachers Association

By:  _____