



At Wheeler Wolfenden & Dwares CPAs, the health and safety of our clients, staff, and business partners is always a top priority. We are closely following the COVID-19 outbreak as Delaware has confirmed its first case and the number of reported cases in our direct and surrounding areas, as well as globally, is on the rise.

While not a cause for panic, The Centers for Disease Control and Prevention (CDC) has recommended social distancing as a measure to help prevent the spread of COVID-19.

Out of an abundance of caution, we are encouraging our clients to utilize alternative methods of submitting tax information. WWD has a secure client portal on our website where information can be uploaded. FedEx, UPS, and mail options are available as well. When utilizing these methods, be sure to obtain a tracking number.

Please be advised that tax information must be delivered as soon as possible, no later than March 31, 2020.

As there is currently no vaccine to prevent COVID-19 infections, the CDC recommends routine preventative actions to help prevent the spread of viruses, including the following every day habits:

- Wash hands often with soap and water for a minimum of 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with an minimum 60% alcohol content
- Avoid touching your eyes, nose, and mouth
- Sneeze or cough into a tissue and immediately dispose of tissue in trash. If tissues are not available, use the inside of your elbow in a “vampire” sneeze/cough.
- Clean and disinfect frequently touched objects and surfaces (workstations, keyboard, phones, etc.)
- Avoid close contact with any individuals who are sick
- STAY HOME when you are sick or have been exposed to someone with the virus
- Avoid contact with anyone who has recently been outside the United States, particularly in areas of concentration around the world, in either a social or business setting

We will be ensuring frequent disinfecting wipe-downs of common areas, including light switches, door handles, elevator buttons, kitchen appliances, etc. in addition to our building’s cleaning process.

We will continue to monitor the situation on a daily basis. Any decisions that may need to be made regarding a change to normal firm operations will be done following the direction and guidance of the Centers for Disease Control and Prevention (CDC), Delaware Department of Health and Safety Services (DHSS), state officials, and the leadership of WWD. As the situation progresses, we will adapt our protocols and procedures, as necessary, and keep you updated as these changes occur.

*Important Reference Sites:*

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/>

Delaware Department of Health and Safety Services (DHSS)

<https://dhss.delaware.gov/dhss/>