

Frequently Asked Questions **PAT-PPS Tentative Agreement for Return to In-Person Instruction**

Updated Version 03/18/21

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General Questions:

Q: How long does this agreement last?

A: The anticipated duration of the MOU is for the 2020-2021 school year. The existing collective bargaining agreement (CBA) remains in full effect.

Q: When will members be voting on this agreement?

A: PAT will hold informational meetings with members on Tuesday, March 16th during school staff meetings. Electronic ballots for voting on ratification will be sent electronically at 4:15 p.m. on Tuesday, March 16th. Ballots must be cast by 4:00 p.m. on Thursday, March 18th.

Q: What happens if PAT members do not ratify this agreement?

A: The District has the right to open school campuses and require us to return. This agreement embodies a high standard for health and safety and gives us legally binding safety conditions that we can enforce as opposed to just leaving it up to the District. Absent an agreement, the District will be able to act unilaterally on most conditions of a return. A “no” vote essentially allows our employer to implement what they see fit.

Preparation and Start Dates for Transition to Hybrid:

Q: How many days of preparation will I be provided to get ready for in-person instruction?

A: Educators in PK-5 will have a minimum of 5 planning and professional development (PD) days to prepare classrooms, plan for instruction, and complete PD on safety protocols. Educators in grades 6-12 shall have a minimum of 3 days for planning and PD. On these days, a total of 5.5 hours will be reserved for District-directed activities.

Q: On what dates are educators and students returning to the buildings?

A: The hybrid model will begin as follows:

PK-1:

- Educator professional development and building/room preparation on March 19, March 29, March 30, March 31;
- First day of in-person student instruction on April 1 (one cohort will meet in-person on April 1 and one cohort will meet in-person on April 2);
- On April 1 and April 2, students will receive some asynchronous or synchronous instruction (e.g., art, PE, music and/or library).

GRADES 2-5:

- Educator professional development and building/room preparation will begin on March 29;
- First day of in-person student instruction on April 5;
- Students will continue to receive asynchronous-instruction during the March 29 - April 4-provided by the Office of Teaching and Learning.

GRADES 6-12:

- Educator professional development and building/room preparation will begin on April 14;
- First day of in-person student instruction on April 19.

Q: What is the planning/preparation day schedule for PK-5 Specialists?

A: The schedule is as follows:

Friday, March 19

- No Specials for PK, K, 1
- Specials as normal for 2-5

Monday March 29- Wednesday March 31

- No Specials for PK-5

Thursday April 1

- No Specials for 2-5
- Specials for PK, K, 1, **AM Cohort**

Friday April 2

- No Specials for 2-5
- Specials for PK, K, 1 **PM Cohort**

Q: What days do students start if I teach in a K-8 school?

A: Students will follow the in-person start dates by grade level, regardless of school configuration.

Q: What will the students be doing while their teachers are having planning and preparation days? Will they be given assignments? If so, who will be providing those assignments to them?

A: The office of teaching and learning will provide asynchronous instruction.

Q: What are the childcare provisions that were bargained for PAT members?

A: Educators who apply for assistance shall receive up to \$300 a month, per child, to offset the cost of qualifying childcare (e.g., either the school or community sites listed on the PPS website or childcare provider other than someone who lives in your home.)

Health & Safety:

Q: Are educators required to get a vaccine before teaching in-person?

A: No, you are not required to get vaccinated. However, all educators have been offered the full course of vaccinations, plus the passage of enough time for the vaccination to be fully effective prior to the first day of in-person instruction.

Q: Do I have to buy my own PPE? Hand sanitizer for the classroom?

A: The District shall provide properly working handwashing stations or adequate hand sanitizer for the classroom each week. The District shall also supply sanitizing wipes or spray for each work setting. In situations where students are allowed to not wear masks, educators who request it shall be provided with masks that meet standards equivalent to masks designated at KN95, face shields, protective garments and gloves. PPS must provide PAT the procedure for ensuring that the buildings do not run out of needed cleaning supplies.

