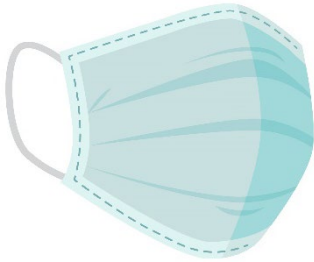


WOITA & ASSOCIATES

OFFICE OPERATIONS IN RESPONSE TO COVID-19



- All of our staff follows CDC guidelines for hand washing and use of hand sanitizer.
- Hand sanitizer and restrooms are available for all office visitors, before, during and after your appointment.



- Our advisors are willing to wear masks to ensure your safety. Please just request they wear a mask during your meeting and they are happy to.
- Masks may be available to clients, but subject to our inventory. Please bring your own mask if you wish to wear a mask yourself.



- Limits of 3-4 people per conference room (depending on the size of the room).
- If you wish to limit attendees of your meeting, feel free to ask.



- Weekly professional deep cleaning.
- Continual cleaning throughout the week performed by our staff.
- If you are an at risk individual and wish to meet with your advisor the morning after our professional clean, just ask your advisor!

Please feel free to ask if you have any special request and we are happy to try and accommodate. During this unprecedented time, we continue to meet with clients over phone calls and video calls.