



At **WABC**, the health and safety of our clients, business associates and friends are our highest priority. Given the growing concerns surrounding the Covid-19 Coronavirus outbreak, we want to share with you the steps we are taking to protect you and our staff from spreading the virus.

What Are We Doing to Protect You and Our Staff?

- When you visit our office, you will notice that we are maintaining social distancing, which means that we will not be shaking hands or touching anyone. While we are not pleased that we have implemented these policies, we feel it is best for everyone.
- Hand sanitizer is available at our front desk and we strongly urge everyone to apply some upon entry to our office. Please rest assured that high-touch areas (door handles, etc.) are being disinfected multiple times a day. In addition, all surfaces that have had contact with anyone will be disinfected after every meeting.
- If you or someone you have been in contact with is experiencing symptoms of coughing, high fever and/or shortness of breath, we ask that you not come to our office. We are happy to reschedule any meetings.
- If you do not feel comfortable visiting our office in person, please consider meeting with us virtually either via conference call or through FaceTime.

What Can You Do to Protect Yourself and Those Around You?

- Washing your hands often and thoroughly with soap and water for at least 20 seconds.
- Avoiding touching your eyes, nose and mouth with unwashed hands.
- Avoiding close contact with people who are sick.
- Stay at home if you are feeling sick—especially if you have a fever, are coughing and/or have shortness of breath. If you have these symptoms, please seek medical care early.
- Covering your mouth and nose with the inside of your elbow when you cough or sneeze and if using a tissue, immediately dispose of it into a closed bin and clean your hands with alcohol-based sanitizer or soap and water.
- Cleaning and disinfecting frequently touched objects and surfaces by using disinfectant spray or wipes.

We thank you for your understanding and cooperation as we navigate this challenging time. This is a rapidly evolving situation and we will continue to actively monitor it and take the necessary precautions laid out by the Center for Disease Control. For additional information regarding the Coronavirus, here are resources from the CDC:

CDC - Coronavirus Overview

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>