

From: Vigor Communications <Communications@vigor.net>

Sent: Tuesday, March 24, 2020 5:04 PM

Subject: Tuesday, March 24th: Vigor's COVID-19 Daily Update



This employee communication will go out as needed 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.

Access all employee updates and attachments on the [VigorNet COVID-19 page](#). Stay safe!

Social Distancing Policy

Because we are an essential business, much of our workforce is still coming to Vigor locations each day. To comply with public health guidance, as well as other executive, local and other regulatory orders, Vigor is implementing physical distancing and sanitation measures.

Attached is the full policy. It details different work shift modifications, distributed lunch and break areas, staggered lunches, cleaning protocols and other actions taken to mitigate spread within our workplace, effective immediately.

The following shall apply until the order for Social Distancing has been lifted in the applicable jurisdiction:

- Include Social Distancing in all Job Hazard Safety Analysis
- Failure to follow Social Distancing will result in corrective action up to and including immediate removal from Vigor controlled property or work area (applies to all facility entrants)
- Report all infractions of Social Distancing requirements in Daily Safety Audits
- Communicate these expectations to any and all visitors, contractors, customers that attend the yard

Supervisors should make sure to read the policy in full. If you have questions on the policy and how it effects your job, please reach out to your local HR representative or your direct supervisor.