

## **HORIZON ACCOUNTANTS COVID 19 PROCEDURES**

We are a single office business, with one entrance. We have one bathroom and one breakroom. We have three offices inside with doors and one cubicle. Steve Shipe will work in south office with a door. Mindy will work in the cubicle at the front. Lawrence will work in the north office with a door.

During tax season, which begins in early January clients will be met at the door and allowed in one client group at a time. Information will be taken from them and filed. Masks will be worn when retrieving tax info and greeting clients. Clients will return to pick up completed work, sign necessary documents under the same guidelines as drop off. Some clients will mail in their info and we will mail back completed work.

### **Employees and the Employer**

All employees self-screen before coming to work each workday. A temperature check and symptom check. If an employee has a temp or symptoms they are not to report to work and notify Lawrence the employer.

Employees must wear masks when talking to any client physically in the office.

Employees must remain six feet apart while in the office while cases in the area are high.

Employees are permitted to eat at their desks.

Any employee testing positive must notify employer Lawrence immediately. Lawrence then will notify the other employees and the VDH. Any employee testing positive must quarantine at least 10 days. That same employee must take another test with a negative prior to returning to work.

If three employees test positive the VDH must be notified in 24 hours, Lawrence the employer will do this.

### **Employer Quarantine**

In the event the owner Lawrence must quarantine for 10 days or so the office will remain open. Mindy will open the office at 8:15 and close it at 5:30. Clients will keep their appointments and we will receive information and release completed work. Lawrence will stay current with workflow and answer questions as he can.

### **Sanitizing**

Hand sanitizer is available along with a bathroom.

Hydrogen Peroxide is sprayed at the end of each client coming in the office. All tables are sanitized at the end of each workday during tax season.

### **Tax Appointments**

New this year, we will have a direct deposit form to bring to tax appointments available on our website. Our clients are encouraged to print this off and fill out prior to coming to the office. This will minimize contact.

Tax appointments will begin in January and go through the April 15<sup>th</sup> filing deadline. Social distancing will not be possible going over the tax returns at a table in the front of the office. Masks are worn by all employees at the tax appointment.

### **Testing**

We are awaiting new Virginia guidelines as they are released after the Holidays beginning January 2022.