

Brothers and Sisters,

After serious conversations here at the Local Union Hall during these confusing times we decided to make some adjustments to our Referral Procedures. These changes will take effect immediately and remain in effect through the end of April. We will be monitoring and following local, state and federal recommendations.

## Signing the books:

You can sign the books by sending us an email to <a href="mailto:dispatch@ibew113.com">dispatch@ibew113.com</a>. You will be placed on the books in the order that the emails come in. In the email please add your name, classification, phone number, and what book you are requesting to sign. We will follow up with any questions we may have. Resign will continue with online resign, on the member portal, or by sending in a letter prior to April 15, 2020.

With the COVID-19 pandemic we realize that there may be jobs that get shut down which is going to be out of our control. If you are offered a job attached layoff please ask your contractor to send an email to Daniel, or Brian and we will place you on the Job Attached layoff book. We are trying to limit the exposure here at the Local Union Hall to protect our members, ourselves and all our families.

We will be going to limited staff at the Union Hall with 2 working in the office and 2 working from outside the office once again to limit the exposure and the possibility of one of us coming in contact with the virus and having to shut down the Hall all together. If you need anything at all we will have our cell phones and can be reached that way.

All General Membership meetings and Unit meetings will be cancelled through the Month of April with exception to the Executive Board meeting. If you have any questions, please don't hesitate to give us a call. If you get sick with a fever (100.4°F/38°C or higher), cough, or have trouble breathing: Seek medical advice. Call ahead before going to a doctor's office or emergency room. Tell your doctor about your recent travel and your symptoms. Avoid contact with others.

Do not travel while sick.

Cover your mouth and nose with a tissue when coughing or sneezing.

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Soap and water should be used if hands are visibly dirty.

In Solidarity

Brian Bradley, Business Manager IBEW Local Union 113