



New Jersey Schools Insurance Group  
6000 Midlantic Drive | Suite 300 North | Mount Laurel, NJ 08054  
Phone: 609-386-6060 | Fax: 609-386-8877  
[www.njsig.org](http://www.njsig.org)

Health and safety is a top priority at the New Jersey Schools Insurance Group (“NJSIG”), and we want you to know that we have been closely monitoring the novel coronavirus, COVID-19 situation to help keep us all safe. In an abundance of caution, based on mitigation strategies identified by the Centers for Disease Control and Prevention (“CDC”), we have restricted all external visitors to the office unless critical to the continued functioning of the organization. We have also directed that all in-person visits to member boards of education be avoided unless critical to the functioning of the organization.

Also in line with CDC recommendations, we are implementing a partial work from home policy for our staff. Employees working remotely can still be reached via telephone and email; staff contact information is available at [https://www.njsig.org/downloads/contact/employee\\_listing.pdf?v=20191016](https://www.njsig.org/downloads/contact/employee_listing.pdf?v=20191016). Our main office in Mount Laurel will remain open, but we are preparing operations in the event that we need to implement a complete work from home scenario. Even in such a circumstance, NJSIG does not expect any interruptions to regularly scheduled workers’ compensation claim payments or other court-ordered disbursements.

As a premier provider of insurance and risk management solutions for school districts in the State of New Jersey, NJSIG understands that it is essential that we maintain normal operations during this difficult time. We can assure our members, brokers, sub-fund administrators, and other insurance partners that all of our operating systems are accessible, and that we will remain responsive to your insurance and risk management needs no matter where we are physically working.

These procedures will remain in effect until further notice, although they are subject to change as conditions warrant. NJSIG will continue to monitor the recommendations from the CDC and the New Jersey Department of Health (“NJDOH”) and will advise of any changes to these procedures.

- For more information on the CDC's mitigation strategies, visit the CDC’s website at: <https://www.cdc.gov/>.
- For up to date guidance on what to do if you suspect you may be sick, visit the NJDOH’s website at: [https://www.nj.gov/health/cd/topics/covid2019\\_community.shtml](https://www.nj.gov/health/cd/topics/covid2019_community.shtml).
- For additional guidance on COVID-19, visit the Centers for Disease Control and Prevention’s (“CDC”) website at: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>

Thank you for your continued partnership with NJSIG and for your understanding during these unique circumstances.

We wish you good health!

Jill Deitch, Esq., Executive Director  
New Jersey Schools Insurance Group