Q: Will students be required to wear masks?

A: All students will be required to wear masks, except for students excused from wearing a mask under state RSSL or Early Learning Division guidelines. Students who abstain from wearing a mask, or whose families have determined they will not wear a mask for values-based reasons, must be provided access to education through comprehensive distance learning.

Q: What if a student in an educator's class is unable to wear a mask?

A: The educator may request and shall be provided a mask that meets standards equivalent to KN95, as well as face shields, protective garments and gloves.

Q: What safety provisions are provided for educators who work in focus classrooms?

A: In addition to the safety provisions provided to all, educators in focus classrooms will automatically be provided with masks which meet standards equivalent to KN95 masks, face shields, protective garments, and gloves.

Q: What is the size of the in-person cohorts?

A: It is understood that the sizes of cohorts will depend on physical space in the classroom and may be different from classroom to classroom. Each space will be evaluated and capacity posted to ensure that at least six (6) feet of space is maintained between people in the room, including space for educator and student movement. No educator shall be required to work in a room that cannot accommodate the number of students with distance protocols.

Q: Who will be setting up the furniture in my teaching space to ensure proper distancing? Can I change the room arrangement?

A: Each educational space has been evaluated and set up for capacity to ensure at least six feet of space between persons in the room, including space for educator and student movement. Professional educators may change the arrangement of the room, including removing or adding equipment and/or desks, so long as distancing requirements continue to be met.

Q: What are the protocols for students entering and leaving the school building?

A: PPS shall develop clear health-check protocols for students arriving at school each day and communicate the protocols during the pre-service professional development. All students who are symptomatic will have their temperatures checked as part of the entry protocol.

Q: How can we be sure that safety protocols will be met?

A: There must be a Safety Committee at each school. The committee must include one to two PAT members selected by PAT members at the site. Duties of the Safety Committee include:

- Tour the building to ensure all of the agreed-upon health and safety provisions of the MOU are in place
 - K-5/K-8 buildings: this shall occur by March 19
 - MS/HS buildings: this shall occur prior to student occupation of the space
- Follow a PAT/PPS jointly approved safety checklist

Q: What happens if students or other staff members are not following the safety protocols?

A: Notify the principal. Each building principal is responsible for safety protocols being followed.

Q: What do I do if my workspace/classroom is not being cleaned and disinfected every day?

A: First, notify your principal right away. Second, if alternate space is not available, members should wipe down high-touch surfaces.

Q: What happens if a safety provision is not in place?

A: The safety issue must be corrected prior to the room being used for in-person instruction. If an educator has a safety concern after the Safety Committee's initial building tour, the educator shall bring the concern to the administrator. If the room does not meet the safety protocol and changes cannot be made within a reasonable amount of time, the room will not be used for in-person instruction until the safety conditions are met.

Q: Will PPS be hiring additional custodial staff for this spring?

A: Yes. PPS is hiring a minimum of 30 additional custodial positions.

Q: Will I need to clean my own classroom?

A: In some cases, like high school and middle school classrooms BETWEEN CLASS, the answer is “yes.” Teachers or students should disinfect high-touch surfaces. In elementary schools, PPS has informed us that custodial staff will clean between cohorts. All buildings and grade levels will have custodial staff to do extra cleaning at the end of the day.

Q: What ventilation upgrades have happened in PPS buildings? Air Purifiers?

A: PPS has stated that all HVAC systems are now up and running. HEPA air purifiers have been ordered for all rooms/spaces where students are designated to meet with professional educators. The air purifiers are being deployed in the following order: symptom spaces, rooms that have no ventilation (either mechanical or open air), the remaining room/spaces. Professional educators may work remotely if District-supplied air purifiers or an alternate work space cannot be provided. PPS is also required to periodically inspect and change out filters as required by CDC guidelines, adjust HVAC outside dampers to allow the maximum air exchange possible, and run the HVAC systems continuously from two hours before to two hours after the buildings are occupied to bring in fresh air.

Q: What if an educator has concerns about ventilation but works in a facility that is not operated by PPS?

