



The following communication was sent to all Asbury associates on April 8, 2020.

Dear Associates,

I just want to take a moment to acknowledge the extraordinary work that you are all doing to make sure that residents stay safe. Today I have one reminder and one update I want to share with you.

Reminder: Asbury suspends COVID-19 deductibles & co-pays

If you are eligible and have chosen health insurance through Asbury, I want to remind you that ***we've got you covered for any testing or treatment related to COVID-19.***

In order to ensure that our associates are able to make the best decisions without having to worry about costs, Asbury has instructed CareFirst Blue Cross Blue Shield to not collect any deductible or co-pay from covered associates when they are seeking treatment for COVID-19 or when they are tested for the disease.

- [Please click here for specific coverage terms from CareFirst BCBS.](#)
- CareFirst also [provides this website](#) for other resources and information.

Update: Up to 80 hours PTO advancement if you are required to be out due to COVID-19

I also want to make you aware that we will advance up to 80 hours of PTO to associates in the cash-value PTO plan should you need to be off work due to an imposed self-quarantine during the COVID-19 pandemic, and if you do not have enough PTO to cover at that time. Advancing these hours ensures that you will be paid for up to two weeks of work while out. If this applies to you, please contact your local Human Resources team by phone, email or app message to make them aware of your situation.

Asbury continues to look for ways in which to minimize the effects of this pandemic in the lives of our associates and residents, and we believe that promoting the health of our associates is one of the most important elements of our benefits plans. I hope that this measure gives you a little bit of peace of mind, considering the challenges we now face.

Thanks again for all you are doing on behalf of our residents and each other. We are #AsburyStrong.

Sincerely,

J. Manuel Ocasio
Chief Human Resources and Compliance Officer
Asbury Communities, Inc.