



Control plan to prevent the spread of Covid19 virus

Winston, Williams, Creech, Evans & Co. is committed to our part in preventing and slowing the spread of SARS-CoV-2 in the workplace and the community. Management has taken into consideration feasibility of social distancing in the workplace, degree in which employees interact with the public in person, and priority of continuity of operations.

In response, it is our decision to close our Lobby to the public starting **Monday, February 01st**.

By implementing this change to our normal business practices we hope to:

- prevent and reduce transmission among employees and the community,
- maintain a healthy work environment and
- provide our clients service in a timely manner.

We will continue to serve you without in-person meetings. We ask that you drop off any tax and bookkeeping documents at our office. We have set up a location outside our office for you to drop off information. If you have anything you would like to discuss, please give as much information in the packet you are dropping off and we will be in contact after we have been through the information to discuss it with you.

When your taxes are done, we offer the ability to receive your tax return electronically through encrypted delivery and RightSignature allows you to sign the documents that will allow us to process the electronic filing of your return. If you are unable to receive these documents electronically, you may still be able to pick the documents up at our office by way of parking lot pickup. You will need to call us when you arrive in our parking lot to let us know you are here and what car you are driving.

Regardless of what happens, we will continue to serve you as you've come to know and expect. Our entire office will still be available by email and/or telephone.

Thank you for your understanding and continuing to do your part to control the spread of Covid19.

WWCE&CO., PARTNERS