



## COVID-19 Office Update

**COVID-19  
UPDATE**

March 20, 2020

As the spread of COVID-19 continues, CS&L continues to monitor the constantly changing landscape and look for proactive solutions to balance our mission for client service, with the safety and health of our employees, clients and the community in mind. We are taking the following steps to help ensure everyone's health and safety while still serving our community.

**Office Closures:** We have temporarily closed our offices and will be working remotely for the time being. We have the ability to securely access all of our systems and records with the same capabilities that we have in the office. No client documents, personal information or sensitive documents will leave our offices.

**Communication:** While we look forward to face-to-face visits when we re-open our offices, we are asking for communications to be by email or telephone. We will continue to receive voice mail messages. Face-to-face meetings are an option if an emergency (but would follow all CDC guidelines), but not the preferred method during this unusual time of high virus spread.

**Document delivery:** When possible, please utilize your secure portal (Sharefile) available through our website ([www.cslcpa.com](http://www.cslcpa.com)). Other options include encrypted email, certified or overnight mail, or the drop box at our Bradenton office, located in the outdoor hall between the parking garage and the building. If you do not currently have a Sharefile account, please call or email us and we would be happy to set you up with a client portal, or work to find an alternative solution for you.

**Tax Return delivery:** Your completed income tax returns will be delivered to you via your secure online portal or by mail, when possible. The April 15, 2020 Federal filing and payment deadline has been extended automatically until July 15, 2020. We continue to monitor the state guidelines as they are determined.

For information see the Resources page on our website.

These are unusual times that require us all to have patience and flexibility, with the ultimate goal to keep everyone healthy and safe. We are thankful for our customers and we are fortunate to be able to continue to work remotely and do our part to help slow the spread of this virus. We look forward to re-opening our office facilities and seeing you again in person in the near future.