

April 4, 2020.

Dear client,

With COVID-19, we are clearly experiencing an unprecedented global crisis and volatile markets. I hope all is well with you, your colleagues and families in your community.

As news of the COVID-19 outbreak continues to unfold, and as changing advisories from the Federal and State Governments evolve, we have updated our current BCP plan which extends the date of our work from home policy.

We have extended our work remotely policy through May 4th. This extension is in alignment with both Federal and State of MA guidelines. We are also asking our employees who work in different states to follow local advisories. Our business continuity planning has allowed us to maintain a stable operating platform. To date we have had no issues in managing our day to day operations. , We will operate with a very limited staff in our offices, while the majority of our employees will work remotely. For those who commute into the offices during this time, we are recommending that they do not use public transportation.

As this situation is fluid and changing daily, we will of course closely monitor and adjust our plans accordingly. Our Management team is closely monitoring the situation and we are confident that our actions will meet the needs of our clients and our business during this challenging time. If you have any questions, please do not hesitate to contact me.

Sincerely,



Lisa Jones