

Coronavirus (COVID-19) Communications

Coronavirus Resource Guide



March 17, 2020



Ingalls Shipbuilding Coronavirus Resource Guide

Huntington Ingalls Industries (HII) and its divisions are closely monitoring the spread of the Coronavirus, known as COVID-19. HII continues to maintain communications with federal, state and local health officials, and we have policies and procedures in place to help protect employees. Rest assured, HII is taking, and will take, all appropriate steps to try to prevent COVID-19 from impacting our employees.

Ingalls leadership is working around-the-clock to address issues relating to you, our workforce. The Company is applying our long-standing policies and plans for infectious disease response. The crisis management team is meeting multiple times daily to assess this changing situation and take steps to address this unprecedented pandemic.

A link, located in the common links section below, has been established on Ingalls' external website that provides information and resources. You are encouraged to download the IngallsConnect App by visiting the app store, and to opt-into IngallsConnect Text for notification by texting 123-Ingalls to 38671.

While we are taking all steps possible to keep this information current, please note that the situation, and associated guidance from the Centers for Disease Control and Prevention (CDC), are rapidly evolving. We also caution employees to rely only on legitimate sources such as the CDC for information, as there is a lot of misinformation surrounding this virus.

In an additional effort to inform our employees, we have assembled this Coronavirus Resource Guide, which addresses frequently asked questions and general information.

WHAT WE KNOW

- There are confirmed cases of the Coronavirus, also known as COVID-19, across the United States.
- Every employee will be the Company's first line of defense. You have a role to play in stopping the spread of the virus. The CDC guidelines on Coronavirus prevention offer the best methods to prevent the spread of the virus, and are available at www.cdc.gov.
- Ingalls has and will continue to take important steps to reduce and/or eliminate impacts associated with the Coronavirus; see "what we are doing" below for details.

WHAT WE HAVE DONE / WHAT WE ARE DOING

Last week, Ingalls stood-up the Company's crisis management team chaired by Ingalls President Brian Cuccias. This team is meeting multiple times every day -- monitoring national and local developments, and implementing our pandemic response plan.

So far, the following elements have been identified:

LIBERAL LEAVE: Due to widespread school closures, and to protect our high-risk and vulnerable population, Liberal Leave has been instituted through April 17, 2020. What this means is that your job is secure. You can be on leave without penalty, as excused absence.

Under Liberal Leave, union represented employees who do not report to work can use vacation, or take the time off unpaid. Salaried employees (non-exempt or exempt) who do not work may use personal time off (PTO) if they have a balance available. Salaried non-exempt employees may take time off as unpaid in lieu of using (or after exhausting) available PTO. Salaried exempt employees may request full-day absences as unpaid in lieu of using (or after exhausting) available PTO.

Please contact your supervisor if you decide to take Liberal Leave.

REVISED PAY POLICY DURING THIS CRISIS: Pay policies are being revised to cover documented Coronavirus illnesses <https://ingalls.huntingtoningalls.com/wp-content/uploads/2020/03/Pay-and-Benefits-Guidance-3-17-2020.pdf>. To bridge the possible gap between the time an employee feels ill and qualifies (or doesn't qualify) for Short-Term Disability (STD) or Hourly Loss of Time (LOT) without using PTO / vacation or no pay, the following policy will be effective through April 17, 2020:

- Each employee can be paid for up to five days (40 hours) of COVID-19 Absence Pay, if he or she is ill, and attest that this is true. Employees should call in and report their absence to the leave desk, (228) 935-1919, and to their immediate supervisor, then complete and sign a COVID-19 Absence Certification Form <https://ingalls.huntingtoningalls.com/wp-content/uploads/2020/03/COVID-19-ABSENCE-CERTIFICATION-FORM-3-17-2020.pdf> Medical documentation should be included with the form if possible. Employees do not need to call the leave desk just to report an absence for the day. You do not need to report your absence to the Leave Desk unless you expect to be out ill past the 5-day paid COVID absence period, and are applying for short-term disability or loss of time. In that case, please call 228-935-1919. If you completed a COVID19 absence form, please return it to COVID19Leavedesk@hii-ingalls.com, fax it to 228-933-6393, or drop it off with the Leave Desk in the HR building.

