

TRUST MANAGEMENT NETWORK CORONAVIRUS POLICY

GENERAL STATEMENT

Trust Management Network, LLC (“TMN”) is committed to promoting a safe and healthy environment for its employees. To this end, TMN has been closely monitoring developments regarding the outbreak of the 2019 Novel Coronavirus (COVID-19). This policy has been created in an effort to minimize exposure and absenteeism in the event that a COVID-19 outbreak becomes a threat to our employees and their families and to continue to operate our business in a manner that effectively serves the interests of our clients. The purpose of this Coronavirus Policy is to provide a framework from which TMN will respond to its discovery or notification of a COVID-19 outbreak that could cause a disruption in the services we provide to our clients.

TMN is regularly monitoring developments regarding the COVID-19 outbreak and following the guidance of the Centers for Disease Control (CDC). According to the CDC, the immediate health risk to the general American public is considered to be low. However, TMN has been tracking and begun to proactively communicate with any employees living or working in states reporting confirmed or presumptive positive COVID-19 cases. In addition to those employees who regularly work in TMN’s Main Office (Dallas, TX), TMN has a number of employees who work remotely in different states. As part of TMN’s normal business continuity plan, remote employees are geographically dispersed and have been trained to serve as a backup for functions typically performed in TMN’s Main Office (and vice versa).

POLICY

It is the policy of TMN to promote a safe and healthy environment for its employees. In the event that a COVID-19 outbreak becomes an immediate threat to our employees and their families, TMN will endeavor to follow the CDC’s *Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)*, February 2020 (click [here](#) for additional information).

Personal Hygiene and Good Health Practices to Maximize Health

To maximize health and prevent the spread of respiratory viruses, employees are encouraged to practice everyday preventive actions such as:

- Washing your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Coronavirus Team

TMN has appointed a Coronavirus Response Team — consisting of the Managing Partner, SVP & Director of Trust Operations, and VP & Client Services Manager — responsible for monitoring emergency conditions for the purposes of communicating and implementing emergency plans to maintain the safety and security of TMN's premises during emergency conditions.

Business Continuity

TMN will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, employees are urged to use their own discretion in deciding whether they can safely work without endangering themselves or other employees.

If you think you have been exposed to coronavirus, contact your health care provider immediately.

If emergency conditions prevent you from reporting to work, you are responsible for notifying your supervisor, if feasible, within the first hour of the workday. If possible, such notification should be made by a telephone conversation directly with your supervisor. If direct contact is not possible, leaving a detailed voice mail message or message with a member of Coronavirus Team is the preferred alternative. If it is not possible to reach your supervisor or a member of the Coronavirus Team, leaving a message with another employee is acceptable as a last resort. You should leave a phone number where you can be reached. If you report to work, and it appears that you have symptoms of acute respiratory illness, including, fever, sneezing, runny nose, coughing, sore throat, headache, muscle aches, and feeling tired and weak, then you will be sent home immediately.

In the event that a COVID-19 outbreak is deemed to be an immediate threat to employees and their families, then TMN may decide to reduce employees' face-to-face exposure by encouraging you to exercise the practice of social distancing by remaining at least three feet apart from your co-workers, and limiting interaction with coworkers, or by working remotely.

Designation of Emergency Closing

Only by authorization of the Managing Partner or its designees will TMN cease operations due to emergency circumstances caused by a COVID-19 outbreak. If an emergency closing is ordered, all employees that are capable of work should report to the designated location established by the Coronavirus Team and operate under the TMN Business Continuity Plan currently in effect.

Return of Normal Operations

The Managing Partner or its designees will determine when it is safe to resume normal operations and return to work at our company location and you will be notified either by telephone or e-mail as to such a decision.

This Policy is effective March 3, 2020 and has been approved by the Board of Managers.