



June 10, 2020

Phillips Financial Physically Opens June 15!

You may be aware that Phillips Financial associates have been working diligently from home throughout the COVID19 "lockdown." You may have experienced a "remote" meeting with your adviser or perhaps some phone calls and emails.

Our physical office will re-open on Monday, June 15.

We are committed to maintaining a safe and healthy environment for you and our associates. As such, we have established some procedures for employees and visitors. If we schedule a meeting for you to come into our office, we will send you a list of the procedures in advance.

Otherwise, please be aware of the following procedures that will apply even if you stop in to drop off or pick up paperwork.

1. **We won't shake your hand**, but we will welcome you with a friendly wave!
2. We ask that you try to stay **6 feet** away from anyone else in the office. We will also respect your space.
3. **We will check your temperature** (all employees and any visitors will be required to take their temperature). We will not record or share your temperature with anyone. If your temperature is above 99.7, we will kindly ask you to leave. More importantly, we are asking anyone with any type of cold or flu symptom to not come to the office. If a meeting has been scheduled, we can easily switch our meeting to a conference call with shared screen (the Zoom concept).

We know some of these procedures are awkward and appear to be intrusive, but we feel they are necessary to cope with our current environment.

We greatly appreciate your business. Please let us know if you have any questions or concerns. Our number one goal is to help you maintain great financial and physical health!