

# J. Kirby & Co. Inc.

CHARTERED PROFESSIONAL ACCOUNTANTS

Business Consulting & Planning	250 763 4199...phone 250 763 4118...fax
Financial Statements Accounting	www.jkirbyco.com...web
Tax Planning & Preparation	1090 Nechako Court Kelowna BC V1V 2N9

February 8, 2021

Greetings:



Rosemarie, Erika, and I would like to reassure you and provide you with an update about the steps being taken by our firm in regard to COVID-19 in light of the continuing and most recent federal and provincial health authorities' and WorkSafeBC orders and business operating requirements.

Please know that we remain committed and have safeguards in place to reduce the risk of transmission here in our office to protect you and those around you and to help ensure the health and safety of each of us here at J. Kirby & Company Inc. At the same time, we remain committed to the delivery of all of our services for our clients.

In this regard, our office continues to be fully operational during our normal business hours. Between now and the end of June normal business hours are 9:00 a.m. to 5 p.m. Monday to Friday, not including statutory holidays. During the months of July to December normal business hours are 9:00 a.m. to 5 p.m. Monday to Thursday, not including statutory holidays.

During these times we remain available by telephone and email. While we are open for the pick-up and drop-off of documents during business hours, we request that you call ahead to arrange a time for this so that we can space out client comings and goings from the office entrance in a safe way.

If you are dropping off or picking up, please ensure that you are wearing a mask that covers your nose and mouth. We are ensuring that we are doing the same when greeting you at the office entrance. If you are experiencing any COVID-19 like or cold symptoms, we ask that you postpone your visit to our office until you are symptom-free.

As well, we are requesting that all clients who are able, to deliver their tax and other documents to us electronically via our secure file sharing service, email, or fax.

In this regard:

- You can upload documents and/or files electronically via the secured encrypted file sharing service we subscribe to. If you would like to send your documents and/or electronic files using this secure encrypted file sharing service, please call or email Erika so she can set you up to use this service. Her email address is [admin@jkirbyco.com](mailto:admin@jkirbyco.com).

As a reminder, please ensure you type the “j” in front of the “kirbyco”. If the “j” is missed the email does not come to us.;

- You can email the documents and/or files as attachments via (unsecured) email by emailing using your usual method. If you are emailing your documents and/or electronic files to us via your usual method of sending an email, please send them to Erika. Her email address is [admin@jkirbyco.com](mailto:admin@jkirbyco.com). As a reminder, please ensure you type the “j” in front of the “kirbyco”. If the “j” is missed the email does not come to us.;
- You can fax your documents to us. Our fax number is 250-763-4118.

Until the wider population is vaccinated against COVID-19 and/or until the related provincial health orders are relaxed and in an abundance of caution, we currently are not having clients into the office for in-person meetings. Instead, we are now conducting all meetings with clients by telephone or via the Zoom Video conferencing application. Thank you for your understanding.

Here in the office we continue to follow all current BC provincial and WorkSafeBC protocols and health orders, to reduce the risk of COVID-19 transmission. As part of this, we do have a robust COVID-19 Safety Plan in place. This Safety Plan is reviewed and updated on an ongoing basis.

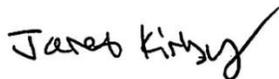
This continues to be an exceptional and ever-changing situation. We continue to monitor updates from health and other authorities and will keep you informed if our procedures need to change. Please keep checking back to our home page ([www.jkirbyco.com](http://www.jkirbyco.com)) as any updates to our COVID-19 protocols will be posted there.

To assist you with keeping up to date with the ever-changing federal and BC government financial supports and tax measures related to COVID-19, here is a link to the CPA BC webpage which contains many helpful links to the most current information:

<https://www.bccpa.ca/news-events-publications/news/covid-19-updates-and-resources-for-cpas/government-and-tax-programs/>

If you have any questions, please do not hesitate to contact us directly. Thank you in advance for your understanding and patience.

Yours truly,



Janet Kirby, MACS, BAccS, CPA, CGA  
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