



ALLEGHENY COUNTY

EMPLOYEES' RETIREMENT SYSTEM

COVID-19 SPECIAL STATEMENT

The Retirement Office has been closely following Allegheny County's lead on closings, limiting groups and social distancing due to the potential impact of the COVID-19 situation. To protect our staff and our members, we have instituted the following plan to limit contact.

As of 3/17/20, members will be able to meet with staff 10 am – 2 pm by appointment only. We are asking to set up an appointment so that no more than one member will be in the lobby at a time. This is to be in compliance with the 6-foot social distancing room. Rest assured, we will be working remotely when we are not in office.

Please contact our office by phone **(412.350.4674)** or email (pension@alleghenycounty.us) to discuss your needs. If you must discuss an issue face to face, please contact our office to set an appointment. Please be advised once again that we will use the 6-foot social distancing rule.

If you are dropping off correspondence, please ring the bell and drop the items in the bin below. Envelopes are provided if necessary. Please ring the buzzard to alert us of mail.

As a reminder, all our forms, including retirement packets can be found at <https://www.alleghenycounty.us/retirement/pension-forms.aspx> and can be sent to pension@alleghenycounty.us for faster processing.

If you are dropping off forms and the light is **not** on inside the office, please leave your correspondence with the Facilities Department located in room 102.

We hope you and your families stay healthy and safe during this time.

Allegheny County Employees' Retirement System

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