



**Memorandum for Immediate Release: COVID-19 Preparedness**

March 4, 2020

Dear Valued Supplier,

As the world continues to monitor the status of COVID-19, Vigor is paying close attention to the situation and enacting the following Policy changes.

Until further notice, we are requesting non-essential personnel (sales representatives or other visitors) from our suppliers to limit visits to all Vigor sites to an as required basis. Alternative communication methods, such as video conference, phone, email, face time, are preferred at this time. If an in-person visit is required and other communication methods are not feasible, please coordinate in advance with the Supply Chain Department for an appointment.

All subcontractors with personnel performing work onsite at any Vigor locations, we are asking you to ensure your employees do not have flu like symptoms or a fever when arriving to the work site. If the local situation escalates, Vigor may take action to thermal temperature readings for all personnel entering the facility.

Our common goal is to keep our workforce, suppliers, and families safe and healthy as we navigate the unknowns of this situation. If you have any questions, or concerns, please reach out to the following site specific Supply Chain Managers:

- Tara Howe - [tara.howe@vigor.net](mailto:tara.howe@vigor.net) for Ship Repair sites: Seattle, Portland, Hawaii, Ketchikan, Port Angeles, and Everett.
- Steven White - [steven.white@vigor.net](mailto:steven.white@vigor.net) for Fabrication sites: Clackamas, Portland, Vancouver, and Ft. Greely.

We appreciate your assistance with this matter and we will communicate any policy changes when they are amended.