

WABTS
FINANCIAL & TAX ADVISORS
COVID-19 RESPONSE UPDATE

Dear Clients,

Here at WABTS, we have always upheld cleanliness within our office to ensure the health of all clients and staff.

With the heightened concern and spread of the current Novel Coronavirus, we have taken our practices even further.

Here's what we are doing:

- For both client and employee usage, we have placed hand sanitizer in all areas of meeting (lobby, vision room, and all offices).
- We have also placed great importance on continuously disinfecting all areas of meeting and touch points (door knobs, handles, seats, desks, and tables).
- We know that we all have a responsibility to each other, so we stress the importance of all employees to frequently wash their hands.
- We also ask that if any of our staff and or clients feel ill, please stay home, do not take it lightly, and contact your healthcare physician. We are able to use other methods of communication to handle and discuss business, review financial and tax documents, and proceed with scheduled appointments through phone and/or video conference, email, etc.

If you have a scheduled meeting, we look forward to seeing you and want to reassure you that we are taking all steps to maintain a safe atmosphere in the office of WABTS!

We sincerely appreciate you for being a part of our WABTS family and for joining us in prioritizing the health of self and others!