

Dear Valued Huth Thompson Client:

Thank you for your being a valued client of Huth Thompson LLP. As the Covid-19 (Coronavirus) outbreak begins to affect people and businesses locally, we want to reach out and share with you our top priority to leverage all resources to keep you, your family and our own employees healthy and safe while continuing to meet all of your needs during this time.

We have heard that some local businesses have limited outsiders into their business. This may simply mean visitors and vendors are required to sign in, use hand sanitizer and limit group contact. As of right now, Huth Thompson plans to continue operating at full capacity. We are closely monitoring the situation, following CDC guidelines, abiding by any local guidelines and will keep you informed as the situation evolves.

To protect and support you and our communities, the following are precautions we have put in place:

### **Promoting Social Distancing**

- For tax appointments currently scheduled, if you would like, we are happy to accommodate a virtual meeting; by phone, conference calls, or video conference. Should you wish to conduct your tax meeting virtually, please let us know and we will be happy to accommodate your needs.
- For audit engagements normally conducted at a client's office, we will communicate with your staff regarding logistics of the audits scheduled and devise a plan to conduct your audit during these uncertain times in the most efficient way plausible.
- Also, please remember all your documents can be uploaded to your secure portal. You do not have to mail or drop off documents. Simply upload your documents to your secure portal and we can also deliver documents to you via the portal. If you need assistance with this method of delivery, please give our office a call at 765-428-5000.
- We are limiting contact between employees and where feasible, employees may be working from home.

### **Adhering to CDC Recommendations**

- Wash hands frequently with soap and water for 20 seconds. Utilize hand sanitizer that contains at least 60% alcohol throughout the day;
- Cover your mouth with a tissue when you cough or sneeze or cough into the inside of the elbow. Immediately throw used tissues in the trash;
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Stay away from people who are sick or not feeling well and avoid close contact with others;
- Disinfect frequently touched surfaces and objects such as doorknobs, light switches, countertops, handles, desks, phone, toilets, faucets and sinks, etc.;
- Seek assistance from a health professional if you see or experience symptoms that cause concern such as high fever, cough, difficulty breathing. Stay home when you are sick.

We are committed to helping you and your families in this time of uncertainty. Thank you for your continued trust in Huth Thompson LLP to service your accounting and tax needs. Please don't hesitate to contact us at 765-428-5000 if you have any questions or concerns.