

## Mandatory Use of Non-Medical Mask or Face covering within

### Sandra Jackson CPA Prof. Corp



HERE'S WHAT WE CONTINUE TO DO TO KEEP YOU SAFE: Since the start of the pandemic in March 2020, we have made many changes at our office to keep our clients and employees safe. We continue to evaluate our policies and make obligatory changes as the circumstances arise.

To reduce the risk of spreading COVID-19 at Sandra Jackson CPA Prof. Corp. and within the community, beginning November 06, 2020, all clients and visitors are required to wear a face - covering upon entering and remaining within the office.

Please follow these guideline, when visiting our office:

1. Practice the following social distancing measures:
  - a. Maintain 6 feet distance within the office
  - b. Do not shake hands
  - c. Please wait outside (remain in the vehicle) if there are more than 3 clients in the office
  - d. We discourage in person meetings with any of our employees, we can arrange Zoom or telephonic meetings instead.
2. We ask you to not visit our office:
  - a. If you're feeling sick in anyway
  - b. To the best of your knowledge, if you have been in close contact with anyone who has tested positive
3. If you are tested positive for COVID-19 within a period of 14 days after your visit to our office, we ask you to communicate this promptly to our office.