- Employees who miss work for longer than five days because of an illness to the employee can apply for an additional five days as short-term disability (STD) or loss of time (LOT) benefits based on the plan appropriate for them. The Company will waive the seven-day waiting period to apply for these benefits. For union represented employees, Ingalls will pay the difference between their loss of time benefit and their regular straight time wage rate for this period. This will only be paid if proper medical documentation is provided to Prudential (STD / LOT insurer) consistent with the terms of the STD or LOT benefit plan.
- The maximum enhanced pay from COVID-19 Absence Pay and LOT differential pay shall be no more than 10 work days.
- The Easter Holiday qualifiers for the day before and the day after Easter have been waived for the represented workforce.

COMMUNICATION: Employees can find documents related to Ingalls' response to the Coronavirus at <https://ingalls.huntingtoningalls.com/Coronavirus/>. Employees can stay informed by going to this website, by using IngallsConnect Text, and the Ingalls App.

SCREENING STATIONS: Ingalls is establishing on-site medical screening stations for any employees who begin having symptoms while at work. Trained health care providers will conduct the screenings. Any individual permitted to be on company property can access the screening stations at two locations: across the road from the Ingalls Fire Department and between the ARA cafeteria and Admin Building #2. Screening stations will be open by this Friday, March 20, 2020, and will operate from 6am – 6pm. If you have symptoms prior to March 20, when the stations are open, please go to the west bank hospital for immediate screening. In either case, you should notify your supervisor before leaving your job site to go to the screening locations. NOTE: The screening stations will not test for COVID-19. These stations check for symptoms only.

IF YOU ARE ILL: Employees who are ill are encouraged to seek medical attention immediately! Contact your primary healthcare provider for proper action. **QuadMed** is available for Ingalls employees, and their dependents, in person or by calling (228) 205-7700. You can also sign-up for **Teladoc** by downloading the app, create an account at [Teladoc.com/hii](https://www.teladoc.com/hii) or by calling (800)-TELADOC.

CLEANING & CLEANING SUPPLIES: Increased frequency of cleaning, shipyard-wide and at offsite locations, is underway. This includes but is not limited to: ships, restrooms, shuttle buses, turnstiles, cafeterias and other common high traffic areas.

Additional cleaning supplies and restroom supplies have been purchased in support of the CDC's guidance on handwashing and hygiene.

If supplies or servicing are needed, please call Maintenance at (228) 935-2400 and provide the location in need of attention.

VISITOR SCREENING: Beginning March 19th, all visitors to the facility, including but not limited to vendors, customers and suppliers, will be screened prior to gaining access. At-risk individuals – those with elevated temperature, or who have traveled internationally in the last 21 days -- will not be allowed access to the facility.

CAFETERIA: The indoor dining areas are closed, and Aramark is now serving “take-out” food only.

TRAVEL RESTRICTION: All company travel is restricted until further notice. All employee travel must be approved at the VP level. This includes previously approved travel that must be reviewed and re-approved. Employees who have returned from work-related international travel in the last 14 days, should be quarantined immediately for the balance of time remaining since their trip to achieve 14 days. These employees will be compensated for 10 work days during their quarantine period.

SUPPLIERS: Suppliers and contractors are required to exercise the same or similar due diligence with respect to Coronavirus protections for their employees who work within our facilities.

CUSTOMERS: The U.S. Navy and U.S. Coast Guard are working with us on a coordinated approach to combat the Coronavirus.

RESPONSE PLAN & STEPS: A response protocol for co-workers of employees impacted by the virus is in place, and includes notification to employees and sanitization of facility.

FOR YOUR INFORMATION: Information on Coronavirus precautions has been posted in common areas around campus in an effort to educate our workforce on prevention and facts.

EDUCATION PROGRAM INFORMATION:

- **APPRENTICE SCHOOL:** Until further notice, all classes are canceled.
- **HIREUP:** Due to school closures we are postponing the HIREUP after-hours classes at Pascagoula and Moss Point until further notice. Current students will be contacted individually, and will be notified when classes resume.

WHAT’S NEXT/WHAT SHOULD I DO?

