



**Dear friends and clients,**

We are all aware that COVID 19 has recently been declared a global pandemic by the WHO, and that governments of all levels are taking steps to respond to the risks it poses.

At Hawkins & Co, our first responsibility is to ensure the safety of our clients, visitors, and staff. We are writing to update you on the steps we are taking.

**As of the date of this note, no authority has granted any extensions on any filing deadlines. Therefore we assume that any tax filing or payment deadlines remain the same.** We will do our best to honour any other previously agreed timing for deliverables.

**Unless we advise otherwise, our office will remain open for business.**

However, we know people may prefer not to move around in public. Also, some of our clients may fall into a “high risk” category. If you have business with us but need to visit our office, please call beforehand to discuss.

### **Sending us information**

If you need to send information to us but prefer not to visit in person, please call to discuss one of these options:

- We can arrange a confidential DropBox or another online portal that can be used to send data electronically.
- If you do not have access to a scanner but have a smartphone, certain information (within reason) can be photographed and texted, emailed, or sent via Dropbox.
- If you do not have access to such electronic devices, please call – we may be able to arrange a physical handover that reduces transmission risk.

**As always, we encourage you NOT to send documents containing confidential information (eg. your SIN) via email.**

**The same applies to obtaining your signature on documents and have a secure signature system that we can use to send you your documents.**

**Interaction with our partners and staff**

Although our office remains open, we are offering our staff the option to work from home throughout the duration of the pandemic. They can be contacted by phone by calling our office in the same way as usual.

We are also pleased to meet with clients and visitors via video-conferencing, rather than in physical presence. Our meeting rooms are being sanitized regularly, and we have hand sanitizer etc. available. We encourage you to confirm any meeting by phone or email, before leaving home.

**If you have questions on any of the above, please contact Jules Hawkins, Allison Hawkins, or Danielle Ramsten.**