

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 wearing masks
- Six feet between desks/workspaces (student and educator)
- Directional markers and physical distancing markers posted
- Unidirectional traffic in spaces less than 6 feet in width
- Multiple entrances and exits to limit congregation
- No in-person staff meetings

Hand Sanitizer & Soap

- 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

Cleaning & Daily Disinfecting

- All classrooms
- All restrooms
- All workspaces
- All high-touch surfaces
- Students given supply storage (individual resealable plastic bag)

Ventilation

- HVAC with MERV 13 + for classrooms (confirm with principal)
- Air filters inspected monthly
- Classroom fans running 24 hours a day

Testing & Screening

- All staff and students tested every two weeks (Red Tier)
- Symptom screening stations/protocol

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: _____