



To our clients, our vendors, our advisors and our trusted partners:

I want to update you regarding how we are dealing with COVID-19 (coronavirus) and how it may impact our interactions with you.

As I have said before, the health, safety and well-being of our employees and our clients come above all-else. Over the past few months, we have followed the recommendations of top federal, state and local health officials in order to protect the health of our employees, our clients and our advisors. During the initial phase of the work from home order, our employees worked from the comfort and safety of their homes. In addition, we did not allow any employees to conduct business travel.

As Illinois moved into **Phase III** of the **Restore Illinois** plan, we began to allow a limited number of employees to return to our Lisle, Illinois office beginning Monday, June 8th. We published detailed Guidelines on our intranet site that explained what our expectations were for employees returning to the office. Since June 8th, we have averaged approximately 25% of our Lisle office workforce in the office each day. This cautious approach has allowed us to return employees to the office in an environment intended to provide for extreme social distancing. Our Guidelines required, among other things, that employees answer a health questionnaire and submit to temperature testing prior to entering the office each day. In addition, masks are always required to be worn when an employee is not at his or her workstation. Hand sanitizers are plentiful and expected to be used. We are limiting the number of employees allowed in common areas like conference rooms and break rooms. We continue to encourage the use of technology for client meetings and will allow for business travel in very limited instances.

As we move into **Phase IV** of the **Restore Illinois** Plan, we will begin to allow for even more employees to return to the office beginning Monday, June 29th. During Phase IV we expect that we will have approximately 40% to 50% of our Lisle personnel in the office each day. We believe we can comfortably maintain the appropriate social distancing requirements even with the increased number of people expected to return to the office. We anticipate maintaining that level of in-person attendance through Labor Day. After Labor Day we will evaluate whether and how to allow more employees back to the office. In addition, limited, pre-approved business travel will resume. All the while, we still intend to follow the Guidelines discussed above.

We will also ask all office visitors, including clients and prospective clients, to adhere to our Guidelines, including completion of questionnaires and temperature testing prior to entry and adherence to distancing and wearing of masks in common areas once inside.

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I am providing you with this information because when the pandemic and subsequent shelter-in-place began we committed to maintaining our service to you in a seamless way at levels that you have grown accustomed. We hope we have met that goal, and we expect to continue to meet it as we transition even more of our staff back to the office.

I look forward to working with you in brighter days to come. As always, if you have any questions or concerns, please contact us.

Best,

James Staruck
Chief Executive Officer and President