



# INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1393

3645 S. East Street • Indianapolis, IN 46227-1238  
Phone (317) 791-1362 • Fax (317) 791-3768 • [www.ibewlocal1393.com](http://www.ibewlocal1393.com)

**ROBERT C. FOX**  
Business Manager  
Financial Secretary

March 17, 2020

SUBJECT: COVID-19 Pandemic Office Procedures

## NOTICE:

At this time the Local will remain open for support to the membership. However, the Local's office will not be allowing any foot traffic into the building starting March 23, 2020 and will continue this practice until at least April 6, 2020. At that time this matter will be re-evaluated. Our website will be updated once any further decisions are made to extend such restriction.

Please note that all members may continue to pay dues by calling the hall and by using the Local 1393 APP.

The Local's outside construction dispatching department will remain open and will be operating normally, with the exception of walk-in book sign-ups. If anyone does not have online access to electronic book signs, we urge you to contact the hall for assistance.

Contractors who need to place calls for manpower may continue to do so using the normal procedures, which include e-mailing job requests and/or by calling the hall or the Dispatch line.

This is an unprecedented time and it is in times like this that we must step up and continue to provide leadership with our skills for the general public. However, the safety of families is our #1 priority. We can all weather this pandemic if we continue to follow the proper safeguards and hygiene practices.

Fraternally,

*Robert C. Fox*

Robert C. Fox  
Business Manager  
Financial Secretary