A: Educators who are assigned to facilities not operated by PPS may work remotely if their rooms are not provided with air purifiers purchased by PPS or an alternative work space cannot be provided.

Q: Will a nurse be at each school?

A: Each school will have a School Health Assistant five days a week with oversight provided by an RN.

Q: Will COVID-19 testing be conducted in schools?

A: There shall be rapid COVID 19 testing in accordance with “COVID-19 Testing in Oregon’s K-12 Schools” for all symptomatic students and staff with their consent. PPS shall request consent to test students from families prior to the first hybrid instructional day. Any student who is tested (even if they test negative) must leave school immediately and not return until allowed by the RSSL guidance. Under no circumstances will a student or staff person with symptoms consistent with COVID-19 be asked to return to school for testing alone.

Q: How will COVID-19 testing be conducted in schools?

A: The District shall appoint and train a testing administrator at each worksite. Fully trained COVID-19 testing administrators shall be in place prior to the first hybrid instructional day for students. Testing shall be available when PPS is in receipt of necessary supplies to perform the testing and PPS shall complete all necessary applications and orders for tests no later than March 17, 2021.

Q: What if there is a positive COVID test result?

A: If there is positivity, all people exposed (e.g., a school cohort) will follow the quarantine recommendations of the governing health authority. Testing of quarantined persons on day 5 through 7 following exposure may be used to facilitate early release from quarantine after day 7 when recommended by the local public health authority.

Q: How will I know the protocol for when a student in my classroom or the building tests positive for COVID?

A: The District must publish the school's Outbreak Protocol before students or staff are expected to report to resume in-person instruction.

Q: Are educators required to notify families of the risks associated with sending their child to in-person instruction?

A: No. The District shall produce a guide based on ODE/CDC guidance, for families which explains any risk to students, families and the community resulting from students returning to hybrid/in-person education. The document will be in all supported languages or translated into other languages.

Q: What happens if an educator doing in-person instruction tests positive for COVID-19? What if they are exposed to the virus?

A: There is a protocol for educators, without loss of pay, to self-isolate as a way to respond to local school-based outbreaks. An educator isolating would continue providing comprehensive distance learning unless symptoms prevent them from working.

Q: What if a student or adult exhibits signs of illness at school?

A: Students or adults exhibiting signs of illness shall be isolated until they can return home.

Q: Will I be notified if there is a case of COVID infection in my school?

A: The District is required to notify educators, as well as the wider school community, via email of any incident of COVID-19 infection within that building, within 24 hours of a confirmed case.

Q: Will I be notified if there is a case of COVID infection in my classroom/workspace?

A: The District is required to notify all directly involved staff of an infection within their room/work space and the steps that have been or will be taken to sanitize the area before students or staff are allowed to report to that room.

Q: What happens if COVID cases start to rise in Multnomah county?

A: Schools are reopening for hybrid instruction in accordance with the Governor’s Executive Order 21-06 and the guidelines and mitigation strategies set forth by the CDC (U.S. Center for Disease Control), ODE (Oregon Department of Education) and local health guidelines. If necessary, the District will return to full CDL instruction in accordance with the guidelines set forth in the state DOE Ready Schools, Safe Learners (RSSL) health metrics until rates and conditions allow for in-person instruction.

Q: What about fire drills and emergency procedures?

A: PPS will conduct professional development that will address all emergency procedures and other topics like fire drills. The document that contains all of the information is entitled “School Emergency Procedures and Drills COVID-19 Standard Operating Procedure.”

Q: What if an educator has a concern about the temperature in their workspace?

A: If an educator has any concern about workspace temperature, they should contact their administrator. The administrator will take reasonable measures to alleviate the situation, including possibly locating the educator to a temporary alternative workspace.

Q: If the Oregon Health Authority and Department of Education change the health guidelines in the Ready Schools, Safe Learners document, does that mean that our health and safety sections of this MOU get changed too?

