

Important Coronavirus (COVID-19)

The Coronavirus, also known as SARS-Cov-2 or COVID-19, continues to evolve quickly and we want to assure you that we are continually monitoring the situation via reports from the [Centers for Disease Control](#) and [World Health Organization](#). As we actively work to maintain a safe environment and enact preventative measures, we want to provide you with some important guidelines for Oxford.

- **Protecting Your Health and the Health of All Employees:**
 - If you are sick, stay home to avoid spreading germs. Employees who have symptoms of acute respiratory illness are recommended to stay home until they are free of fever (100.4° F [37.8° C]), signs of fever, and any other symptoms. You should be symptom free for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) before returning to work.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. Remember to dry your hands thoroughly as well.
 - Cover your cough or sneeze with a tissue, and then throw the tissue directly in the trash. If no tissue is unavailable, cough or sneeze into your elbow.
 - Clean and disinfect frequently touched objects and surfaces using a household cleaning spray or disinfectant wipe.
 - If you have a pre-existing medical condition that you feel puts you at higher risk for COVID-19, you should discuss your concerns with Human Resources. Please do not disclose your diagnosis as this is personal information between you and your physician.

- **Communicate Infection or Potential Exposure - before returning to the office, via email to HR**
 - If you have recently returned from China, Iran, Italy, South Korea or any area with a high level travel advisory, if you have had any contact with anyone potentially exposed to the SARS-Cov-2, or if you have another reason to believe you may be exposed to or have the virus, immediately notify Human Resources through email at oxfordbenefitsgroup@oxfordcorp.com (before returning to any Oxford office). This email should include the dates of your travel and return, potential exposure details, or other reason to believe you may be exposed or infected.
 - Human Resources may contact you for further information and you may be requested to work from home for up to 14 days (until the end of the currently defined incubation period). You may also be requested to provide a healthcare provider's certificate confirming your fitness for work before returning to the workplace.
 - In all cases of potential exposure to SARS-Cov-2, or suspected or confirmed cases of COVID-19, you should contact your healthcare provider by phone and follow any advice

given. In some cases, you will be issued with certification to prove you have been advised to self-isolate (this differs by country).

- If you are self-isolating, you should contact Human Resources by email at the earliest opportunity at oxfordbenefitsgroup@oxfordcorp.com. If you are able to work, you may be asked to conduct work from home.
- **Be Prepared:**
 - If you have a Company-issued laptop, please adopt the practice of bringing it to and from work and home each day. This will ensure you have the necessary equipment to work from home, should circumstances warrant the need to do so.
 - The Company may need to communicate with you via mass email and/or text during this time, or in the future. To ensure that we are able to reach you with relevant updates, please log on to [Employee Self Service](#) and update your personal email, home and/or mobile phone number. You can access [Employee Self Service](#) from any computer connected to the Company's network.
 - The Employee Assistance Plan through our insurer, Cigna, is available to assist employees with concerns that may arise from the outbreak. Learn more about the Cigna Life Assistance Program by phone at (800) 538-3543 or online at <http://www.cignalap.com/>.
 - Thoroughly review all information [compiled in our FAQ](#).
 - **Consider Your Upcoming Travel Plans:**
 - For the month of March, all non-essential business travel, domestic or international, will need to be reviewed and approved by a member of the leadership team. If you have booked travel already, please discuss your trip details with leadership to determine next steps.
 - **Additional Precautionary Measures In Our Offices**
 - Posters have been sent to all offices with a list of important hygiene reminders.
 - Supplies of hand sanitizer and disinfectant wipes should be available at each office.

The health and safety of our employees is of the utmost importance. We will continue to provide updates as new and relevant information is released by the [Centers for Disease Control](#) and [World Health Organization](#), or as it relates to our business activities.