

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. Sue will work in the cubicle at staggered times throughout the week and Mindy will work in the cubicle at other times and a back office one day a week. 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. 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, and remain at the door. Some clients will mail in their info and we will mail back completed work.

As finance workers we are in the third tranche to receive the vaccine here in early 2021. This most likely means at the end of February or middle March. Sue and Steve possibly could receive the vaccine in the second tranche, as Steve is a veteran and Sue has pre-existing conditions. Hopefully by late Spring Lawrence will meet with clients one on one more regularly.

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. Employees must remain six feet apart while in the office.

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 for 10-14 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 work-flow 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.

Last year we implemented all the procedures required by the Governor and we had no instances of positive testing.

Tax appointments will begin in January and go through the April 15th filing deadline. Filing deadlines could be extended once again this year but at this point nothing definite has been released.

We will have a special time slot on Saturdays from 8 am to 11 am for drop off and pickup. This will be used as another measure of safety for those at risk or who are semi-quarantining.

Testing

North Mountain Clinic, a neighbor business, is available for tests and results hopefully will be reported within a day or two. We will use this service if possible. If not this one, then Medicap on route 42 south just outside of Harrisonburg could be used.

The new [COVID-19 standard](#) (ETS) adopted by the Virginia Department of Labor and Industry requires all employers to report positive cases of COVID-19 to the Virginia Department of Health (VDH).

The [Emergency Temporary Standard](#) also provides that “The employer shall notify the [Virginia Department of Labor and Industry](#) within 24 hours of the discovery of three (3) or more employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period.”

COVID-19 case reports must be filed through the Virginia Department of Health’s (VDH) [online reporting portal](#). By using this portal, these case reports will ensure VDH and DOLI reporting compliance. The new online reporting portal allows employers to submit up to 10 Covid-19 positive cases.