A: Only if there is a new requirement made to the guidelines that would lower or increase a standard negotiated in our agreement. But if the social distancing recommendation of 6ft of distance were to change, the language that we have in the agreement would remain the required standard.

Workload and Instruction:

Q: How much autonomy do educators have in deciding what will be taught during hybrid instruction?

A: Educators will have flexibility to make decisions regarding the content, order and presentation of instruction within the established guidelines of the District instructional model. The focus should be on academics, but with flexibility on how it may be implemented. (For example, art and other disciplines could be incorporated into academic lessons. Another example of flexibility might be conducting an initial academic lesson one day and then making a subsequent lesson asynchronous, leaving room for other types of learning during hybrid.)

Q: Will educators be required to teach both CDL and hybrid groups at the same time?

A: No educator shall be required to offer both distance learning and in-person instruction simultaneously. Principals will consult with teachers about how students are cohorted and classes are configured. Principals will consider educators’ preferences for assignment, subject to the district staffing.

Q: What if I want to teach using simulcast?

A: Simulcast will remain an option for educators who choose to utilize it.

Q: Can non-classroom teachers be asked to cover classrooms/cohorts for teachers who go on leave if no qualified substitute staff are available?

A: Possibly, if no other substitute educator is available and if the non-classroom instructor is licensed and endorsed for the vacant position.

Q: Will the District provide equivalent instructional materials for CDL and in-person settings?

A: Yes, students who remain in CDL will be provided materials equivalent to the materials provided to students who select in-person instruction.

Q: How will hybrid work in DLI and SpEd classrooms or for educators in Student Support Services?

A: The District will produce guidance for DLI, SPED, and Student Support Services instructors in collaboration with the Association based on the discussions in the SPED and DLI small group sessions. In other words, PPS and PAT will continue to talk about improving issues related to teaching and service provision in these areas.

Q: How will itinerant services be provided?

A: Itinerant services will be provided either through remote learning or, if the position requires otherwise, in-person. All elements of the Collective Bargaining Agreement and the Tentative Agreement for Return to In-person Instruction apply to itinerant employees.

Q: How will substitute educators be utilized?

A: Any substitute educator that has received all required trainings can be utilized for both CDL and in-person/hybrid teaching.

Q: Are we still being required to do Quarter 3 report cards?

A: Yes, educators will still be required to do Quarter 3 report cards.

Q: What standardized testing will be required during hybrid instruction?

A: To maximize student learning and social/emotional opportunities, the District will eliminate standardized testing that is not required by Oregon or federal requirements.

Q: Will state testing be happening this school year?

A: The district has applied for a waiver from state testing and is waiting to hear if it will be granted by the federal government.

Q: Will PPS still be offering LIPI instruction that has been set up once hybrid begins?

A: No, LIPI instruction will end once Hybrid instruction begins.

Requirements to Work in Buildings:

Q: If I am teaching CDL, can I still do so remotely, or do I have to teach from a PPS building?

A: Educators may work remotely when they are not providing direct in-person instruction. This includes Wednesday asynchronous time. Educators working remotely must meet expectations such as attending scheduled meetings, PLCs, student/family engagement, and collaboration with co-workers. All meetings will be offered virtually, unless in-person attendance is necessary due to the nature of the meeting or training.

Q: If I am teaching CDL, can I be required to come to the building to do supervision work such as bus duty?

A: No, if you are teaching remotely, you do not need to come to the school building for in-person supervision or duty.

Q: When we return, will staff meetings be in-person or still held virtually?

A: Meetings are to be held virtually UNLESS there is some topic that can only be presented in-person.

Cohorts and School Schedules:

Q: How many cohorts can a specialist work with in-person?

A: Most specialists will be able to work remotely, but if working in-person, the social distancing and educator-directed time will limit the number of cohorts an educator comes in contact with. There isn't a negotiated limit. The newest RSSL states that there must be a Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site.

Q: How much educator-directed time will we have in a hybrid instructional model?

