

From: Vigor Communications <Communications@vigor.net>

Sent: Wednesday, March 18, 2020 5:05 PM

Subject: Wednesday, March 18: Vigor's COVID-19 Daily Update



VIGOR

COVID-19 Daily Updates

Wednesday, March 18, 2020

Vigor Communications will continue to bring you daily updates surrounding COVID-19, which will include policies and procedures to combat the virus, how different departments are operating, and anything else relevant to all of our employees.

If you have something you're hoping can be included in the daily communication, reply to this email or get in touch with Caitlin Harrington.

Setting up Direct Deposits

Direct deposits of your paychecks are a frequently used benefit by Vigor employees. If you are not set up and would like to be, see the attached forms for instructions.

If you have production employees as direct reports, please let them know about this option.

Message from Supply Chain

Supply Chain is continuing to work through Purchase Order requests, some of which have been through walk-up traffic at the locations. Many of these request can be handled via email (preferred) or over the phone.

To reduce the possibility of spreading illness, please follow the steps below when requesting Purchase Orders:

Please contact Supply Chain via email or phone to submit a PO request, or follow up on a PO.

Please limit walk-up visits to Supply Chain. You should visit in person if:

1. You have an issue or request that you are unable to submit in any other way, including asking a coworker to submit the request on your behalf.
2. You have been asked to come to Supply Chain.

The site specific emails are below:

- Portland: allportlandbuyers@vigor.net
- Seattle: seattlepurchasing@vigor.net
- Clackamas/Vancouver: allvwxpurchasing@vigor.net
- Ketchikan: ketchikanbuyers@vigor.net

If you have any questions or have an urgent need, please reach out to Tara Howe (SEA, PDX, KTN) or Steven White (CLK, VAN, WSF).

VigorNet COVID-19 Page

Vigor Communications has set up a dedicated page on VigorNet for all COVID-19 updates: <https://vignonet.vigorindustrial.com/Pages/COVID-19-Updates.aspx>. It can also be found from the main home page in the top right corner.

It will serve as a central repository for any communications sent via email companywide. This way, even if you can't find a specific email we've sent out, you can simply visit the page.

Thanks for your continued efforts as we combat the spread of COVID-19. We will continue to update you as the situation progresses.