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March 16, 2020

### **Impact of COVID-19 on Professional Services**

To our Clients and Friends:

We are in unprecedented times with the spread of COVID-19 (coronavirus). The incredible speed at which things are changing results in Jansen Valk Thompson Reahm PC (JVTR), and the CPA industry as a whole, to continually adapt our operations. We would like to address how JVTR specifically has addressed COVID-19.

For the health and safety of our staff, as well as what we feel is our social responsibility to the surrounding community, JVTR has implemented several procedures in response to COVID-19.

These procedures, effectively, result in a closure of our office to the public.

#### Effective March 16<sup>th</sup>, 2020

- **Returns to be picked up.** We are taking the step of eliminating or postponing in-person return pick up. A Client Service Professional will be in touch with you once your return is ready to determine whether you would like a copy mailed or sent electronically via a secure method. If you would like us to walk you through the return, we can do so over the phone or by email. If you would like a one-on-one meeting, we will schedule that meeting for later in the spring.
- **Return information to be dropped off.** We request that you leave your return information outside of the door in our drop box or in a specially designed “bin” we will have inside our vestibule. Alternatively, we have the capability for you to electronically upload your documents to us. If you would like to upload your documents electronically, please contact your Client Service Professional.

- **In-Person Meetings.** Any in-person meetings that have been scheduled in the upcoming weeks have been postponed or modified. On top of the well-known capabilities of email and telephone, we have the capability to set up a Zoom video & audio communications system. Your Client Service Professional can also help you get set up on this.
- **Health and safety of our staff.** In addition to the procedures included above, we have taken extra steps to ensure the health inside of our office. We are following guidelines on disinfecting exposed areas and using the six-foot social distancing rules whenever feasible. Nearly all of our staff members have the capability to work securely from home and many are doing that now. All staff members are encouraged to practice social distancing and the other recommended sanitation guidelines in their non-work time.

We intend to keep these policies in place through Sunday, March 29, 2020. We may reduce or extend the timeline of this procedure as new information develops. We will keep you informed.

In addition, please be aware the Department of Treasury is likely to extend the filing deadline for corporate, individual and trust returns from April 15 to a later date. We will let you know if that happens and the specifics at that time.

As always, the safety and well-being of our employees, clients and friends are at the forefront of our efforts.

Please feel free to reach out with any questions or concerns. We wish you the best during this unprecedented situation.

Sincerely,

JANSEN VALK THOMPSON REAHM PC

A handwritten signature in black ink, appearing to read "James R. Valk". The signature is fluid and cursive, with a large initial "J" and "V".

James R. Valk, CPA/ABV  
Managing Principal