**Between [UNION] And [EMPLOYER]**

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**RE:** Remote Bargaining

In response to the COVID-19 outbreak, the parties agree to enact “social distancing” by conducting contract negotiations over [videoconferencing platform] for the following bargaining sessions: [DATES]. This MOU applies to these dates only. The parties may extend this MOU to future bargaining sessions by mutual agreement.

1. The parties will co-host the videoconference meeting for each bargaining session.
2. The party that does not schedule the meeting will identify the Zoom account to be used as a co­host at least 24 hours in advance of the session.
3. [IF OPEN BARGAINING] The parties agree to allow bargaining unit members to observe the bargaining session(s), and future bargaining sessions by mutual agreement over the [videoconference platform].
4. [IF OPEN BARGAINING] Bargaining unit members will be required to register in advance of each bargaining session using the registration feature in [videoconference platform].
5. [IF OPEN BARGAINING] A link to register to observe the bargaining session will be shared between the parties for circulation no less than 48 hours in advance of the bargaining session.
6. [IF OPEN BARGAINING] Bargaining unit members will be asked to provide their first name, last name, and work email address to participate.
7. [IF OPEN BARGAINING] Each bargaining unit member who registers will automatically receive information on joining the Zoom meeting.
8. [IF OPEN BARGAINING] The parties will jointly approve the language sent in the auto-generated email upon registration. The parties will use [videoconference platform’s] waiting room feature to approve observers for each bargaining session.
9. [IF OPEN BARGAINING] The co-hosts of the [videoconference platform] meeting will approve observers into the meeting by comparing their registration information to a list of bargaining unit members. All observers will have their video disabled and microphone muted.
10. Either party may identify non-bargaining unit guests who by mutual agreement will be allowed to observe or participate in the bargaining session as subject-matter experts. The party requesting guest observers or subject-matter experts must provide a notice of at least 24 hours in advance of the bargaining session.

[Union] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [DATE] \_\_\_\_\_\_\_\_\_\_

[Employer] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [DATE]\_\_\_\_\_\_\_\_\_\_\_