



101 S. CAPITOL BOULEVARD  
SUITE 1701  
BOISE, ID 83702

208.297.5445  
844.834.7500 *toll free*  
208.297.5456 *Fax*  
[service@investrw.com](mailto:service@investrw.com)  
[www.investrw.com](http://www.investrw.com)

## R|W Meeting Contingency Plan

Considering recent developments related to the coronavirus, we would like to make you aware of the measures we are taking. Our focus is on protecting the health and well-being of our employees, clients, and guests and ensuring we are prepared to effectively manage and deliver the high level of client service we offer.

Our leadership team is meeting regularly to monitor the current situation, enact necessary measures, and ensure we're implementing preparedness procedures across all aspects of our business.

### Client Meetings & Office Visits

In the interest of our staff and clients, starting March 16<sup>th</sup>, we will no longer conduct in-person meetings until further notice, but we are able to conduct phone review meetings as necessary. In addition, R|W has the infrastructure available if we were to implement a work from home mandate. Please continue to reach us by phone at 208-297-5445 or 208-333-1433 and all calls can be routed to your advisor or desired staff member.

We are confident in our ability to serve you during this unprecedented time and are available to discuss any questions or concerns. We will keep you updated as we navigate and monitor this dynamic situation.