



March 16, 2020

Cimarron Insurance Company is diligently monitoring COVID-19 (“Corona Virus”) developments.

The safety and health of our employees and clients is our highest priority. At this point, Cimarron Insurance Company continues with business and we are here for you, our clients.

We ask that our clients stay informed on the latest CDC’s guidelines for businesses and employers to plan, prepare and respond to COVID-19 (please refer to the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> for additional guidance):

- Actively encourage sick employees to stay home.
- Separate sick employees.
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.
- Perform routine environmental cleaning.
- Advise employees before traveling to take certain steps.
- Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. (<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>)

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. (<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>)

Cimarron Insurance Company is prepared to activate our Pandemic Response Plan as needed and our employees are prepared to operate remotely to continue our business operations and to respond to our clients’ needs.

We will provide you with additional details as they become available. We are dedicated to being your critical partner in these uncertain times.

Thank you,

Paul Halter -President & CEO