



## **Ziegler Capital Management, LLC (“ZCM”): COVID-19 Response Plan**

We continue to monitor developments around the spread of COVID-19. We have taken precautions based on guidance from the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC) to ensure the safety of our staff, their families and our clients.

We have a business continuity plan that enables us to support our clients’ needs with a minimal level of disruption in the event of a wider outbreak of COVID-19. The safety of our staff, families, clients and their employees, and communities has led us to take the actions noted below. These actions are focused on ensuring the ongoing safety of our interested parties. We hope that an ongoing dialogue will allow us to be best positioned to quickly respond to a rapidly developing set of circumstances and help contain the COVID-19 outbreak.

While the current events have impacted how we serve clients and financial markets, we know they have caused a level of personal anxiety that each of us experiences based on our individual circumstances. Our goal is to help our staff and clients navigate the known and potential circumstances related to COVID-19.

The actions ZCM has taken include:

At this time, the following travel restrictions are in place:

- All **non-essential international travel** (which is defined as travel between countries for internal business meetings) remains restricted.
- In addition, we are now **extending that restriction to also include non-essential domestic travel** (which is defined as travel for internal business meetings within the country you work or reside in).
- For **internal meetings**, please look to alternatives such as video conference, WebEx, Zoom, etc.
- At this time, we are also directing all personnel to **avoid attending any large scale conferences and events unless otherwise approved**.
- Travel for client meetings may continue. This is subject to change based on ongoing health concerns.

We recognize that in the current environment, employees may be hesitant to undertake any business travel and we respect any personal decisions not to travel.

As a reminder, the best way to prevent infection is to avoid exposure; and to that end, we are repeating the following tips:

- Stay home when sick.
- Avoid close contact with people who are sick.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash. If a tissue is not available, you should sneeze/cough into your elbow.
- Clean and disinfect frequently touched objects and surfaces.

### Remote Access

- We are working with our Information Technology team to ensure our entire staff can work remotely in the event this becomes necessary. This means we will continue to provide the high level of client service to which our clients are accustomed.
- We encourage our staff to bring any COVID-19 related concerns to their manager and HR so that we can quickly address these concerns.
- We have held periodic internal meetings and calls to ensure our colleagues are best positioned to continue to serve you in these challenging market and personal conditions.
- If a colleague has recently traveled to an area subject to a Level 3 Travel Health Notice or otherwise have any concern about contact with a person who is ill or has tested positive for the virus, we have instituted a 20-day self-quarantine period during which the colleague will work from home.

You can be assured that we are taking this situation seriously; ensuring our staff and our clients are our top priorities. We are positioned to assess the ongoing environment and rapidly respond and modify our procedures as events continue to unfold. We will continue to monitor the situation and will keep you informed about any changes.