



Clients, Business Associates, Friends & Family:

The leadership at MRPR CPAs & Advisors (MRPR) continues to monitor the current status and Executive Orders regarding Coronavirus (COVID-19). Preparations are being made to slowly reopen our offices when Southeast Michigan moves to Phase 5 (or earlier if we deem appropriate), in a progressive manner in order to maintain the health and safety of our employees, clients, families & communities. As we proceed forward in a limited fashion, the following actions and efforts are currently being taken by MRPR to ensure such safety and continuity of our services.

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. Any essential travel must comply with the most recent Executive Orders and Firm or client requirements.

In addition, we are asking our staff to follow the MI Safe Start Plan as it pertains to group gathering and events.

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

- 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.

Visiting our Offices

Although limited, if a visit to the office to drop off or pick up documents or an essential meeting must be held in an MRPR office, protocols outlined below must be adhered to in accordance with current Executive Orders, the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO):

- all clients and visitors entering the MRPR office at any time are required to:
 - wear a facial mask or facial covering upon entering unless a medical condition prohibits – masks are available in our office as needed;
 - self-screen as directed on exterior signage of our office before entering;
 - maintain 6 feet social distancing when in the office;
 - remain in the public areas of our offices which include the lobby and conference rooms;

- o contact the MRPR office and speak with a member of the administrative team to coordinate a time if stopping by.

Please contact your MRPR team member at any time with questions or concerns.

Business Continuity Plan and “business as usual”

MRPR remains committed to serving our clients, employees, and practice. Our office and remote working environments 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.

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. We will look to keep you updated on important legislative changes as we progress forward.

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 – wearing masks, washing hands, using hand sanitizer, social distancing, self-screening & reporting, 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).

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! Stay healthy!

Sincerely,

Angela Mastroionni
MRPR, Managing Principal