

**From:** Vigor Communications <[Communications@vigor.net](mailto:Communications@vigor.net)>

**Sent:** Wednesday, April 8, 2020 5:19 PM

**Subject:** Wednesday, April 8th: Vigor's COVID-19 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.*

*Need a reminder on how to thoroughly wash your hands? [Check out this video.](#)*

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

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### ***We Need YOUR Help – Face Covering***

We're putting an ask out to the broader Vigor community – including family members – for help for Vigor employees who need to be on site every day in particular. Many of you have seen that the CDC is now recommending cloth face coverings as an enhanced measure of protection for people when they are out of their homes. At Vigor, we have instituted this as a requirement for onsite personnel due to the CDC guidance having been adopted by the Department of Defense and made mandatory on all their properties – including on their ships. Some simple patterns for these cloth face coverings have been made available (see attached).

Vigor is asking for employees, family members & friends who may be interested in sewing face coverings for use by Vigor employees to contact [DawnCartwright@vigor.net](mailto:DawnCartwright@vigor.net) via email, letting her know of any interest in producing these face coverings and how many you think you might be able to produce in the coming days/weeks. Vigor is open to options of accepting these as donated, reimbursing for materials only, or paying for the masks we agree to purchase. At this point we are soliciting interest and once we have more information on peoples' interest in helping with this need, we'll determine the best options for taking advantage of the interest to help on this.

This is one more way we can demonstrate our Vigor Values of Truth, Responsibility, Evolution and Love. Please share this email with people in your family/friend group you think may be interested in helping Vigor employees stay safe as they work to support our nation's defense by continuing to do their work in difficult times.

### ***New Policy on Face Coverings at Vigor***

Over the weekend it was announced that the [CDC has issue revised guidelines](#) encouraging the public to use face covering when outside the home when it is not always practical to maintain 6 feet of social distancing from others. This recommendation is focused on limiting an infected person not currently showing signs from unknowingly spreading the virus to others.

Everyone working at a Vigor facility will need to wear a face covering at all times. A new policy (VI-447) is attached that details how to remain compliant.

The following are specific items that Vigor will provide as soon as supplies are ready that are considered face coverings. Employees may opt to use their own face covering as well.

#### **Cloth hoods similar to painter hoods (various weights and types):**

- Cloth hoods will be issued one per person. There are inadequate supplies to provide a new one daily, or even weekly, so providing proper care and washing of issued face covering is important
- Due to various thickness and material types of cloth hoods, other materials may be added to your face covering if you desire additional protection. This can be performed by cutting material and affixing to interior of hood cotton fabric or other material of your choice. We anticipate having the other two material items available: Bandanas and lint free rags (100% cotton and tight weave fabric)

**Lint-free rags with hair ties or rubber bands:**

- Our lint free rags are a 100% cotton, tight weave fabric. These can be fashioned into a cloth face covering which can be completed in just a few minutes. Examples are included in the CDC flyer attached.

**Bandanas:**

- Unaltered bandanas provide the least amount of protection for you and others. We encourage these only be used as a last resort and instead opt for one of the two options above

**Homemade cotton face coverings:**

- There are many patterns on the internet available and from the Vigor Safety Team. These are both sewn and non-sewn versions

**Cloth hoods, lint-free rags and bandanas, whichever you choose to use, must be washed frequently (after a day of wearing) with soap and water and dried in a hot dryer if possible. Washing the face covering will eliminate the potential for spreading bacteria and virus.**

Reminder: None of these options are a substitute for respirators or N95 masks. Employees still need to follow the requirements outlined in VI-32 Personal Protective Equipment when choosing the correct equipment for the work task assigned.

Once we have adequate face coverings in place in a Vigor facility, all personnel should have a face covering in place at all times in one form other another. It will be the employee’s responsibility to properly care for the issued PPE given the personal nature and use of the item.

[Message clipped] [View entire message](#)

**3 Attachments**

**Use of Cloth Face Coverings to Help Slow the Spread of COVID-19**

**How to Wear Cloth Face Coverings**

- Cloth face coverings should:
  - fit snug but comfortably against the sides of the face
  - be secured under the chin and behind the head
  - not have eye lenses or filters
  - allow for breathing without restriction
  - be able to be washed and machine dried without damage or change of color

**CDC on Homemade Cloth Face Coverings**

CDC researchers wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) had lower risk of COVID-19 infection than those not wearing cloth face coverings.

**PDF CDC Face Coveri...**

**VIGOR**

Plant Code	Manufacture No. 000000
Plant Production Order	Production Order No. 000
Plant Production Lot	Inventory Lot Number
Plant Production Location	Inventory Date/Time

**Purpose**

This policy is to provide direction to all personnel on Vigor premises on maintaining business focus while controlling the potential of an illness outbreak to occur through the Vigor business units. This is part of the business continuity plan, which will allow Vigor to continue to provide services to our customers while providing protection to our employees and their families.

**These requirements apply to all personnel entering Vigor Controlled Facilities or Locations**

**Disclaimer**

Vigor continues to track the information shared by the health organizations as they study the spread and effects of the novel coronavirus across the United States and the world. Based on studies, it has been found that people can transmit the virus to others before they show any symptoms.

**PDF VI-447 - Face Cov...**



**Washing your ha...**