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Interoffice Communication

To : Conoco Employees - Aberdeen
From : John Friend
Date : February 8, 1983
Subject : ANNUAL MEDICAL TESTING

Attached is the first issue of the schedule for our annual medical testing. The medical testing will be conducted in the Health Examinetics medical van here in the plant on March 3, 4, 7, 8, and 9, 1983. All employees have been scheduled for medical testing, so please review the schedule as soon as possible to determine the time and date for your scheduled medical test. Anyone who elects to waive the medical testing should contact Ginny Belk, Plant Nurse, no later than February 18 in order to complete the necessary paperwork. During the week of February 21, the final schedule will be issued to reflect changes required due to waivers. The necessary supplies and forms for the medical testing will be issued shortly after issuing the final schedule.

This year we expect employees to arrive at the medical van no later than their scheduled time. The schedule has been developed with supervisor input so that conflicts requiring employees to miss their scheduled time should be eliminated. The schedule will allow for coverage of the following jobs so that we do not operate short-handed in these jobs during medical testing: vinyl shift supervisor, chief operator, lead operators, reactor "A" operators and utility technician. We expect participating employees and their supervisors to work together so that the schedule is met.

One of the most important things to each of us in our own health. An opportunity like this medical testing is a very good way of regularly keeping track of certain aspects of our own health. I hope each of you take this opportunity to learn more about the current state of your health. I want to emphasize that the records which result from this medical testing program are strictly confidential. Only the Conoco Medical Division, your doctor and you have access to these records.



John Friend
Plant Manager

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attachment

cc: Bulletin Board
All Supervisors

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