

# Notice:

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We have been closely following the emerging public health crisis around COVID-19. As we plan for the coming months, our top priority is to keep our employees, clients and the communities we live in safe, while still delivering the customer service that you have come to expect and rely on. This is not a task we take lightly.

In keeping with the above, we have implemented the following changes to ensure we can continue to service our clients without risking their or our employees' health:

To protect your health and the health of others, we ask you to avoid visiting our office.

We have instructed employees to stay home if they, or anyone they live with, experiences flu-like symptoms.

All counters, PIN pads, door handles and washrooms are being sanitized on a regular and frequent basis.

We are reinforcing to all employees to follow proper handwashing and proper hygiene.

**Please Call or Email us to get in contact with us.**