

## TD Capital Management Update on Coronavirus/COVID-19

We at TD Capital, like so many of our clients and their families, continue to navigate the ever changing COVID-19 public health crisis. Our office is currently open, but we are closely monitoring and following the guidance of the CDC, World Health Organization, and state and regional public health authorities.

We are taking action to protect the health and safety of both our clients and team members by practicing social distancing and limiting non-essential contact. We are encouraging all clients with upcoming in-person meetings to shift them to phone or conference call meetings. However, our office is open and we will be available for in-person meetings as appropriate. If you would like to contact our office, please call or email with any questions or needs that you may have.

In the event that we determine it is necessary to close the office, we will implement our existing business continuity plan so that all employees can work remotely with access to all the technology services they have in the office. Our team will continue to be responsive and all client services will be available even while the office is closed if you call or email us.

Our mission is to provide our clients with exceptional services, and we will be doing everything we can to continue providing the same quality of services and responsiveness that you expect from TD Capital. We appreciate your flexibility and understanding of evolving changes that may be necessary and are available to discuss any concerns or questions you may have.

Sincerely,  
Your TD Capital Team