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	Production Procedures Safety	Effective Date: March 23, 2020
	VI - 445	Reviewed by: Dave Whitcomb
	Title: High Frequency Interaction	Approved by: Gina Facca

Purpose

This policy is to provide direction to personnel on Vigor premises on maintaining business focus while controlling the potential of an illness outbreak to move through the Vigor business units. This is a 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.

Discussion

High frequency interaction personnel (employees or others) encounter many different personnel throughout the performance of their work. Where possible “social distancing” of at least six (6) feet will be implemented, however due to the nature of the work it is not always possible to maintain that distance. These interactions are typically brief, but will likely include distances less than six (6) feet. Examples of these personnel may include facility guards, receiving personnel, pay check distribution, food service personnel, health care providers and other instances where there is a high frequency of contact with many different individuals.

Expectations

In order to mitigate the potential spread of contagions between these frequent interactions employees, Vigor is instituting the following requirements.

- Where possible establish physical barriers between these individuals and those interacting with them.
- Where possible, eliminate exchange of information via passing of paper or other items: i.e., use affixed electronic or large signage.
- Minimize time of interaction – i.e., do not fill out paperwork in presence of high frequency people, request that they step away.
- If absolutely required, only pass items TO those being provided services with gloved hand.
- If items must be returned, they shall be placed in a drop box and left for a period of time deemed adequate based on published life span of virus on material in question.
- Work area(s) of high frequency persons shall be cleaned with a germicidal cleaner at least 1x/hour; counter tops, desks, screens, touch items, etc.
- High frequency contact person shall wash or sanitize hand no less than 1x/hour
- High frequency contact person shall wear gloves when handing material to others
- High frequency contact person shall evaluate other barriers and wear respiratory protection/mask as a final barrier to prevent infection both directions.