



bankers' compliance group®

Dear Aldrich & Bonnefin Client:

As concerns about the spread of the Coronavirus (COVID-19) continue to increase, we at Aldrich & Bonnefin PLC are concerned with the health and well-being of all who attend BCG Seminars. We want to assure you that we are working with the hotels where we hold seminars to ensure they are taking proactive measures to limit any potential spread of the virus but please recognize that we have no control over what actions if any the hotels take. At the present time we do not anticipate cancelling or rescheduling any BCG Seminars. However this could change so we encourage you to check the BCG website for updates (www.bankerscompliancegroup.com).

Of course we are also concerned about the health and well-being of our employees. We are implementing measures should the need arise to enable our employees to work remotely in order to ensure that our firm can continue to advise our clients, including BCG members, and deliver our services with minimal disruption.

As with any potential threat of a contagious virus or disease, it is important for everyone to stay informed, and follow the guidance of recognized authorities, such as the Centers for Disease Control (CDC). You can access current updates, fact sheets and flyers for both the flu and the coronavirus on the CDC's website at <https://www.cdc.gov/>. In addition the American Bankers Association is providing a Pandemic Planning and Business Continuity Resources webpage for bankers at <https://www.aba.com/banking-topics/risk-management/incident-response/coronavirus>.

If you are planning to attend an upcoming BCG Seminar and are feeling unwell, or are exhibiting symptoms such as fever, cough or shortness of breath, we strongly urge you to stay home and view the seminar via BCG's Recording Playback. We reserve the right to ask seminar attendees who are displaying such symptoms to return home for the comfort and safety of our attendees, speakers and staff.

If you have recently traveled abroad or live with someone who has traveled abroad to any of the areas currently listed by the CDC as having elevated risk, please stay home and view the Seminar via BCG's Recording Playback.

Prudent guidelines to observe:

- Avoid shaking hands. Instead, adopt alternative greetings.
- Cover your cough or sneeze with a tissue or the inside of your elbow.
- Wash your hands for 20 seconds with soap and water.
- If you are feeling ill, stay home. BCG will work with you regarding cancelling your registration.
- Avoid touching your eyes, nose and mouth.

We appreciate your cooperation. Please contact us if you have any questions regarding our law firm at info@ablawyers.com or upcoming BCG Events at info@bankerscompliancegroup.com.