Dear Brothers/Sisters:

In an effort to address concerns regarding the COVID-19 Virus, UA Local 342 will do our best to keep everyone updated on procedures that will affect the day to day operations of the UA Local 342 Business Office and Apprenticeship. We take this issue with the upmost seriousness and are regularly monitoring the Center for Disease Controls (CDC) and both the Contra Costa and Alameda County Health Services websites for any updates.

Currently the following precautionary actions are taking place to help prevent any contamination spread:

- Frequently cleaning and disinfecting surfaces in high traffic areas, per the CDC guidelines.
- All Apprenticeship classes have been suspended pending further notice. The Pipeline School will remain open until further notice.
- Installation of hand sanitation stations throughout our buildings.
- If you are sick, please call or email our office and we will do our best to accommodate your needs.
- With the Apprenticeship classes suspended the business hours for the Union are 8AM-5PM.
- The Membership Meeting for April 9, 2020 is cancelled.

Please check the [www.ualocal342.org](http://www.ualocal342.org) website where we will post any changes.

**Reminders:**

- Wash your hands, frequently
- Don’t touch your face, eyes, nose, mouth with unwashed hands
- Stay home from work if you are sick
- Cover your mouth with a tissue or the crook of your arm when you cough
- Knuckle bump in lieu of shaking hands
- Regularly clean high traffic surfaces
- When on the jobsite inform your employer and your Business Representative if you feel there is a contamination issue

We will continue to respond to the latest on COVID-19 with the safety of all being the biggest priority. We will notify the Membership of any additional adjustments that may be necessary as the situation changes. We apologize any inconvenience this may cause and appreciate your cooperation in helping us maintain a safe environment for both the Membership and Staff of UA Local 342.

Fraternally,

Ché Timmons
Business Manager/Financial Secretary