



March 16, 2020

To our clients:

I am sure that you have received many emails and letters regarding the impact of COVID-19. At Trust Company of Vermont, our main concerns are:

- 1) ensuring the health and safety of our clients and employees and
- 2) providing our normal quality service to all clients during this difficult time.

To that end, we are encouraging our clients to call or email rather than meet with our employees in person. This is in line with the current best practices of social distancing to ensure the utmost safety. Trust Company of Vermont has proper contingency plans in place, and our employees are readily available by phone, email and Lifesize video-conference. If you have a need to meet one of our staff members in person, please call first so we can arrange a safe environment for you and the staff member.

To ensure that you are able to contact us, attached is a list of our staff, with their emails and phone numbers. Please be safe and take all necessary precautions. Your health and well-being are very important to us. We will be here to assist you in any way that we can. Thank you.

**The Executive Committee**

Representing all the employee-owners  
of the Trust Company of Vermont