

WMKL, like all businesses, is concerned with the unprecedented challenges that we are all facing due to COVID-19 (the coronavirus). The rapidly evolving coronavirus situation is unsettling, changing daily life and the operations of many businesses, schools and workplaces. As we all try to navigate through the uncertainty each day brings, the health and safety of our employees, clients and families is our top priority.

In addition to monitoring guidance from local, national and global health organizations, we are taking precautionary measures to ensure that we minimize risks.

Effective immediately, **our office is temporarily closed to the public**. Only staff will be permitted in our office. We have suspended flights across the country and attendance at our clients' locations. We will work directly with the clients affected and try to minimize any negative affects this may cause. **Please be assured that our professionals will continue to be accessible and deliver services to our clients remotely.**

For our **local clients**, we understand that electronic delivery is not an option for everyone. You may still safely drop off your financial documents through the mail slot in our front door. These documents will be stored in a safe location for 48 hours before being given to our staff in hopes of reducing the possibility of surface viruses being transferred to our staff. **Please ensure your documents are securely sealed and clearly identified.**

Our staff have the flexibility to work from home and anyone that shows symptoms of the virus, have been out of the country, or have come into contact with anyone with symptoms have been instructed to stay away from the office for at least 14 days. We request that clients please be patient as we implement new internal strategies that allow our team to effectively function as a widespread remote workforce during our busiest and most challenging time of the year.

With busy season upon us, **we encourage our clients to submit their tax and year end documents in electronic format to the extent possible**. Due to the large volume of information we anticipate being transmitted to us electronically, we respectfully request that clients attempt to send all of their information in one consolidated email to reduce the risk of information being overlooked. To aid in secure data transfer, please **request a Sharefile upload link from reception** at: office@wmklca.com The link will allow clients to upload large files to us securely over email. Please name your electronic files so it is clear who the documents belong to and what they are (eg. Client Name_Personal Tax Slips.pdf). With the many challenges we are facing with respect to the coronavirus, we ask that you please send us your tax information as soon as it is all available.

We will continue to monitor this evolving situation and provide regular updates. **Our professionals will continue to be accessible and deliver services to our clients remotely**. We will continue to communicate any changes in services and operations as they occur. We appreciate your understanding and support as we work hard to meet this busy season's upcoming (extended) deadlines.

Take good care and stay healthy,

WMKL