



TO: Vigor Employees and Onsite Contractors
DATE: March 23, 2020
RE: Shelter in Place Orders

PLEASE CARRY THIS LETTER WITH YOU TO/FROM WORK AND ON WORK-RELATED TRAVEL

In accordance with Ellen Lord, Under Secretary of Defense, and Christopher Krebs, Director of the Department of Homeland Security, members of the defense industry base like Vigor, are considered critical infrastructures and are directed to remain open. Employees and subcontractors of companies supporting the national defense, and manufacturing in support of these critical sectors have been designated as part of the Essential Critical Infrastructure Workforce. The important work you perform for our company impacts the United States' national security and the safety of United States citizens worldwide. This is applicable to all Vigor operations including, but not limited to those in Oregon, Washington, Alaska and Hawaii.

Carry this document with Vigor issued ID while traveling to and from work and produce both to any authorities that may inquire as to the purpose of your travel.

Nothing in this memo overrides Vigor's strong direction to stay home if you are sick or if you learn you have been exposed to a person who has tested positive for the coronavirus. Employees working on site are directed to strongly observe social distancing, frequent hand washing and other hygiene guidelines the company has communicated.

If you will be absent from work, please report your absence to the call-in line at 1.844.660.0089. Salaried employees, please communicate with HR or your supervisor. Subcontractors should report to their own organizations.

Vigor Operations COVID-19 SCREENING and SELF-ASSESSMENT QUESTIONNAIRE

Applies to All Entrants to Facility

If you answer YES to any of the below questions, you may not enter a Vigor Facility.

1. Have you traveled internationally (including Canada) in the last 14 days? YES NO

2. Have you had close personal contact, as defined below, with anyone who has been diagnosed with COVID 19 (lab or clinical diagnosis)? YES NO
 - a. Within 6 feet for prolonged period (~10 minutes)
 - b. In a confined space (cab, small room, shared stateroom, berthing proximity, office, etc)
 - c. Had direct contact with infectious secretions (been coughed, sneezed on, etc.)

3. Are you currently experiencing any of the following symptoms?
 - a. Fever YES NO
 - b. Chills YES NO
 - c. Cough YES NO
 - d. Sore Throat YES NO
 - e. Shortness of Breath YES NO
 - f. Body Aches YES NO