

**PROTECT YOURSELF
AND OTHERS**



COVID-19

Because we take care of our customers and our staff, we have changed some of our habits as a result of the Coronavirus:

- We ask you to come alone to the meeting.
- When you arrive, we will not shake hands as we like to do it, but the heart will be in it.
- You will no longer be welcomed in our offices before going to our conference room, but will be taken there directly. Therefore, you will need to keep all your personal belongings with you or, even better, leave them in your vehicle.
- The conference room will have been ventilated for 15 minutes at least before the scheduled appointment and will continue to be ventilated during the appointment if the weather allows it. The air conditioning will not be turned on.
- Surfaces and equipment frequently touched in the conference room will have been disinfected before your arrival.
- We kindly ask you to disinfect your hands upon your arrival. Disinfectant gel and masks will be made available to you.
- Distance will be respected. Our conference table is 2 meters long.
- Usually two of our staff members meet with you. In this exceptional period, you will meet with one single person only, our managing partner, Mrs. Christine Ledure. She will disinfect her hands as well upon your arrival and will wear on request a mask all along the appointment.
- We will not offer you drinks contrary to our habit.
- We will favor bank transfers. Card payments are however accepted.
- In case of symptoms on both sides, the appointment will be postponed.

Thank you for your understanding. Health is everyone's business!

taxadvice ltd liab. co team

© taxadvice ltd liab. co