

Emerald Advisers, LLC and Related Advisory Affiliates COVID-19 Status Report



Updated: December 31, 2020

Note: Emerald instituted its Pandemic Policy protocols on 2/27/2020 (copy available upon request).

Services Delivery Impact:

None.

- There is no current impact to the delivery of our investment advisory services to our clients, nor to our ability to manage and support these activities.
- We have validated full capacity for our staff to work remotely. Key senior staff began conducting no-less-than monthly comprehensive reviews of the status of the Company's portfolio management, operations, compliance and client services functions beginning on March 25, 2020 to review any potential issues and confirmed the uninterrupted delivery of all functions and services. These reviews continue to-date.

Staff Impact:

Limited.

- A limited number of individual staff members were separately diagnosed with COVID-19. Protocols have been in place for any potential staff or family infection and these protocols were successfully deployed in these cases, including the temporary closing of specific office locations and mandatory quarantining by the diagnosed individuals. All Emerald services and operations continued unimpeded.
- All appropriate staff returning from remote locations have undergone appropriate self-isolation, following CDC, State and local guidelines and best practices.
- All employees responsible for managing, delivering and supporting our services have validated full capabilities to work remotely.
- Emerald's business continuity plan has been successfully tested multiple times over the past several years, including during weather-related events where all employees worked remotely. The most recent successful test event commenced with the initial closing of all office locations in March, 2020.

Location Impact:

Extensive.

- Emerald has activated its comprehensive Office Reopening Plan that follows CDC recommendations and complies with local (state) jurisdictional orders and guidance. The Plan incorporates Emerald's Pandemic Policy and will be enacted in stages for each specific office location as directed by local officials.
- Emerald's Pittsburgh, PA and Cleveland, OH regional offices were reopened as of 5/15/2020. Emerald's Leola and King of Prussia, PA offices reopened as of 6/8/2020 with designated staff: alternating teams of C-suite, portfolio management, operations, trading, compliance and IT/administrative staff.
- All other employees are working remotely (first effective 3/17/2020) and can be pre-cleared to work in designated office locations by following limited office capacity, social distancing and health screening protocols, effective July 6, 2020.
- Emerald expects to remain in this *Green Phase – Stage One* status at least thru March 31, 2021.

- Emerald employs a robust videoconferencing system and is redirecting in-person meetings to videoconferencing and teleconferencing.
- Guest access to Emerald offices is prohibited until further notice.
- The Emerald Pandemic Policy has been updated effective June 8, 2020 with supplemental office site-specific tactics to maintain a safe and disease-free work environment. Every employee working in an office location completes a Daily Symptom Tracker assessment each day they are in the office.

Prior-enacted protocols include:

- “Best practices” regarding personal hygiene, office cleaning & disinfecting and working remotely when sick have all been in place since 2/27/2020 with frequent reminder emails.
- All business-related travel has been restricted and evaluated on a case-by-case basis effective 3/10/2020. Personal travel monitored on a daily basis.
- Staff travel to any COVID-19 hotspots was restricted since the week of 3/2/2020 (there has been no international travel since the inception of the outbreak).

For More Information:

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