

Subject: COVID-19 Updates from Oxford

March 11, 2020

As a valued partner of Oxford Global Resources, I appreciate the trust you place in us for our services. In the current environment, it is important for us to be aware of what is happening (up to the minute in some cases) and for us to communicate our actions with you every step of the way. We are actively monitoring the evolving Coronavirus (COVID-19) outbreak and taking the necessary steps to ensure adherence to guidance coming from international, regional, and local health authorities, including the [Centers for Disease Control and Prevention](#) (CDC) and [World Health Organization](#) (WHO).

We are focused on preparedness and the health and well-being of our employees, clients, and consultants are our top priorities.

We also recognize that business safety and continuity for our clients and partners is top of mind. At the present time, all Oxford offices are open for business as usual. In the event circumstances change and warrant office closures, we have taken measures to remain operational and provide you and our consultants with continued service and support. We understand your business must continue forward.

As your business partner, we want to provide assurance that we are working closely to be in alignment with our clients and will provide necessary updates as this fluid situation evolves. We have also communicated and issued a policy for all of our contract employees. Accordingly, we ask that you share any communications developed by your organization that are relevant to Oxford or to our consultants with your Oxford Account Manager and Oxford consultants, as applicable, so that we can work in tandem to support you. This information will be used to ensure we remain responsive to your business needs in a rapid manner.

Thank you, and please don't hesitate to reach out with questions.

Safely,

Rob McGuckin
Executive Vice President, Oxford Global Resources