- Familiarize yourself with the CDC guidance and recommendations available on their website. The site contains guidance on all aspects of prevention and preparation including your home, travel and work.
- Employees should continue to adhere to the CDC guidelines for Coronavirus prevention measures; They can be found on the CDC website at www.cdc.gov and are included again here:
 - Wash hands frequently and thoroughly with soap and water
 - Avoid touching your face
 - Cover your mouth and nose when you cough or sneeze
 - Avoid large crowds when/where possible
 - Avoid sharing dishes, glasses, cups, and eating utensils; wash these items thoroughly before each use
 - Practice social distancing when interacting with others

- If you feel you have had close contact with someone who has COVID-19, or you have symptoms which include fever, shortness of breath or a persistent coughing, you should isolate yourself, take your temperature and call your primary healthcare provider. Do not return to work unless you have been cleared to return by Ingalls Medical Department. Call (228) 935-3841.
- Stay alert and if you experience any concerning symptoms noted above, contact your primary healthcare provider for proper action. **QuadMed** is available for Ingalls employees, and their dependents, in person or by calling (228) 205-7700. You can also sign-up for **Teladoc** by downloading the app, create an account at [Teladoc.com/hii](https://teladoc.com/hii) or by calling (800)-TELADOC.
- If you are at work and start to feel ill, notify your supervisor immediately, then go to the Ingalls Hospital through March 19th, or to one of the two screening centers on campus beginning March 20th. They are in two locations: across the road from the Ingalls Fire Department, and between the ARA cafeteria and Admin Building #2.
- Monitor the Ingalls resource website, your email, and / or the IngallsConnect App and Text system for alerts, updates and information.

FREQUENTLY ASKED QUESTIONS

What are the revised pay rules? If I miss work due to the Coronavirus, will I get paid?

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- Employees who miss work for longer than five days because of an illness to the employee can apply for an additional five days as short-term disability (STD) or loss of time (LOT) benefits based on the plan appropriate for them. The Company will waive the seven-day waiting period to apply for these benefits. For union represented employees, Ingalls will pay the difference between their loss of time benefit and their regular straight time wage rate for this period. This will only be paid if proper medical documentation is provided to Prudential (STD / LOT insurer) consistent with the terms of the STD or LOT benefit plan.
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- The Easter Holiday qualifiers for the day before and the day after Easter have been waived for the represented workforce.

Where are the on-site medical screening stations? What are their hours? What are they for?

SCREENING STATIONS: Ingalls is establishing on-site medical screening stations for any employees who begin having symptoms while at work. Trained health care providers will conduct the screenings. Any individual permitted to be on company property can access the screening stations at two locations: across the road from the Ingalls Fire Department and between the ARA cafeteria and Admin Building #2. Screening stations will be open by this Friday, March 20, 2020, and will operate from 6am – 6pm. If you have symptoms prior to March 20, when the stations are open, please go to the west bank hospital for immediate screening. In either case, you should notify your supervisor before leaving your job site to go to the screening locations. NOTE: The screening stations will not test for COVID-19. These stations check for symptoms only.

Is the company going to buy and place hand sanitizer around the facility?

Although the CDC states proper handwashing with soap and water is the most effective means of cleaning your hands, we are placing hand sanitizer stations in certain high traffic areas.

I need to travel for the company, what should I do?

All company travel is restricted until further notice. All employee travel must be approved at the VP level. This includes previously approved travel that must be reviewed and re-approved. Employees who have returned from work-related international travel in the last 14 days, should be quarantined immediately for the balance of time remaining since their trip to achieve 14 days. These employees will be compensated for 10 days during their quarantine period.

I have personal travel plans (vacation, etc.) that would take me outside the United States, can I go?

Consult and follow the national travel restriction guidelines. Inform your management of all travel outside the United States. If your personal travel includes international travel and results in quarantine, you will need to use your PTO for this situation, or request a temporary unpaid leave of absence from your HR representative. You may also be able to work from home during a period of quarantine.

I'm a vendor, supplier or customer, what can I expect when I arrive at Ingalls for a visit?

Beginning March 19th, all visitors to the facility, including but not limited to vendors, customers and suppliers, will be screened prior to gaining access. At-risk individuals – those with elevated temperature, or who have traveled internationally in the last 21 days -- will not be allowed access to the facility.

I am an employee, will I have to submit to any screening when I arrive to the yard / office building for work?

