

## **Steps to Guide Engagement on COVID-19 Health and Safety**

### **COVID-19 Health and Safety**

As COVID-19 cases surge, our members who are required to report in-person to work, deserve a healthy and safe place to come to work.

As part of our ongoing efforts to fight for our members' health, safety, and security, we have compiled the following initial escalation steps to support members in their fight for safe workplaces.

There are steps beyond the initial ones laid out here and we will work directly with members on the next level of escalation beyond these initial steps.

### **Foundational Health and Safety Steps**

#### **Step One: Use the State of California's own tool to do a Health and Safety Review**

- Download and review the [CalHR COVID-19 Safety Checklist](#)
- Review and document any areas where your worksite is out of compliance

#### **Step Two: Contact your Supervisor in writing to request an immediate remedy**

- Use our e-mail template to contact your supervisor and include the areas where your worksite is out of compliance with CalHR's COVID-19 Safety Checklist, include specific examples.
- Ask for a response within 3 working days.
- If the response is unsatisfactory or you do not receive a response, please go to step 3.

## Template for Emailing your Supervisor

Dear *(Supervisor Name)*,

It has come to my attention to that my worksite is not in compliance with CalHR's recommended safety guidelines as issued in CalHR's COVID-19 Health and Safety Checklist. These violations are occurring at *(WORKSITE ADDRESS and CITY)*.

Below is an overview of the violations and specific examples:

- *List out the violation from the Health and Safety Checklist and the specifics of where you saw this violation.*
- *For example, under the 'Signage' section it states: There are signs near entrances informing building staff/visitors they must wear a face covering when in the building.*
  - *There are no signs at our public entrance on L Street.*

Please get back to me within 3 working days with how the department is remedying these issues.

Sincerely,

*Your Name*

### **Step Three: Contact our SEIU Local 1000 Member Resource Center (MRC) by phone to document what's happening at your worksite**

- Please call our MRC at 866.471.7348 and share the issue, what contact you made to your supervisor, and allow them to document this situation.
- Our MRC is open Monday – Friday from 7am – 7pm. You will need to leave a voicemail with your information and issue. You will receive a call back. The call may come from an unknown number so please answer all of your calls.
- Please also complete Step 4 below.

## **Step Four: Escalate your outreach to your Labor Relations Officer in writing**

- Use our e-mail template to contact your Labor Relations Officer (LRO) and include specifics as outlined in the template.
- If you aren't sure who your LRO is you can contact your personnel office.
- Ask for a response within 3 working days.
- If the response is unsatisfactory or you do not receive a response, please contact our MRC at 866.471.7348 to be put in touch with an organizer for next steps and tactics to fight for a Safe Workplace.

### **Template for Emailing your Labor Relations Officer**

Dear *(Labor Relations Officer Name)*,

It has come to my attention to that my worksite is not in compliance with CalHR's recommended safety guidelines as issued in CalHR's COVID-19 Health and Safety Checklist. These violations are occurring at *(WORKSITE ADDRESS and CITY)*.

- *List out the violation from the Health and Safety Checklist and the specifics of where you saw this violation.*
- *For example, under 'Physical Distancing' section it states that "Workstations are properly spaced apart or seat assignments have been adjusted to allow social distancing."*
  - *On the 5<sup>th</sup> floor, our cubicles are no more than 3 feet apart and have not been arranged to accommodate physical distancing. Nor have our schedules been rotated to allow an empty cubicle for physical distancing.*

I contacted my supervisor, *(INSERT SUPERVISOR NAME)*, on *(DATE)*. They responded with *(an unsatisfactory response OR no response)*.

Please get back to me within 3 working days with how the department is remedying these issues.

Sincerely,

*Your Name*

**Step Five: If the response from the LRO is unsatisfactory, or you do not receive a response please call the Member Resource Center (MRC) at 866.471.7348.**

- When you call please let the MRC know that you are using the Steps to Guide Engagement on COVID-19 Health and Safety and ask to be connected with an organizer
- Our MRC is open Monday – Friday from 7am – 7pm. You will need to leave a voicemail with your information and issue. You will receive a call back. The call may come from an unknown number so please answer all of your calls.