



# TRAPHAGEN

## CPAs & WEALTH ADVISORS

### Client Visit Protocol

The health and safety of our clients, employees, and our community remain a top priority at Traphagen CPAs & Wealth Advisors. Therefore, in line with the latest guidelines issued by the New Jersey State Department of Health, and the CDC related to COVID-19, we have revised our visiting policy. Thank you for your understanding and cooperation.

- Call us upon arrival.
- Stay in your car until you receive a text notification from our Client Services Specialist to enter the office.
- Face masks are required. *We have complimentary masks for those who need them.*
- Practice hand hygiene with the hand sanitizer dispenser provided near the entry door.
- Receive a complimentary pen to use for your in-office visit needs and retain.
- Complete the attached Screening Questionnaire prior to your appointment.

Thank you for observing these important preventive measures to promote a safe and healthy environment for all.