

March 23, 2020

INSURANCE INFORMATION NOTICE 2020-5

SUBJECT: Effect of Coronavirus Restrictions on ORM-Required Loss Prevention Activities

The Office of Risk Management, just like many other agencies statewide, has been directly affected by the steps implemented by the Governor's Office to minimize the potential exposure of state employees and the public. As such, we are aware of the impacts that telecommuting and temporary office closures are having on an agency's ability to continue its basic day-to-day functions.

In order to maximize social distancing, our TPA (Sedgwick) will contact those agencies that have yet to receive their audit/compliance review for FY2019 and assist them with electronic access/submission of their required documentation. Walkthrough inspections will be suspended until such time as it is feasible and safe to do so. The TPA will contact you when walkthrough schedules are reinstated.

For each agency location that is unable to access and/or submit their audit documentation electronically, a written request for a temporary extension should be submitted to its assigned Sedgwick loss prevention officer. ORM and Sedgwick will maintain a record of such agencies and contact them regarding completion of audit/compliance review activities when the resumption of normal activities occurs.

With regard to Loss Prevention compliance for **FY 2020**, all time-sensitive requirements will be waived for the time period determined by the Governor's Executive Order Proclamations addressing the coronavirus. Waivers apply to the following requirements:

- 1) Meetings/Training (i.e., monthly/quarterly safety meetings, 30 and/or 90-day new hire, annual refresher)
- 2) Inspections (monthly/quarterly building inspections, state fire marshal inspections, vehicle/fleet, boilers and other machinery, elevators, watercraft, aircraft)
- 3) Annual fire drills
- 4) Annual ODR checks and DA2054 form authorizations

These waivers begin on date January 1, 2020 and will be in force until the Governor proclaims the date of resumption of normal State business operations.

If there are any questions relating to this process, please email Brett Beoubay at brett.beoubay@la.gov or call him at: 225-342-8532.