

FREEDOM ACCOUNTING INC

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COVID-19 Safety Plan

In order to reduce the possibility of spreading the virus that causes COVID-19 Freedom Accounting Inc. has implemented the following safety protocols.

- We have limited the number of clients permitted in our offices to one at a time. Meetings will be held online or by phone only.
- Wearing face coverings is mandatory while visiting our office.
- Most Team Members are working from home until further notice to limit the office occupancy. Workstations are over 2 meters apart and are disinfected often. Face coverings are worn when social distancing is not possible.
- Regular handwashing is encouraged among our Team. Hand sanitizer has been provide for our Team and guests.
- Any Team Members or clients that have had symptoms of COVID-19 in the last 14 days are prohibited from entering our offices.
- Our Team Members have been trained to properly social distance when interacting with guests and each other. We ask that guests to our office do the same. Signage to this affect is clearly posted.