



April 6, 2020

As we continue to navigate the challenges associated with COVID-19, the health and safety of our clients and employees remains paramount for the shareholders of Caler, Donten, Levine, Cohen, Porter & Veil, P.A. (CDL).

We continue to closely monitor local and federal guidelines, and have noted Florida Gov. Ron DeSantis' "Safer At Home" Executive Order.

Accounting services provided by CDL are considered "essential" as described by the Department of Homeland Security, and we remain available to our clients in a responsive and safe manner. Accordingly, CDL will continue to operate at regular hours in the office (with limited staff) and remotely.

In an abundance of caution for our CDL employees and clients, we will now temporarily close our switchboard and reception area. In-bound calls will go into an automated system, where callers will be prompted to dial the extension of the particular CDL employee they wish to contact. If the employee you are trying to reach is not available, please leave a message and the CDL employee will call you back shortly.

This change in operation will allow the majority of CDL's staff to work from home and encourage our clients to remain safely at home. Clients can continue to engage with CDL employees via the phone and on our Firm's secure portal, Sharefile, found on the top of CDL's website (www.cdlcpa.com). We also have the ability to do conference calls and video conferences, if necessary.

At CDL, we continue our commitment of providing outstanding services, while remaining vigilant about the health and safety of our clients, employees and families. Please stay safe.

Best Regards,

Louis M. Cohen
President