

Dear Valued Partner,

Together we are facing an unprecedented global situation. The COVID-19 pandemic has rapidly impacted businesses, families, and our everyday lives. Like everyone, we are continuing to monitor the actions taken by businesses and the guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). We are also working diligently to ensure our clients' businesses are running smoothly, and that we are taking care of our consultants to ensure they have the resources needed to deliver.

The resounding message from every member of our Oxford team is that we are here to support you *every step of the way*.

We would like to thank everyone who is fighting, collaborating, and working tirelessly to combat the spread of this virus. From those who care for the sick, to those who are doing the many daily things that are required to keep our society not just functioning, but forging ahead, we are truly appreciative.

At Oxford, we have been working hard to make the necessary changes to our practices to ensure employee safety and wellbeing, and that we are best positioned to support your business. We remain committed to our entire Oxford community of consultants, clients, and internal employees. Our job, now more than ever before, is to make sure you are supported, connected, and productive.

Here is our focus:

- Providing you with the same top-level technical consultants that you've come to expect from Oxford.
- Supporting many of our consultants as they make the shift from an onsite to a remote work environment.
- Conducting business in a safe environment, where we eliminate onsite visits and maintain social distancing.
- Leveraging our virtual tools to support interviewing, onboarding, and hiring with our clients.
- Offering our clients a forum with experienced engagement managers to assist with remote management.
- Ensuring that you experience no service interruption from our staff, so we all can get the job done in the most efficient way possible.
- Continuing to monitor the situation, take additional action as necessary, and communicate updates with you directly as appropriate.
- Continuing back-office support to ensure that our consultants are best positioned for our clients' success.

As you navigate the road ahead, please know that we are only a phone call or email away. While you work to manage your business needs during these uncertain times, your team at Oxford is here to support you *every step of the way*.

Keep safe, keep healthy,

Rob McGuckin
Executive Vice President
Oxford Global Resources