As the impact of COVID-19 (coronavirus) continues to spread across the nation, we're reaching out to let you know that our focus remains on continuing to provide services from Local 94 and the Local 94 Benefit Funds to our members and contributing employers. We want to let you know what we're doing to maintain service levels while keeping you safe.

Out of an abundance of caution and in order to protect the health of our members, participants, and staff during the COVID -19 crisis, the Local 94 administrative staff will begin working from home with the hopes of limiting any potential member or staff with exposure risk effective Friday, March 20, 2020, until further notice. While our staff will be working remotely, we will still be able to provide essential services to our members, participants and contributing employers.

In the near term, we encourage you to submit your dues and contributions payments via ACH or Wire transfer and also email the remittance forms to us for processing. Please make every effort to submit both simultaneously and provide us with the ACH/wire confirmation number in order for us to track the payment. Please ensure all payments coincide with the amounts shown on the remittance form. If you do decide to submit your payments via wire or ACH, please contact the Dues and Benefit Funds Department so that they may provide you with the information needed to initiate these payments.

- Dues remittance forms should be sent to: dues@local94.com
- Contribution remittance forms should be sent to: contributions@local94.com

Please call or email us with any questions or issues you may have.

- Contributions Sarah Cole: 212-331-1802 or sarahcole@local94.com
- Dues Vanessa Henriquez: 212-331-1840 or vanessahenriquez@local94.com

Visit the <u>Local94.com</u> website for other contact information and to stay informed with any updates on COVID-19. As always, the safety and well-being of our members, participants and staff are our top priority. We're dedicated to doing our part to support our Local 94 community as well as our global community during these challenging times."