

REA Health and Safety Report

February 2021

- Please, remember you **MUST WEAR A MASK** and follow all regulations related to the districts policy on this matter.
- Also, read the Wellness Wednesdays.
- It seems that all concerns are being addressed or in the process of being addressed. It has been noted that we hope that they are taking this time to work on the heat and air conditioning. The district is also reviewing how to clean the desks after breakfast.
- If you report a health and safety issue to me, please, indicate that you talked to administration, if possible, give names and dates. Also, having a timeline helps. I need as many facts as possible to find assistance. The first question I get is has it been reported and to whom.
- The procedure for reporting building issues is to notify the custodian, he/she talks with principal e-mail works for communication. If it is deemed necessary a work order will be issued.
- Remember some services require preauthorization for Capital Blue. When in doubt call the number on the card.
- Please, remember births and marriages must be reported promptly. Failure to do so could result in denial of benefits. Remember, if any employee gets married, the spouse must purchase coverage from their employer if it is offered.
- Also, remember to hand in your physical reimbursement form to save money. Submit the form to Denise Templin at the Benefits Office.
- If you have any questions or concerns please contact me or the REA office.

Respectfully Submitted,

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