

## **COVID-19 Update**

**March 16, 2020**

As the impact of the COVID-19 virus continues to evolve, we would like to take the opportunity to outline the steps that Reaves is taking 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 & Local government agencies.

We have robust plans in place to ensure that we can continue to serve our clients even if no one is in our physical office.

The key measures we have taken include:

- **Remote working** – Most of our staff are now working remotely as part of our broader approach to social distancing.  
All of our staff have remote access to our IT systems and infrastructure.  
Our computer and telephone facilities have previously been tested for remote use and were already in place prior to this event.  
This will enable us to continue operating with our people working remotely.
- **Travel** – We have suspended business travel for our employees.
- **Meetings** – All meetings, for the time being, will be conducted via 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.