

March 16, 2020

To our Clients,

The outbreak of Coronavirus COVID-19 is impacting all of us and the communities in which we serve in significant ways. We believe it is essential to maintain the greatest sense of normalcy as possible though the health and safety of our Clients and Staff are our top priority and because of this, we want to let you know about a few things we are doing to ensure your safety from this illness as well as keep you informed.

- Last week our team implemented additional cleaning protocol to sanitize common and meeting spaces prior to and between client interactions. While proper hygiene is always important, we are additionally washing hands more frequently and hand sanitizer is available to staff and visitors.
- We have instructed staff not to come to work if they are showing any signs of illness and utilize PTO so they do not suffer financially. We also ask that any client not feeling well, to contact our office by phone instead.

**At this time we are able to maintain our standard office hours**, but will continue to monitor the news daily and will notify clients on the [web](#) and [social media](#) channels immediately should this change.

**Rest assured; we are well-prepared for this event.** Parker Consultants and Accountants (PCA) has invested in the top technology, software and data encryption services available on the market and is ready should staff need to work remotely due to illness, safety or government required closings. Our employees have always been set up to work remotely and at any time.

Further to this, we can offer the following options to eliminate person-to-person contact.

- **Web Portal:** We can accept and deliver all documents via secure web-portal. If you are not using our secure web portal already, call or [email](#) our office for your log-in instructions.
- **Phone Conference:** We can set up a conference call instead of a face-to-face meeting.
- **Document Submittal:**
  - **Scan:** If you have paper docs and need help submitting it for upload to the web portal, there are a variety of free [user-friendly applications](#) for scanning documents on-the-go from smartphones.
  - **US mail:** to our Main Office:
    - 1113 E. Main Street, Montrose, CO 81401
  - **Drop off:**
    - 24-hr secure drop-box in Montrose. Located on the front of the building.

From everyone here at PCA, our goal is to ensure the best level of service during this time without risking the health of our staff or clients. Please reach out with any questions, we are all in this together.

Best Regards,

**Zander Parker, CPA**  
Principal, Parker Consultants and Accountants