



January 14, 2019

Re: **Important Announcement – Workers Compensation Insurance**

Dear Pastor, Administrator, Principal, Business Manager, and Director of Catholic Cemeteries:

**This letter contains important information related to the Workers' Compensation Insurance program for the Roman Catholic Archdiocese of San Francisco. EFFECTIVE JANUARY 1, 2019 the archdiocese has moved the Worker's Compensation Insurance to a new insurance company for 2019. The new insurance company is:**

**Insurance Carrier: GuideOne Mutual Insurance Company**

To report a claim for an injury to an employee only (volunteers are not covered) that occurs **on or after January 1, 2019** use the following:

- Call, fax first report of claim or email to:
  - Telephone: (888) 748-4326
  - Fax: (800) 676-4457
  - Email: [CLU@guideone.com](mailto:CLU@guideone.com)
- Identify yourself as being part of the **Roman Catholic Archdiocese of San Francisco**
- Provide them with your new **Policy Number: 01 0007 146**
- Provide the name of your parish, school or location
- The claims person answering the call will ask you for all the information they need.

We recommend that you download all of the claim forms and posting notices available on the GuideOne website at: [www.guideone.com](http://www.guideone.com)

As noted above volunteers are no longer covered under the archdiocese's Workers' Compensation policy. A Volunteer Accident policy has been purchased and information coverage information is being provided separately.

Should you need additional information contact Shasa Barbour at (415) 536-8662 or [shasa\\_barbour@ajg.com](mailto:shasa_barbour@ajg.com) at Arthur J. Gallagher & Co or Ken Urrutia at (415) 536-8476 or [ken\\_urrutia@ajg.com](mailto:ken_urrutia@ajg.com).