



Local Union No. 813
Local 813 Insurance and Pension Trust Funds
Local 27 Pension Trust Fund - Local 1034 Pension Fund
Nurses and Local 813 IBT Retirement Fund
Local 813 Savings and Thrift Trust Fund

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June 5, 2020

Dear Members and Participants:

We hope this letter finds you all healthy and in good spirits during this challenging time. We are currently preparing to reopen our office on June 15, 2020 with partial capacity. Given the new challenges we are facing today, the Local Union 813 and the Associated Trust Funds are committed to ensure the highest level of safety for all our visitors and our staff members.

In accordance with state and local public health directives, we want to update you on our new policies and protocols to keep you and our staff members safe as we continue to battle the COVID-19 pandemic.

All in-person meetings in our office space are restricted at this time. However, in rare cases, in-person meetings may be requested by appointment only for business-critical matters and when alternative methods (e.g., tele/videoconferencing, phone calls) are not practicable. All visitors must comply with the following requirements:

- Meeting is by appointment only, and prior approval is required.
- Prior to the meeting, you must complete a COVID-19 Symptom Screening Questionnaire and email (or fax) to the staff member whom you are meeting with.
- During meetings, visitors must wear face coverings at all times and maintain at least 6 feet of distance from one another.

Change is always challenging, but our main concern is your health and safety. Warmest regards and best wishes.

Sincerely,

Sean T. Campbell