



POLICIES FOR MAINTAINING A HEALTHY WORKPLACE

Resuming operations in a COVID world will have many new requirements. Here's what you can expect when you visit any of Charter Oak Financial's offices. If you have specific questions, please contact the person you're visiting.



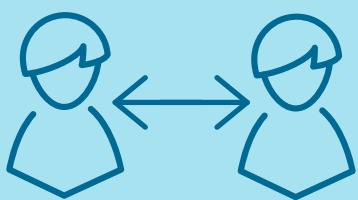
STOP THE SPREAD

- Please DO NOT enter the office if you exhibit any COVID symptoms, or believe you may have been exposed to a COVID-positive person.
- Should you test positive for COVID, please notify your contact at the firm (advisor, staff member, etc.) so additional protective measures may be taken.
- A 14-day quarantine period must be observed before re-entering the office if: you are COVID positive, have had contact with a COVID-positive person, or have traveled to a known COVID hotspot.
- All advisors, staff, and visitors are required to sign in upon entering our office space.



FACE MASKS

- We require the use of protective face masks in all common areas.
- Advisors and employees with assigned private offices may remove their masks when in their offices alone.
- Visitors to our offices must wear masks at all times, and must be escorted within the office space.
- Anyone working in open areas will be required to wear a mask.



SOCIAL DISTANCING

- Maintain a safe distance of at least 6 feet when near others.
- The use of conference rooms is restricted.
- Kitchen areas will remain open on a restricted basis, and social distancing must be maintained. If the kitchen doesn't allow for a 6-foot distance, only one person is allowed at a time.
- Beverage service, e.g., coffee, tea, is not being offered at this time.



CLEANING

- Wash your hands often with soap and water for 20 seconds and avoid touching your face.
- Our landlords have communicated their increased sanitation efforts for the building's common spaces outside of our suite(s).
- We are not currently able to perform intra-day office cleaning inside of our suite(s), and we are asking everyone to do their part by wiping down shared surfaces that have been touched by you or your visitor(s).
- Office copiers and printers are available for use. Please wipe down surfaces that have been touched after use.