



## Business Update Related to COVID-19

As the implications of COVID-19 continue to unfold, Ward & Uptigrove remains focused on the well-being of our staff, clients and community.

Yesterday, the Government of Ontario announced it will order the mandatory closure of all non-essential workplaces effective as of Tuesday, March 24th at 11:59 p.m. for 14 days and has defined [Essential Workplaces](#) which are allowed to remain open.

Note that all businesses may continue working remotely. A 1-800 number and an Ontario government website will be made available on Wednesday, March 25 for inquiries. As more information becomes available, we are updating [wardanduptigrove.com/covid-19](http://wardanduptigrove.com/covid-19) and encourage you to check the page regularly or follow us our social media.

*Accounting firms are an Essential Workplace and our business remains operational, though we will continue to keep our doors locked to visitors and are encouraging our staff to work remotely as much as possible.*

We have enabled a paperless process for as much client information as possible to continue to provide services to our clients, assist our staff working remotely remain productive and to reduce physical file sharing which could cause community transmission.

We invite our clients to take this opportunity to support our efforts by scanning personal and/or business documents and using [ShareFile](#), our easy and secure online file sharing website.

### **Scanning Documents**

We request scanned documents in a PDF format as unfortunately, pictures can be hard to view and use.

If you do not have a scanner, you can use a smartphone as a scanner using one of many apps such as the [Free Adobe Scan](#) available through Apple's App Store or Google Play. It can create PDF's using the camera or you can convert pictures already saved on your smartphone. The PDF's are created using a technology that allows searching, then saved in the Adobe Cloud where you can organize and access from other devices or share as a link or send as an email attachment.

For more information, you may also refer to our [Spring 2019 Digital Receipts Newsletter article](#).

### **Sending Documents**

Once your forms and receipts are digital, you may easily send to your Bookkeeper or Accountant by email or secure upload through our ShareFile service. The [ShareFile link](#) is in the bottom footer on every page of our website as well.

On this site

1. Enter your email, name and company then click “Continue”
  2. Select the recipient of the information, drag or browse to select the file(s), and then click “Upload”.
- Tip: To select multiple files, click, hold down “Ctrl” and left click

There are no passwords, profiles, file type or size restrictions, you can even click “Remember me” so you don’t have to input your personal information at your next visit.

### **Updates to Previously Announced Measures**

Since our last communication March 19, there have also been the following updates

- Parliament has been recalled today to pass supportive measures, including those in [Canada’s COVID-19 Economic Response Plan](#) released March 18, 2020, and we understand that opposition is likely to support the initiatives. Senate is called March 25th to complete Royal Assent.
- The *Temporary Business Wage Subsidy* will be available to the following businesses who are trying not to lay off their employees: a) Canadian-controlled private corporations with taxable capital employed in Canada for the preceding taxation year of less than \$15 million b) non-profit organizations and c) charities.
  - Employers will be eligible to a wage subsidy of 10% of wages paid between March 18, 2020 and June 20, 2020 up to \$1,375 per employee and \$25,000 total. Employers will access the subsidy through their remittances for source deductions. The wage subsidy must be reported as income. For more information, visit their [Frequently Asked Questions](#)
- HR Solutions [Employer Frequently Asked Questions](#) on employee relations and employer obligations
  - Question 1: For non-essential businesses who are not able to have employees working remotely, employees would be put on leave/layoff.
  - Question 5: updated to provide more clarity on absences and layoffs
  - Question 10: updated to provide more details on the Work Share program
- Deadline extended for charities with a T3010 or Registered Charity Information Return due between March 20th and December 31st, to December 31st. CRA's Charities Directorate has suspended their operations, including the call centre, registration and audit activities.

### **Client Support**

Our team of certified professionals are available to support you with business advisory and consulting services including

- Employee needs and issues.
- Budgeting and planning.
- Financing and cash flow management.
- Government subsidies and assistance programs.
- Tax deferrals and savings.

We will continue to monitor the situation and provide relevant, timely updates. We thank you for your patience and understanding.

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