Not at this time. However, any individual permitted to be on company property can access the screening stations and two locations: across the road from the Ingalls Fire Department and between the ARA cafeteria and Admin 2. Screening stations will be open by Friday, March 20, 2020 and will operate from 6am – 6pm. If you have symptoms prior to March 20, when the stations are open, please go to the west bank hospital for immediate screening. In either case, you should notify your supervisor before leaving your job site to go to the screening locations.

If my child's school / daycare is closed, or if I have other family issues, will Ingalls excuse my absence?

Ingalls leadership is working around-the-clock to address issues relating to you, our workforce. Due to widespread school closures, and to protect our high-risk and vulnerable population, Liberal Leave has been instituted for the next 30 days. What this means is that your job is secure. You can be on leave without penalty, as excused absence.

What do I do if I am at home and exhibit symptoms of being sick or I think I've been exposed to someone with COVID-19 symptoms?

If you feel you have had close contact with someone who has COVID-19 or you have symptoms which include fever, shortness of breath or extensive coughing, you should isolate yourself, take your temperature and call your doctor. Do not return to work unless you have been cleared by the Ingalls Medical Department. Call (228) 935-3841 for clearance.

What should I do if I receive a quarantine notice from the CDC (Centers for Disease Control)?

Do not come to work, and communicate regularly with your supervisor regarding your work status. Follow guidance from the CDC regarding quarantine, and educate yourself on the CDC's guidelines for limiting transmission of the Coronavirus. You will receive the five-day COVID-19 Absence Pay and STD or LOT benefits (with differential pay for union represented employees, per the pay policy described above).

What happens if I am exposed to someone with COVID-19 Virus?

If you have been exposed to someone diagnosed with COVID-19 and have been ordered by a local Health Department or licensed medical professional to quarantine for 14 days, you should provide the company with documentation of this fact. Upon receipt of the documentation, the Company will make arrangements for you to work from home if possible. If working from home is not possible, the Company will pay you for the period of quarantine. If you are not ordered by the Health Department or a medical professional to be quarantined, but you wish to self-quarantine for 14-days, you may work from home with approval of management, take liberal leave, or take PTO / vacation.

What should I do if a member of my household tests positive for the Coronavirus?

Do not come to work if you have been in contact with anyone who has tested positive for the virus. Liberal Leave applies to this situation. Communicate with your supervisor regarding your circumstances. According to the CDC, the period of quarantine for COVID-19 is 14 days from the last date of exposure.

If I get ill or sick at work, how will I get home?

If you are determined to be ill or sick, the Company will transport you to your personal vehicle to return home. If you ride in a car pool, the Company will transport you to your home.

Will the on-site screening locations check me for the Coronavirus?

Not at this time. The on-site screening locations will check for preliminary symptoms that could indicate you have contracted the virus. Tests that confirm contraction of the virus are not provided at on-site screening locations at this time.

What should I do if I am concerned a coworker may be displaying symptoms of the Coronavirus?

You should contact your supervisor, your Human Resources Business Partner, or your labor relations representative.

I work at an offsite location (EDC, SRI, Sunplex, Avondale), how does this affect me?

Adhere to the same recommendations that have been established for the shipyard.

My restroom is out of soap, towels, toilet paper, how do I get more?

Please call Maintenance at (228) 935-2400 and provide the location in need of attention.

Common Links & Resources

Ingalls Shipbuilding Resource Page*

<https://ingalls.huntingtoningalls.com/Coronavirus>

**Due to the volume of traffic, the servers may become overwhelmed. Please be patient and keep trying.*

Ingalls Shipbuilding Employee Information

Employee General Information Line 228-935-0171

Employee General Information Email Ingallscoronavirus@hii-ingalls.com

Centers for Disease Control and Prevention

<https://www.cdc.gov/Coronavirus/2019-ncov/faq.html>

<https://www.cdc.gov/Coronavirus/2019-ncov/communication/factsheets.html>

MS State Department of Health

<https://msdh.ms.gov/>

AL State Department of Health

<http://www.alabamapublichealth.gov/infectiousdiseases/2019-coronavirus.html>

<http://www.alabamapublichealth.gov/infectiousdiseases/cov-testing.html>

LA State Department of Health

<http://www.ldh.la.gov/Coronavirus/>

Additional Information about Preparedness in the Workplace – CDC and OSHA

<https://www.cdc.gov/Coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.cdc.gov/Coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>