



## ***Local Union 364***

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### **REFERRAL PROCEDURES Effective August 3, 2020**

**The following referral procedures will be in effect August 3, 2020:**

#### **Book 1 & Book 2**

#### **In person signing is open**

**Fax and E-mail requests will no longer be accepted for signing the book.**

Please be aware of the following guidelines when coming into the Local 364 office:

- Temperature scan will be taken prior to entering the hall
- Masks **MUST** be worn
- Maintain 6ft social distancing
- Hand sanitizer will be available
- 5-person limit in the office lobby (please follow social distancing guidelines)
- Please do not enter the office if you are experiencing any Covid-like symptoms.

The goal is to keep our Local Union members, staff, and family members all safe. If you have any questions or concerns please feel free to call our office.

In Brotherhood,  
Alan R. Golden  
Business Manager and Financial Secretary  
Local Union 364, IBEW