

A Message from McCann & Roque

We wanted to let you know that we are open for business – just “not business as usual”.

Like most of you, we have been following the news closely and implementing the guidance provided by Public Health and other authoritative sources. We will continue to revise our policies and procedures as more information becomes available.

For some time now, we have been carrying out enhanced office sanitization practices above and beyond our standard procedures. High-traffic areas and surfaces are disinfected multiple times per day and staff have been advised on updated measures to reduce risks to themselves and others.

Effective immediately, we are implementing the following policies to ensure the health and safety of both you and our staff:

- We will no longer schedule any in-person meetings, until the end of this outbreak. Instead we would be pleased to schedule phone meetings.
- If you are dropping off documents at our office, we would request that you come alone and cooperate with staff who may ask you certain screening questions.
- We would recommend you upload your documents using our portal wherever possible. If you do not have a portal, please send an email to info@mrcas.ca, so we can set one up for you.
- If the portal is not an option for you, please consider sending your documents by registered mail or courier. If you would like assistance in arranging a courier, please call reception and we can help coordinate alternatives.

Our preparation for Covid-19 includes the ability for our staff to work remotely. So, in the event we are forced to temporarily close our doors, we will still be able to continue to work on your payroll, tax and other assignments.

Payroll Services

The government has waived the 1-week waiting period to access EI sick leave benefits. If you need us to issue Records of Employment (ROEs) so staff members can access sick leave benefits, please email the required information to payroll@mrcas.ca and these forms will be completed on a timely basis.

If you have any of the following symptoms, please do not come to our office:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- Sore Throat
- Runny Nose



Please do not come into the office if you have been out of the country or exposed to someone who tested positive for Covid-19, until you have successfully completed your 14-day self-quarantine. If timing is an issue, please call our office to discuss options.

At present, the personal income tax filing deadline continues to be April 30th.

The Ontario government has just set up a website <https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment> where you can do a self-assessment.

If you have any questions, please call us at (905) 997-3333.

We want to assure you that we are taking all possible precautions to meet your needs and would like to thank you for trusting us and giving us the opportunity to look after your needs. We appreciate your patience and understanding as we work to keep you and our team safe during this time. Everyone's health and well-being remain our top priority and we look forward to continuing to serve you.

Sincerely,

Allan Roque and Marcia McCann

Allan Roque Marcia McCann