



## **Clients, Business Associates, Friends & Family:**

The leadership at MRPR CPAs & Advisors (MRPR) is constantly monitoring the developing situation with respect to the Coronavirus (COVID-19). Please rest assured that we continue to emphasize the health and safety of all affected (employees, clients, family & community), directly and indirectly, while maintaining the continuity of our services. As we as a community are being inundated with news and updates on the novel coronavirus pandemic, we want to share with you the following actions and efforts that are being taken by MRPR to ensure such safety and as little disruption to services as possible:

### **Travel and In-Person Meetings**

In the interest of exercising caution and practicing social distancing during this dynamic environment:

We are asking that all non-essential business travel be postponed.

In addition, we are asking our staff to cancel attendance at large group meetings and events, for any that are not already canceled.

All in-person business and client meetings should be left to a minimum and only if essential to an immediate matter.

We are limiting access to our offices by outside visitors and limiting our staff's access to client's offices, if & when possible. What does that mean?

- We will continue to work closely with clients, communicating directly through email and telephone or video conferencing, remaining available as always.
- Our staff will coordinate alternative methods of performing onsite services with clients to protect the safety of all MRPR team members and client personnel; in essence, these decisions will be made with each client on a case-by-case basis.
- Our offices are still open for those clients who are needing to drop off or pick up documents. However, as mentioned above, we ask that an extended face-to-face meeting be limited.

Please contact your MRPR team member at any time with questions or concerns. If in-person meetings are required, we will abide by the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) protocols.

### **Business Continuity Plan and “business as usual”**

MRPR remains committed to serving our clients, employees, and practice. We are not ceasing operations. Our office and working environment enable us to continue providing timely and valuable services you have come to expect. Our employees are well prepared for working remotely and are doing so as much as possible with full access to emails and client

files just as they do when in the office. Clients can utilize our online portal for delivery and sharing of documents. Access to all files remains protected in the same fashion as under normal operating conditions, designed to ensure your information remains confidential and safe. We have the technology in place to continue serving clients and to maintain firm operations, even if access to physical office locations becomes restricted.

## **Health Awareness**

We have communicated with all our team members the need to continue using common sense during this difficult time and follow the CDC and WHO preventative measures – washing hands, using hand sanitizer, social distancing, etc. Our employees have been instructed to work from home when ill or a family member is ill and are also aware of their responsibility to contact a health provider and our Human Resources department if they have been exposed to someone who is diagnosed with or is suspected of having the Coronavirus (COVID-19).

## **Tax Filing Deadlines & Other Pending Legislation**

This pandemic may very well have an impact on tax filing deadlines, employer provided benefits and other legislation. While the President of the United States has indicated possible relief for certain businesses and individuals on tax filing deadlines, no specific adjustments have been communicated to us at this time. We are closely monitoring the news to stay abreast of any and all communications provided by the Internal Revenue Service (IRS), Treasury, and other U.S. Government departments. In any event, MRPR will continue with “business as usual” as if no deadlines have been changed. We will look to keep you updated on important legislative changes as we learn more.

In the end, MRPR’s primary goal is protecting the health and safety of our families, staff, clients and community. We will continue to update our Firm guidelines accordingly as news and updates occur. Providing the same high level of service as possible to our clients will continue by utilizing alternatives to communication(s) and processes. We want to be as responsive as possible in addressing concerns as they arise, so please do not hesitate to contact a MRPR team member with questions you may have.

We appreciate your understanding during this uncertain and challenging situation that we all find ourselves in.

Be safe!

Sincerely,

Angela Mastroionni  
MRPR, Managing Principal