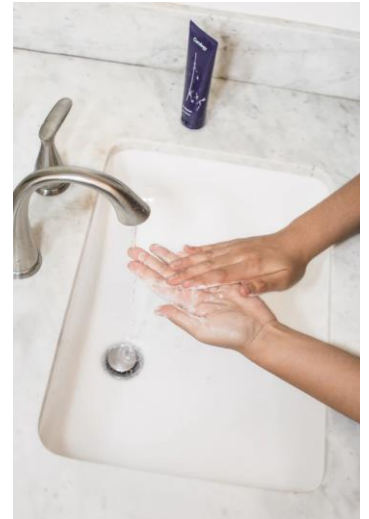


## Corona Virus (COVID-19) Social Distancing Policy

Due to Social Distancing Guidelines issued by the White House, we have instituted the following policies:

- Only one client in the Lobby at a time (please wait outside)
- We are only accepting Lobby pickups and drop offs
- No new appointments will be scheduled with our preparers



Policies will be in effect until April 1, 2020 or until further notice per guidelines. If you have any questions, please give us a call at (979)567-4303.

Thank you for understanding and please stay well!

*Lillian K Crnkovic*

## How are WE protecting You?

Based on the guidelines handed down by the W.H.O., we are taking extra precautions to make sure that we are doing our part to prevent the spread of the Corona Virus:

- Limiting contact between clients and employees by restricting access to our lobby and office areas.
- Preventing the spreading of germs by using disinfecting spray on surfaces.
- Employees wash hands frequently and use hand sanitizing products.

## What can YOU do to help?

There are many great resources online to keep you up to date with Corona Virus news and information. We would like to share some of these with you:

### Basic Steps to Protect Yourself:

- Wash your hands frequently with soap and hot water for 20 seconds
- Use hand sanitizer when you are unable to wash your hands thoroughly
- Maintain social distancing: stay at least 3 feet away from someone who is coughing or sneezing.
- Avoid touching your face, especially your eyes, nose, and mouth.
- Cover your mouth with your elbow or a tissue when you cough or sneeze then throw the tissue away immediately and wash your hands.
- Seek medical help immediately if you have trouble breathing, have a cough, or develop a high fever.
- Stay home and limit your contact with others if you are not feeling well.
- Stay in the know: use reliable resources to stay updated on confirmed cases in your area, steps for prevention and preparedness, and other topics that may affect you.

### Great Online Resources to Stay Informed:

#### World Health Organization

- [Coronavirus disease \(COVID-19\) advice for the public](#)
- [Travel Advice](#)

#### Centers for Disease Control

- [Coronavirus Disease 2019 \(COVID-19\)](#)

#### Live Science

- [links to state and local health departments.](#)



Again, thank you for understanding. Please stay safe and well and if you have any questions about the IRS's policies on filing or your taxes feel free to give us a call at (979)567-4303 or reach out to us through our website: [taxesbylill.com](https://taxesbylill.com).