

The Forward Curve LLC Policy – What we are doing about COVID-19 (CORONAVIRUS)

Through the duration of Coronavirus situation our policy is:

How we will continue to work:

- All **The Forward Curve LCC** employees and contractors will continue to work remotely.
- Our practice will continue to use *GoToMeeting* and telephone calls for meetings, or whatever tools our clients and partner prefers to provide. *GoToMeeting* is a virtual meeting software. TFC initiated meetings will have invitations sent prior to meeting start times.
- We will also continue to communicate with email, text, or online software that is specific to client services, requests and requirements.

Goals related to CORVID-19 Health Policies

It is our goal:

- to neither under-react by ignoring advice from public health officials nor to overreact by taking actions that are substantially more stringent than what is currently advised for a remote workforce.
- To behave in a way that is responsible and cooperative with public health efforts, and most of all, based in consideration for the well-being, health and safety of our staff, board, partners and clients.

We are frequently monitoring advisories and communications from ***Centers for Disease Control and Prevention*** and the Departments of Health for Minnesota, Massachusetts and other states where our employees, contract employees, partners and clients are located and any other credible sources that should be considered during these challenging times. We recognize that the situation will continue to change, and we may have updates to our policies. **We will update you with any changes to our policies** and work to be transparent in advance of any convenings or meetings with any changes to our position.

We will update our webpage if our policy changes as well as be in contact with you as appropriate. Please review the CDC website for current policy: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The situation continues to be fluid. The health and safety of **The Forward Curve LLC** employees, contractors, and their families, partners and clients are our top priority during these trying times. We will continue to work to the best of our ability with an effective and timely client focus. We hope our clients will have some flexibility from time to time as the dynamics of the CORVID-19 situation evolve.



the **Forward** curve

