

From: Vigor Communications <Communications@vigor.net>
Sent: Monday, March 23, 2020 5:19 PM
Subject: Monday, March 23rd: Vigor's COVID-19 Daily Update



This employee communication will go out once a day, or 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!

High Contact Personnel Policy

Some employees at Vigor are considered high frequency interaction personnel if they encounter many different people throughout the performance of their work. Public health recommends that while social distancing, you remain at least six feet away from others. High Contact Personnel, due to the nature of their work, interact with others less than six feet away during the course of their work – examples may include: facility guards, employees working in receiving, pay check distribution, etc.

In order to help prevent the spread of COVID-19, Vigor has created a policy for these types of employees. Please review the attached policy if this situation applies to you and **please forward on to others who may not have Vigor email but for whom this policy applies!**

Self-Assessment Resource

Attached you will also find a self-assessment form. It will be posted around all our facilities as a resource to determine if you are experiencing any of the symptoms or criteria where you should not be at work.

While we are not asking you to actually fill out the form, we are asking that you go through the checklist each day prior to entering work and act according to the guidance it provides. We thank you for your diligence in helping to keep yourself and others safe.