A: Educators working in a hybrid model shall have the educator-directed time set forth in the attached schedules. (Below represents most common district schedules, doesn't represent all)

Elementary: 810 minutes per week

Middle School: 905 minutes per week

High School: 900 minutes per week

K-5 Teacher Hybrid Schedule Example

Monday, Tuesday, Thursday, Friday	
7:45-8:00 a.m.	Students entering building
8:00-8:15 a.m.	Social Emotional Learning, AM Group
8:15-9:15 a.m.	Math, AM Group
9:15-10:15 a.m.	Literacy, AM Group
10:15-10:30 a.m.	Supervise students getting Grab & Go Lunch, AM Group
10:30 - 12:15 p.m.	Educator Directed Time and a 30 min duty free lunch
12:15- 12:30 p.m.	Social Emotional Learning, PM Group
12:30-1:30 p.m.	Math, PM Group
1:30-2:30 p.m.	Literacy, PM Group
2:30-2:45 p.m.	Supervise students getting Grab & Go Lunch, PM Group
2:45 -3:30 p.m.	Educator Directed Time (M,Th,F) 2:45-3:15 Staff Meeting (T)

Wednesdays	
7:45-8:00 a.m.	Educator Directed Time
8:00-8:45 a.m.	Whole Group
8:45-10:00 a.m.	Educator Directed Time
10:00-10:45 a.m.	PLC Time
10:45-11:30 a.m.	Educator Directed Time
11:30-12:00 p.m.	Duty Free Lunch
12:00-3:30 p.m.	Educator Directed Time

Educator Directed Time	
M,Th,F	120 X 3 = 360
Tuesday	105
Wednesday	345
TOTAL	810 minutes



PORTLAND PUBLIC SCHOOLS

Middle School: Synchronous in AM, Hybrid PM

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30	Teacher Plan (60 mins)	Teacher Plan (60 mins)	Teacher Plan (60 mins)	Teacher Plan (60 mins)	Teacher Plan (60 mins)
9:30	Start of Day		Asynch Learning Time (Small Group & Office Hours)	Start of Day	
9:30 - 12:15 Distance	Per. 1-3 Prep - 45 mins (20 mins passing)	Per. 4-6 (20 mins passing)		Per 1-3 Prep - 45 mins (20 mins passing)	Per. 4-6 (20 mins passing)
12:15 - 1:30	Lunch 12:15 - 12:45, PLC from 12:45 - 1:30 PM (Wed); 180 minutes Prep (M,T, Th,F)				
1:30 - 4:00 In Person	Periods 1-3 In Person Prep - 45 mins	Periods 4-6 In Person	Advisory/7 Teacher Plan (105 mins)	Periods 1-3 In Person Prep 45 mins	Periods 4-6 In Person
End of Day (Prep: 60 mins) **TOTAL: 905 mins					



LS

4 x 4 : Synchronous in AM, Hybrid PM (1st period prep)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	Prep (60 mins)	Prep (60 mins)	Prep (60 mins)	Prep (60 mins)	PLC
9:15 - 9:30	Start of Day (30 mins)		Asynch Learning Time	Start of Day (30 mins)	
9:30 - 10:45 Synchronous	Period 1 Prep - 75 mins	Period 3		Period 1 Prep - 75 mins	Period 3
10:55- 12:10 Synchronous	Period 2 Pass - 10 min	Period 4 Pass - 10 min		Period 2 Pass - 10 min	Period 4 Pass - 10 min
12:10 - 1:05	Lunch 12:10 - 12:40, Teacher Plan from 12:40 - 1:05 PM (125 mins)				
1:05 - 2:20	Per. 3 In person and async	Per 1 In Person and async Prep - 75 mins	Office Hrs	Per. 3 In person and async	Per 1 In Person and async Prep - 75 mins
2:30 - 3:45	Per.4 In Person and async	Per 2 In Person and async	Prep - 75 mins	Per.4 In Person and async	Per 2 In Person and async
3:45-4:00	End of Day -- 60 mins **TOTAL 900 mins**				

Q: What if the number of my students who want to attend in-person class exceeds the classroom capacity of the two AM and PM cohorts for PK-5?

