

## Remote Work Notification

We are writing to inform you of the steps we are taking at Ascent to maintain smooth operations while safeguarding our clients and our communities during the COVID-19 pandemic.

As our New York State-based clients may be aware, yesterday the Governor's office issued mandatory density reductions for businesses, requiring 50% of employees to work from home. We had anticipated such a move, and have dispersed our staff in accordance with these requirements. We plan to rotate staff between office and home work locations as our business needs require. Rest assured we are all on-line and connected, and able to run our operations and service our clients smoothly and without interruption. You can continue to contact us through your normal channels and we will respond to your needs promptly. Our intention is to have our present decentralized office posture entirely seamless to you.

In keeping with the urgent public health need for social distancing, we are moving all client meetings to a remote format. Our office locations in New Hartford, Saratoga, and Elmira will remain open during our normal business hours, but we ask for your every consideration in limiting your walk-in traffic to these locations. We recognize that occasions will arise for you to see us in person to drop off documents, sign papers, and the like, and we will be there to accommodate you.

Last, we have confirmed the operational status of our key vendors such as Fidelity and other custodians, and can report that all are operating in a normal condition.

In these exceptional times, we want to thank you for the trust and confidence you have placed in the entire Ascent team. We are working diligently to provide the best service and advice to you that we can.