



SOUTHERN CALIFORNIA IBEW - NECA ADMINISTRATIVE CORPORATION

6023 Garfield Avenue, City of Commerce, CA 90040

Phone: (323) 221-5861 or (800) 824-6935

Fax: (323) 726-3520

Mailing Address:

P.O. Box 910918

Los Angeles, CA 90091



Website: [www.scibew-neca.org](http://www.scibew-neca.org)

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## MEMORANDUM

FROM: Board of Trustees of the Southern California IBEW-NECA Trust Funds  
TO: Southern California IBEW-NECA Trust Funds Plan Participants  
DATE: March 17, 2020  
RE: Southern California IBEW-NECA Administrative Corp Adapts to (COVID-19)

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As we continue to monitor Coronavirus (COVID-19) developments closely, the health and well-being of our Plan Participants, Employees and Employers is of utmost importance to the Board of Trustees and personnel of the Southern California IBEW-NECA Trust Funds.

To protect the health of the Plan Participants and our personnel, and to potentially slow the rate of transmission of COVID-19, we are limiting access to the Southern California IBEW-NECA lobby. We encourage Plan Participants to call ahead at (323) 221-5861 or (800) 824-6935 to determine if we can serve you without requiring a visit. If your need requires a visit, we will schedule an appointment on a case-by-case basis to ensure limited people within our lobby. This practice will stay in effect until further notice.

As the gatekeeper of your Health and Pension benefits, we also understand that limiting any impact this health event could have on the service to our Plan Participants is imperative. We are keenly focused on our preparedness efforts to maintain a safe work environment for our Plan Participants and personnel to sustain our business operations.

We apologize for any inconvenience that these adjustments may cause you under the current circumstances. Please know that the Boards of Trustees of the Southern California IBEW-NECA Trust Funds are committed to the safety and well-being of our Plan Participants and dedicated to maintaining the superior service everyone has come to expect from our personnel.