



## Guidelines for Visiting OGB Offices at the Claiborne Building

As Louisiana begins to re-open state office buildings, visiting the Office of Group Benefits for assistance will not be the same as it was prior to the COVID-19 pandemic.

If possible, you are encouraged to contact OGB by email – [OGB.CustomerService@la.gov](mailto:OGB.CustomerService@la.gov) – or telephone – 1-800-272-8451. If an in-person meeting is necessary, you **MUST** make an appointment with OGB prior to arriving at the Claiborne Building.

Visitors will be asked to follow these guidelines:

1. Beginning **June 1, 2020**, all visitors to the Claiborne Building are required to submit to a temperature check upon entry. Any visitor with a temperature of 100.4° or above will not be allowed to enter the building.
2. **ALL** visitors to the Claiborne building **MUST** wear a face covering while within the building.
3. Visitors will proceed to the security desk to sign-in and remain in the lobby while security staff notify OGB of the visitor's arrival.