

# Bill Hullum CPA PC

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March 17, 2020

Notice: COVID-19 Crisis

At Bill Hullum CPA, PC we are keenly aware of the potential impact of the coronavirus (COVID-19). We are taking steps to provide for the continuity of our client services and the safety of our employees and clients as we navigate through the uncertainty of the outbreak.

We want to give you the opportunity to file and complete everything for your return electronically. We have the ability to file and take in your information for your return and all accounting needs through DropBox and email. If you wish to send us your information electronically, please call our office at (903) 963-5868, or email Misty at [misty@hullumcpa.com](mailto:misty@hullumcpa.com). We have a secure and easy access to get this done.

We are staying up to date on the latest developments. The actions we are taking include monitoring resources such as the Centers for Disease Control and Prevention (CDC); the World Health Organization; the Occupational Safety and Health Administration (OSHA); and our local public health department.

As you know, this is one of the busiest times of the year for accounting firms with tax filings and financial statement regulatory deadlines rapidly approaching. Disaster preparedness is an integral part of our firm's risk management program and includes a viable pandemic response plan. Below are some of the features of the plan and the actions we are taking:

- **Understanding the risk:** This is a rapidly evolving situation, and we are monitoring reports from the CDC and other health agencies to enhance our knowledge and understanding of the spread of the coronavirus. We are tracking regional transmission in affected areas, and are actively taking steps to support our employees, clients and our surrounding communities.

We have frequent communications with our employees, which includes instructing them to stay home if they feel sick, how to recognize COVID-19 and its symptoms, the benefits of social distancing, and reminders about proper hygiene and other mitigations strategies.

- **Ensuring access to our firm:** Based on current guidance and our own standards and practices, our office currently has no plans to shut down at this time and will

remain open and accessible. We have implemented enhanced cleaning measures for our offices for the protection of our employees and clients in accordance with the current guidelines put out by the CDC and other health agencies.

- If you wish to meet with us, we ask that you call and schedule an appointment with us either in-person or via telephone conference meeting. We also offer ZOOM, which allows us to do a face-to-face meeting through your computer.

Our firm is also prepared in the event we need to operate from outside of our offices with the necessary equipment, as well as back-up systems and technical support, which will allow our workforce to work remotely in compliance with our Disaster Recovery Plan and other policies. We remain committed to maintaining our firm's quality control standards.

Our top priorities are the health and safety of our employees and clients. We will continue to monitor guidance from health experts and government recommendations and will do our very best to maintain the quality and timeliness of our services to you. We appreciate your flexibility and support during this time, and our thoughts remain with everyone affected by the COVID-19 crisis.

Sincerely,

Bill Hulum, CPA  
Bill Hulum CPA PC