**Preparations We’ve Made for You to Keep You Safe**

**During the Coronavirus COVID-19 Spread**

We sincerely hope that you and your family are healthy and happy and will not be directly impacted by the highly contagious coronavirus during this flu season. In our tax and accounting office, we have taken serious precautions to fight the spread of this disease, and we wanted to let you know your health and safety is of paramount importance to us.

**Optional Virtual Services**

For people who prefer to restrict their social activity, we understand and are ready to serve you virtually through our cloud tools. Our team is fully equipped to handle your entire tax and accounting services, from start to finish, through a series of online virtual tools.

We can handle your initial inquiries via phone and email. We have easy-to-use video-conferencing software for those of you that want to see us face-to-face via our webcams. You can upload your documents securely and safely to our client portal and secure email tools. We can deliver your tax return in the same way, where you download it from the client portal or access it via secure, encrypted email.

All of these software applications are easy to use, and we can help you learn them.

Please note that if a quarantine goes into effect in our area, this virtual service option will definitely come in handy for all of us.

**Visiting Our Office**

For people who still want to come into the office, we can accommodate that too. We practice elbow-bumping instead of handshaking, and we have plenty of hand sanitizer to go around.

We do ask that if you are symptomatic with any flu symptoms, please re-schedule your appointment with us or let us help you virtually. Our goal is to not only protect our clients, but also to keep our employees safe, who are currently working round-the-clock to meet tight deadlines and to serve you.

 **Our Staff Safety**

This busy season, more of our staff will be working remotely in their own homes. This will be done to protect our staff, their families, and our business.

**Deadlines and Extensions**

So far, the IRS has not extended any tax-related deadlines. Until they do, it will be business as usual.

We are working as hard as we can to get your return processed and filed for you. Please understand that if our office or community experiences significant disruptions due to this virus, we may be extending more returns than normal this year.

**Healthy and Safe**

We wish you and your family a healthy and safe spring, and we’re grateful for your continued business. Please reach out any time if you have questions or need help.