A: The building will have to create a third cohort, or have your AM and PM cohorts meet in an alternative space/classroom that has enough capacity to follow distancing guidelines.

Q: Will I be keeping my same students?

A: Whenever possible, students will remain with their teachers. However, there could be some change because an extra cohort is needed, no room/space is available, students wanting only CDL or in-person, educators needing a remote only position, etc.

Q: Will students be eating lunch or snacks at school?

A: Student lunches will be “grab-and-go”, eaten off campus. In PK settings, according to the OHA, students may eat lunch/snacks in school with proper social distancing.

Teaching Assignments and Leave of Absence Options:

Q: What is the process for who gets to stay in CDL vs. teaching hybrid?

A: The District will ask educators their preference for hybrid instruction and for continued CDL for the duration of the 2020-2021 school year prior to making any return to in-person instruction assignments. This does not guarantee a remote assignment. The District will prioritize available CDL assignments in the following order:

- Educators who cannot receive vaccinations due to verifiable medical conditions
- Educators who live with at-risk family members who have not been vaccinated
- Educators who cannot receive the vaccination due to bona fide religious reasons

The District will make every reasonable effort to effect the availability of positions.

Q: What if no suitable CDL positions are available for an educator?

A: The educator would either work in-person, or use any available leave options in the Collective Bargaining Agreement or the Tentative Agreement for the Return to In-Person Instruction they may be qualified for.

Q: What if I am unable or unwilling to get vaccinated?

A: Educators who elect not to vaccinate for reasons other than verifiable medical conditions or bona fide religious reasons may request an unpaid leave of absence for the duration of the 2020-2021 school year.

Q: Am I required to return to in-person learning if I am in a high risk category for contracting COVID-19?

A: You may apply for a FMLA/OFLA leave. If you do not qualify for a FMLA/OFLA leave, you may request and be granted an unpaid leave of absence for the duration of the 2020-2021 school year. ["If a medical condition results in the educator not being able to be vaccinated, then the educator may access their sick leave during the leave." Section I.h)

Q: What if I am pregnant and am uncomfortable about returning to in-person learning?

A: You could apply for FMLA/OFLA or a leave of absence for medical reasons (with documentation from your medical provider.) If you have been told by your doctor that you should not be vaccinated, you are directly covered by this MOU.

Q: If I do not get my preference to stay in a remote position, will I be granted a leave of absence?

A: If you meet the criteria for any of the leaves in the regular contract or this MOU, yes.

Q: Will I be paid if I need to take a leave of absence?

A: Not necessarily. You would be paid only if you have accumulated days in your bank that you can use for FMLA/OFLA leave.

Q: If I am on an unpaid leave of absence, will I retain my district health insurance?

A: If you can use sick-leave while on unpaid leave, you will keep your health insurance. If your unpaid leave does not entitle you to sick leave, then you would need to self-pay for your health benefits.

Q: When would I need to submit paperwork if I require a leave of absence?

A: Express your preference to your principal and verify your schedule and whether you will be assigned to remote or in-person instruction. If your assignment doesn't meet your needs, apply to Human Resources immediately for a leave.

Q: Will I get my position back if I need to take a leave of absence this spring?

A: Yes. Assignments will not change because you took the leave for the duration of this school year.

Q: What steps do I follow if I require a fully remote assignment?

A: Follow this procedure:

1. Tell your building admin about the desire and reason to work remotely, based on a medical reason for the member or someone in their household. If there are remote positions at the school, the admin will prioritize moving that member into one. *The district must make every reasonable effort to effect the availability of position.*
2. SIMULTANEOUSLY, complete the PPS [Educator Preference and Request for Reassignment](#) form by 5:00 p.m. on Friday, March 19.
3. If you are not provided a remote assignment within your building, then HR will review the request made by the educator through the centralized form and will try to place the person in a remote assignment if possible.

If no remote assignment is available:

4. Apply for FMLA/OFLA leave, if eligible.
5. Apply for (and be granted) unpaid leave if you require one.