



## Proactive COVID-19 Containment Measures

Ward & Uptigrove values and cares for our staff, clients and community and we are taking proactive measures to assist with the containment strategy as recommend by our Public Health Units for the Coronavirus disease (COVID-19).

These protective measures include

- increased awareness about and communication to staff about COVID-19.
- increased frequency of cleaning of frequently touched surfaces.
- requesting entrants to our building to screen and self-identify symptoms and risks.
- providing access to handwashing facilities and placing hand sanitizing dispensers in prominent locations throughout the workplace.
- use of technology for remote meetings and file sharing.

One of the ways advised to avoid rapid spread is to practice social distancing. Please respect that during this period of heightened concern

- we are recommending our staff to avoid handshakes.
- when it is possible, we are encouraging remote meetings using video conferencing, teleconferencing and / or email.

We also want to remind clients of our [ShareFile service](#), which allows you to send us scanned receipts and slips.

We are closely monitoring the situation and working diligently to try to avoid business disruptions during tax season. Should this situation escalate or if we have exposure, we will consider additional containment measures.

For additional information on COVID-19, please visit credible sources from our government health units

- [Huron-Perth](#)
- [Ontario](#)
- [Canadian](#)

We thank you for your patience, understanding and support in our attempt to maintain a healthy place of business for our staff and clients.

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