Dear,

We wanted to reach out and assure you that we are monitoring the coronavirus (COVID-19) situation closely and are working to ensure we meet the needs of our members as well as provide for the health and safety of our employees.

We know that you depend on us for many things, including your professional liability insurance (E&O), group health coverage, education and professional development needs. We greatly appreciate the trust you have placed in us for providing these services. We take this responsibility very seriously. We want to share a few updates and ways we are here to serve you during this difficult time to ensure safety and well-being remain a priority.

To ensure our member agencies are supported we have taken the following steps as part of our continuity plan. These steps include:

- **Setting up a coronavirus resource page** for you and your agency. Information included covers Business Income Losses, Workers Comp, Sick Leave, Scams, teleworking and much more.

- **We are cancelling** our AWESOME Leadership Conference that was scheduled April 20-22, 2020 and will be postponing to 2021 (dates TBD). This will include full refunds to all registrants. If you have made a hotel reservation, the hotel will give you a full refund as well (859) 261-8400.

- **For CE requirements**, Big I KY offers a comprehensive library of online options. Furthermore, we are working to expand this offering in the days and weeks to come to offer you more on-demand options. the Department of Insurance will be extending the time requirements for submission of continuing education hours. Those licensees who normally would be required to complete all continuing education hours by March 31, 2020 will now have until May 31, 2020. Those licensees who normally would be required to complete all continuing education hours by April 30, 2020 will now have until June 30, 2020 to complete the hours. The reporting period of the completion of the continuing hours to the Department is also extended appropriately.

- **DOCUsign** – Members receive a 20% Discount - Use this to make business easier for your clients to bind business.

- Big I KY employees are working remotely and accessible by phone (866) 426-4425. Rest assured, we are still able to serve you, and your agency needs.

As the situation evolves, we will continue to update our website in real-time to make sure we are here supporting our members through this.

You can reach us at 866-426-4425 during regular business hours and always available to help you 24/7 on [www.bigiky.org](http://www.bigiky.org).

Take care of yourself and each other,

Best Regards,

Your Big I KY Family