

K Liu Accounting Services Inc.

COVID-19 RISK MANAGEMENT ANNOUNCEMENT

Protecting others by protecting ourselves.

With Manitoba's first confirmed case of COVID-19 ("Coronavirus"), I wanted to provide you with an update on our response to date and our commitment to you moving forward.

Being a remote work organization, our team of dedicated staff have been exclusively working remotely since the initial case of COVID-19 was announced in China. We have fully eliminated direct human contact within our internal organization by converting our routine team meetings to virtual meeting formats only.

To ensure maximum risk protection in the **Mobile Service (In-Home/On-Site)** aspect of our business, please find below a list of socially responsible actions we are taking in caring for your health and safety and minimizing exposure to ALL clients, especially in protecting our clients with vulnerability factors to the virus. And a list of recommendations we ask ALL clients to consider in supporting our Risk Management actions:

K Liu Accounting Services Inc. Risk Protection Actions

- Introducing enhanced cleaning protocols in our on-site office location, with particular focus on high traffic and high contact areas. Coronaviruses are easily eliminated by routine surface cleaning and the cleaning products.
- Routine hand washing protocols & hand sanitizer application before and after each in-person client appointment & exposure to public areas
- Immediate client notification and rescheduling of appointments upon experiencing any suspecting illness symptoms

Client Considerations

- We recommend & encourage clients to complete service engagements through [Virtual Service](#) (electronic) methods
- For clients who have recently traveled out of country, we ask for clients to please schedule any in-person appointment after 14 days of returning from travel.
- Please notify our office and reschedule your appointment if there are any suspecting illness symptoms within your family
- Please expect immediate client notification and rescheduling of appointments upon experiencing any suspecting illness symptoms

We continue to monitor this situation closely and will provide ongoing updates as needed. We also encourage our clients to stay up-to-date through [Canada's Public Health](#) website.

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