

COVID-19 Update

November 23, 2020

As the impact of the COVID-19 pandemic continues, we would like to take the opportunity to outline the steps that Reaves continues to take to ensure there are no interruptions to our operations.

We are closely monitoring the situation and will consider the guidance issued by the U.S. Government, the S.E.C. as well as state and local government agencies.

In March 2020, we activated our Business Continuity Plan to ensure that we can continue to serve our clients even when no one is in our physical office.

The key measures we have taken include:

- **Remote working** – With the exception of a few occasional visits to our office, by a few of our staff, all our team members continue to work remotely as part of our approach to social distancing.
All employees have remote access to our IT systems and infrastructure. Our computer and telephone facilities had already been tested for remote use and are fully operational. This will enable us to continue operating in this environment.
- **Travel** – All business travel for our employees remains suspended.
- **Meetings** – All meetings will continue to be conducted via video and audio conference calls rather than face-to-face.
- **Ongoing assessment** – Our Senior Leadership are communicating with each other daily to assess and respond to any evolving issues.

Reaves is working hard to ensure that we can continue to provide the highest level of service possible.

If you have any questions or queries about the measures we have taken, please feel free to contact us.