



Chapter Chair Safety Violation Report

If your worksite is out of compliance, use this form to document your reporting of the issue and take the following steps:

1. Notify your administrator / principal.
2. If not resolved, contact the district hotline at (213) 241-2700
3. If not resolved, contact your UTLA Area Rep and begin organizing with your coworkers to take collective action at the school site in a socially distanced manner.

Check off the type of violation and describe it in more detail below.

Physical Distancing & Safety

- All staff, students, and visitors must wear surgical-type masks or higher-level PPE (e.g., KN95 or N95 respirator masks).
- Social distancing consistent with LA County Guidelines

Hand Sanitizer & Soap & Masks

- Soap, hand sanitizer, and paper towels in every room with a sink
- Hand sanitizer in every classroom and workspace
- Hand sanitizer or portable hand-washing stations at entrances and exits
- All hand-washing/hand-sanitizing supplies checked and restocked each day
- Close fitting, non-cloth, surgical-style masks with a nose wire available to students and employees in need of one at the entry of their campus.

Regular Cleaning & Disinfecting

- All classrooms
- All restrooms
- All workspaces
- All high-touch surfaces

Ventilation

- Air filtration systems with a minimum efficiency reporting value (MERV) of 13 or better (confirm compliance with principal)
- Air filters inspected monthly

Testing & Screening

- Weekly Testing of All Staff and Students (through Feb 2022)
- Symptom screening stations/protocols
- Following current quarantine/isolation protocols

Other

Describe the violation (including location of the safety deficiency, date and time it was identified):

Remedy Requested:

Date and Time of notification to Administrator/Principal via email: _____ (include email when submitting this report)

Date and Time of notification to LAUSD through the hotline: _____

Chapter: _____

UTLA Area: _____

Your Name (Chapter Chair): _____

Your Employee ID Number: _____

Your non-LAUSD email: _____

Your cell phone: _____