

Due to the current surge in COVID-19 case numbers, we will be taking additional precautions as we begin the 2022 tax season.

- We will begin at **reduced capacity**, opening only at Prosper North and Prosper South with fewer appointments:
- Very few clients allowed in waiting area after intake
- **Masks** will continue to be required at all sites
- **KN95 masks** will be available to volunteers at the tax sites
- **Plexiglass screens** will be in place at every tax prep station
- **Temperature checks** for all staff, clients, and volunteers will be required upon arrival at tax sites
- Staff are required to be vaccinated
- Volunteers and clients are highly encouraged to be vaccinated
- We will be using an **appointment system** rather than walk-ins this year

Note: This is our plan considering present circumstances, but we will update our policies as the situation develops.

We also want to share the following photos of our tax prep spaces at Prosper North and South. As you can see, we are doing everything we can to socially distance and protect the health of our volunteers, clients, and staff.









