



DOLINKA, VANNOORD & COMPANY

A PROFESSIONAL LIMITED LIABILITY PARTNERSHIP

Certified Public Accountants

March 23, 2020

Dear Dolinka VanNoord Client.

Today, Governor Whitmer signed an Executive Order No. 2020-21, temporarily requiring our state's residents to suspend activities that are not necessary to sustain or protect life.

Link to the Order [EO 2020-21 Stay Home, Stay Safe.pdf](#)

Here is how we've changed our workflow.

As of the date noted above, we've taken the following actions:

- Closed our office to all visitors and staff.
 - However, we have set up a drop off and pick up area in our vestibule. There are phone instructions posted on the front door to call for someone to accept your items. We ask that you do not enter our lobby at this time. There will be only a few essential staff members here to help facilitate our team to be able to work from home as the order allows.
- Canceled and postponed meetings and events
- Equipped employees to work efficiently from their homes
- Moved all possible business operations to a secure, digital format

Communication with us can be accomplished in the following ways:

- Email as usual. All staff has access to their emails no different than before.
- Phone as usual. Our switch board is open with a dial by name directory to leave voice mails. The staff has access to those voice mails.
- In office visits are not permitted at this time.

We are continuing to work on all tax returns, monthly bookkeeping and payroll services at this time. We will do our best to complete them as soon as possible but we respectfully ask you for your patience and understanding as the timing might be delayed beyond what we would have liked.

Thank you!