

TD Capital Management Update on Coronavirus/COVID-19, March 18, 2020

On Monday we sent out an update regarding the status of our office and client services. In the past 48 hours, there has been increased guidance regarding recommended work and office protocol from national, state and regional authorities. Our highest priority is the health and safety of our team members and clients.

In order to safeguard both team members and clients, we have decided to partially implement our business continuity plan and shift our team members to working remotely. Therefore, all client meetings and interactions will be conducted over the telephone beginning immediately. Our phone lines will be transferred to a select group of team members who will answer your call and arrange for the appropriate team member to call you back shortly or at an agreed upon time. All team members will monitor and be responsive to emails. If we need to schedule a client telephone meeting with multiple team members, we have conference call capabilities and can share that information with you prior to the meeting. Should you have documents or information to drop off or pick up, we will communicate regarding a time to do so.

Our goal remains to continue to provide you with exceptional service and support and we are available to discuss any questions or concerns you may have about these changes. We appreciate your partnership and understanding during this challenging time and will continue to update you about the status of our office operations as circumstances dictate. While our methods of communication and processes may change, our commitment to your physical and financial well-being remains stronger than ever in these unprecedented times.

Sincerely,

Your TD Capital Team