

REA Health and Safety Report

September 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.

There are MANY health and Safety concerns with the buildings. Therefore, to help me help you: Please, follow these guidelines when reporting issues.

- 1. Indicate the building.**
 - 2. Indicate where the issue is taking place.**
 - 3. Indicate the specific issue.**
 - 4. Indicate that you talked to administration - names and dates.**
 - 5. Timeline of events. With any actions take. For example, work order placed on (date). AC contractors looked at vent, however, was not fixed on (date).**
- 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 the Benefits Office.
 - If you have any questions or concerns please contact me or the REA office.

Respectfully Submitted,

Judy Treichler

jgtlime27@verizon.net

treichlj@readingsd.org