

# Coronavirus (COVID-19) Communications

April 15, 2020



Liberal Leave Extended through May 29, 2020

Due to continued school closures now announced through the end of the spring semester, Ingalls is extending its Liberal Leave Policy through Friday, May 29, 2020.

Employees can take PTO/Vacation or unpaid leave, and will face no penalty upon their return to work. All non-represented and represented employees planning to take Liberal Leave or currently on Liberal Leave should contact their supervisor, then submit a Liberal Leave Request Form to [LiberalLeave@hii-ingalls.com](mailto:LiberalLeave@hii-ingalls.com), or to one of the blue drop boxes outside of the HR/Employment building, CSA III, or by Gates 1, 2, or 3. Please refer to the Liberal Leave FAQs for more information.

If you don't feel well, please stay home – self-quarantine and call your doctor or Teladoc – (800) 835-2362 or QuadMed – (228) 205-7700. If you can't reach them, you may call the Ingalls Medical Department at (228) 935-3841 for an initial screening over the phone. Then, do not return to work unless you have been cleared to return by the Ingalls Medical Department.

If you have problems with significant call volume or long lines in trying to reach your doctor or one of our other services, please do not come to work to be screened at one of Ingalls' onsite screening locations. You may call the Ingalls Medical Department at (228) 935-3841 for an initial screening over the phone.

Most importantly, if you or anyone in your household have been seen by a doctor and tested for the virus, please stay home until you have the results and your doctor clears you.