

MEMORANDUM

TO: ALL STAFF, MEMBERS, VENDORS AND VISITORS
FROM: DIANE KLOBUKOWSKI, CONNECTICUT LABORERS' BENEFIT FUNDS -EXECUTIVE DIRECTOR
DATE: MARCH 11, 2020
SUBJECT: OUR RESPONSE TO CORONAVIRUS (COVID-19) CONCERNS

The situation with Coronavirus (COVID-19) is quickly changing, and we at the Connecticut Laborers' Fund Office are working extremely hard to meet this challenge so we can continue to provide our members and beneficiaries with the benefits they have worked so hard for.

We are asking EVERYONE to follow the steps below to slow the spread of the virus and reduce the likelihood that our staff, members, vendors and visitors get sick:

- Please practice safe hygiene. This is extremely important. We are asking you to refrain from shaking hands or hugging other people, to wash your hands frequently and vigorously for at least 20 seconds with warm water, and not to touch your face.
- Cover your cough or sneeze with a tissue, and then throw the tissue in the trash.
- Do your absolute best to avoid close contact with people who are sick, and try to avoid larger gatherings.
- Staff, please avoid sharing pens, pads and other office items, and routinely sanitize your telephone, computer work station and work area. If you are in Reception, please sanitize the telephone when you arrive in Reception and again when you leave.
- **If you have an elevated temperature, a cough, a sore throat or other upper respiratory symptoms, please do not come to our West Haven, Connecticut office.** In this regard:
 - ✓ For members and beneficiaries who have questions about their benefits, who want or need to fill out retirement applications, annuity application, etc., *please contact us via telephone* (203-934-7991) so that we can answer your questions in that manner and/or mail or fax you any required documentation for completion and you can reply by mailing or faxing the information to (203) 680-3847.
 - ✓ Staff, please call me, the Executive Director, as soon as you can, so that we can determine appropriate actions to take and any possible reasonable accommodations for your situation.
- **If you learn that you've had contact with anyone who is suspected of having Coronavirus, please do not come to our West Haven, Connecticut office for at least for fourteen (14) days. Staff should also report this information to the Executive Director immediately.**
- We will rely upon the federal Centers for Disease Control and Prevention and the Connecticut Department of Public Health for continued guidance.
- Finally, we will do our very best to continue to provide all members and beneficiaries of our Funds with the quality level of service and professionalism that you have come to expect.