

Phillips COVID-19 Prevention Initiative

For the time being, we intended to **remain open** and will still have face-to-face meetings with those people who still wish to get together. We will, however, allow employees to work remotely, especially to help accommodate those with school age children.

We have recently distributed several articles about keeping the Coronavirus situation in perspective with respect to investment decisions. We remain firm in our belief that our global economy ultimately will survive and thrive. Investments in the stock market should be made with a long-term focus in mind. As such we do not believe people should take money out of the stock market now unless this truly represents a long-term decision.

That said, we do believe one of the best responses to the virus is to take reasonable precautions to avoid transmitting the disease in preventative action for our local community. If all of us adopt reasonable procedures now, we can expect to see minimal transmission in the area. To that end we want to make you aware of the efforts Phillips is taking to help protect the health of our clients, employees, and visitors to our office:

1. Prior to this specific need, we have sanitized shared desk spaces between users and regularly sanitized employee community spaces. We have added extra measures to meet this most important need.
 - a. The front desk is wiped down with Lysol between each user including the computer keyboard and monitor buttons, the desk phone, and the surrounding counter tops. This occurs at beginning of day, between every user, and at end of day.
 - b. We Lysol-wipe the community kitchen including the counter tops and table surfaces, *all* handles (cabinets, appliances, coffee pots, and more!), the shared items like salt and pepper, and even the backs of chairs where one would hold to pull them out. This happens multiple times of the day and especially at end of day.
 - c. To further our preventative measures, we have added sanitizing all office doorknobs at end of day and the surrounding areas of doors where hands may have been to open and close them.
2. We are encouraging our employees to wash and sanitize their hands frequently and to be particularly careful when handling items in our kitchen. We have removed shared fabric hand towels and use only paper towels. We are also taking extra precaution with washing hands when setting up meetings and after clearing a finished meeting.
 - a. Specific to meeting room cleanliness: we thoroughly sanitize the meeting rooms after each meeting. We Lysol-wipe the keyboards, computer mouse, and table surfaces as well as all doorknobs and remote controls used. For our largest conference room, we use very hot water on a fresh, clean washcloth and wipe down the stone tabletop thoroughly.
 - b. Employees have seen Safe Serv training exercises and we have a new bottled water option in addition to one-time use.
3. We have advised our employees to stay home if they are displaying flu symptoms. Some of our employees can work remotely so we do not anticipate a reduction in our ability to provide excellent service to you.

4. If you are curtailing your activities and would prefer not to come to our office for a scheduled meeting, we can accommodate your preferences as follows:
 - a. Reschedule to a later date.
 - b. Schedule a phone conference/web meeting to handle urgent matters. We can send materials to you in advance.

As always, we are here to serve you. We greatly value the trust you place in us. Please call our office if you have any questions or would like to revise a scheduled appointment.

Just a few closing thoughts about what you can do during this time that are financially savvy while being conscientious of your health and may even be of benefit to the community!

1. Instead of going on vacation, contribute to a 529 plan.
2. Instead of going on vacation, help your adult kids with Roth contributions.
3. Meet with your attorney...make sure your estate docs are up-to-date. If you don't want to go to the office, ask for a phone conference call.
4. If you feel you shouldn't be going out in crowds, make donations to the organizations that are going to be hit by people not attending events...the zoo, Embassy theater, orchestra, etc. Also, increase donations to social service organizations that may be hit hard with the fallout from the coronavirus.
5. Purposefully spend your money in the community in ways you feel you can.
6. Don't exit the stock market....instead keep your money invested and consider adding to stocks if your portfolio is out-of-balance.
7. Go out but carry hand sanitizer and keep your hands away from your face...*especially eyes, nose and mouth*. Use the back of your hand or knuckles if you must touch your face. Use a tissue on public handles and other highly used holdings. Continue to watch the news for best preventative, everyday practices in this area.
8. Offer to take groceries to or run errands for people who are especially vulnerable to infection (the elderly and folks with medical conditions.)