

Subject: COVID-19 Updates from Oxford

March 10, 2020

To Our Oxford Global Resources Consultants,

As the coronavirus (COVID-19) situation evolves, we are actively reviewing Oxford's response, putting your safety, welfare, and well-being as our top priority, while continuing to serve our clients and partners.

In order to ensure employee safety and guarantee business continuity, Oxford is approaching the issue in several ways. We are working directly with clients to ensure that at-risk or symptomatic Consultants are not entering client or Company facilities until they have been properly cleared. As well, Oxford is closely monitoring all international travel to CDC level 3 or 2 countries. As of March 9, 2020, the Level 3 countries are China, Iran, Italy, and South Korea, and the Level 2 country is Japan.

Oxford is adhering to guidance from regional and local health authorities on how to best safeguard our Consultants' health and our business. We are doing so in synchronization with client requirements in order to ensure clients receive the safest and most effective services from our organization. In the interest of all Consultants and our clients, we are implementing the following restrictions until further notice:

Travel

- Consultants who have travelled to or through CDC level 3 or 2 countries within the past two weeks and going forward, or who live with an individual who has travelled to or through CDC level 3 or 2 countries within the last two weeks and going forward, must notify the Company immediately by contacting the Oxford Benefits Department: oxfordbenefitsgroup@oxfordcorp.com. Such individuals are prohibited from entering client or Company facilities until Oxford has provided permission to do so. Permission to enter client sites will only be granted once affected clients have also provided their approval. In some cases, Consultants may be required to be symptom-free for a period of time before returning to work.

Going forward, Consultants should inform the Company of any international travel to or through CDC level 3 or 2 countries required for business. Consultants must adhere to all client and Company protocols regarding travel and should communicate with their Oxford point of contact before travel is booked in order to ensure compliance with client directives. When a client indicates that travel is not necessary or advises against it, Oxford will work directly with the client to arrange remote work in order to satisfy the client's business needs and avoid employment disruption. When remote work is the best solution, Consultants must follow client guidance regarding remote access to information. If you have recently traveled to one of these locations, have been exposed, or concerned about having been exposed to COVID-19 please click here: [COVID-19 Questions and Concerns](#).

- Additional country-specific travel restrictions may apply and be enforced through the Company's travel department.

We will reassess this guidance as the COVID-19 situation develops. If you have questions, please feel free to contact the Benefits Department at oxfordbenefitsgroup@oxfordcorp.com.

Working from home

- Consultants who have been diagnosed with COVID-19 or are experiencing flu-like symptoms, have medical risk conditions, or believe there are COVID-19 associated risk factors in their private environment, should immediately notify their Oxford point of contact and send notification to oxfordbenefitsgroup@oxfordcorp.com. Oxford will evaluate your concerns, discuss them with applicable clients, and provide prompt feedback on whether remote work is allowable and approved. Keep in mind, a positive diagnosis will likely result in a 14-day quarantine from client and Company facilities and will require input from the client before a return to work will be possible.

Thank you for your proactive cooperation. By collaborating closely, we can together protect Consultant health and well-being and ensure business continuity for our clients and partners.

All the best,

Angela Kolarek
Senior Vice President, Human Resources
Oxford Global Resources