



RESPONDING TO COVID-19

ProVerus LLP cares about the health and safety of our community. We are committed to doing our part to help minimize the risk associated with the COVID-19 outbreak.

Our office is open for business on a limited basis, so we can continue to provide services and support our economy in the safest manner possible:

- We have designated a drop-off area at reception for incoming materials to reduce person-to-person contact
- Hand sanitizer is available at our front door
- We have reduced our in-house staff presence in favour of a remote-based workforce
- We encourage contact by telephone and email as an alternative to personal meetings, and information can be shared via our secure Client Portal at your request.

Ongoing precautions to reduce the risk of infection within our workplaces include additional sanitization measures, frequent updates for staff on hygiene and safety protocols and current developments, and postponement of travel and gatherings. We are closely monitoring Alberta Health Services, Canadian Public Health Agency and World Health Organization and will follow regulations and guidance from our local health authorities, including prescribed quarantine requirements.

We kindly ask that our clients, suppliers and business associates follow prescribed guidelines when interacting with us as well. If you are feeling unwell, have travelled outside Canada within the past 14 days, or have interacted with someone who is ill, please refrain from visiting our office. We would be happy to make arrangements for services with you by telephone and email.

The federal government has announced support measures to assist individuals and businesses being financially impacted by the COVID-19 pandemic. See <https://www.canada.ca/en/department-finance/news/2020/03/canadas-covid-19-economic-response-plan-support-for-canadians-and-businesses.html> for information. We encourage you to watch for further details as they are released. Included in these measures, Canada Revenue Agency has extended the deadline for filing a personal tax return to June 1, 2020 and has extended the deadline for payment of related balances due to August 31, 2020. (Note that any corresponding delay in benefit entitlements such as GST and CTB may influence your decision concerning timing of filing.)

We remind you that our commitment to our clients and community extends beyond accounting, and we welcome you to contact us if you have questions or concerns. With strong community cooperation, we will overcome these challenges. As always, we wish you the very best.