



OLD NORTH STATE TRUST, LLC

Pandemic Preparedness

Old North State Trust, LLC (“ONST”) would like to take this opportunity to express our commitment to you remains steadfast in the wake of challenges we are facing regarding the coronavirus (COVID-19) threat. The Management team is closely monitoring the Centers for Disease Control and Prevention and World Health Organization’s statements regarding the novel coronavirus (COVID-19) cases and following guidelines from these agencies and the local health departments.

ONST’s pandemic response results from extensive planning as to disaster recovery and business continuity planning. As part of the planning process, ONST provides annual testing of simulated disasters and business interruptions. Each employee is provided with these procedures and important contacts to aid in the quick implementation of a response. Our response guidelines allow for the restoration of all business functions.

Response to a pandemic will include usage of company laptops with VPN access that ensures employees can work remotely while protecting the integrity of client information. Please know that ONST remains dedicated to ensuring our clients’ needs are met, and services are rendered to meet all requests. For those with the inability to work remotely, ONST provides training of qualified backups for employees in case of their absence.

All employees are aware of the importance of continued hand washing. In addition, employees continue to be directed to stay home when sick, with Management monitoring the health of employees daily. Our Team will stay prepared and informed. Each day our Management team will begin their day with a review of the CDC (Centers for Disease Control and Prevention) and WHO (World Health Organization) websites. Should new insights, recommendations, or threats surface, our team will act promptly to incorporate changes as needed into our current operations and procedures.

We have taken the time to review and develop internal protocol to address any possible scenario that may require attention in this changing environment. Procedures have been developed to focus on prevention and response should there be a suspected or confirmed exposure. We will stay committed to increasing our knowledge of the coronavirus (COVID-19) and how it is impacting our community.

Brooke Preddy
Compliance Officer