

**From:** Vigor Communications <[Communications@vigor.net](mailto:Communications@vigor.net)>  
**Sent:** Thursday, March 19, 2020 4:52 PM  
**Subject:** Thursday, March 19: Vigor's COVID-19 Daily Update



*This employee communication will go out, at least, once a day to all Vigor employees. If you would like something included, simply respond to this email or get in touch with Caitlin Harrington. Information needs to be received by 3 pm day of if you need it in that day's email distribution.*

*Stay safe!*

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### ***Recently Asked Questions***

We have put together a list of questions that have been asked surrounding what to do if you or someone you work with is diagnosed with or exposed to COVID-19, including when to let work know, what to ask your health care provider, and more.

Please review the attached FAQ document. Reply to this email with any questions about it.

### ***Important Request: Adhering to Public Health Guidelines – Avoid Gatherings of All Kinds***

We are requesting employees **strongly adhere** to current public health guidelines and refrain from attending events of any kind – including parties, gatherings, group lunches or dinners, etc. – to avoid being exposed to someone in the group who may be a carrier for the coronavirus but is not yet symptomatic. Public health also advises that everyone stay away from close contacts with others which is defined as **within 6 feet for 10 minutes or more**.

To the extent we can keep our workforce healthy and also not be forced to send employees home to be quarantined due to exposure to someone in their social circle who may ultimately test positive, the more likely it is we can maintain work from our customers and critical contracted support services.

**This is important to all of us.**

### ***Requesting Disinfectant – Note from Facilities***

All Vigor locations have stepped up the frequency and intensity of custodian cleaning and disinfecting (on a daily basis). However, if you would like to have disinfectant for your office space or work area, please contact your local Facilities Team and they will assist you by providing you with an approved disinfectant known to be effective against COVID-19.

Please see attached training guides on how to disinfect and special guidance around the cleaning of touch screens or computer screens.

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