



## **A Message from the Executive Director on the Benefit Trust Fund Office Closure**

April 20, 2020

With the Nation in the grips of the COVID-19 pandemic, the decision was made to close the IAM Benefit Trust Fund's physical office location effective April 5<sup>th</sup> through April 16<sup>th</sup> to protect our employees and their families. During the office closure, we conducted deep sanitization due to COVID-19 concerns. On April 17<sup>th</sup> the IAM Benefit Trust Fund's office officially reopened on a limited basis. As always, the health and safety of the Fund's employees is a priority. New safety protocols require all essential working personnel entering the office to be screened prior to entry and the Fund's office is providing employees with essential safety wear to further enforce social distancing.

If you are a participant and want to apply for disability or elect COBRA coverage, you can fax the forms to 202-785-3119. However, due to the global pandemic, COBRA and Disability claims processing will be delayed. If you have further questions, our Customer Service Department is operating Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time and is available by calling 800-457-3481.

We wish to remind you that while the physical office is open on a limited basis, we have taken all necessary actions to ensure that all participants and beneficiaries currently receiving benefits, will continue to do so.

Given the spread of the pandemic, we encourage Fund participants to follow public health instructions and guidelines in their communities.

We will continue to monitor the COVID-19 situation to ensure business continuity, while protecting our employees and their families. We don't know when the pandemic or the restrictions will end, but we are committed to continued service to the participants. Working together, we will get through this. Stay safe and check back for updates.

Ryk Tierney, CEBS

Executive Director

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