



COVID-19 GUIDANCE



Employee Guidance on Exposure to COVID

(Anyone who has been vaccinated does not have to quarantine and may return immediately to work)

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WHERE WERE YOU SCREENED FOR COVID-19?

ONSITE AT INGALLS

OFFSITE

Paid for Time Awaiting Results

Regular absence policies while awaiting results (Vac/PTO)

TEST RESULTS

TEST RESULTS

POSITIVE

NEGATIVE

POSITIVE

Quarantine for 10 days and follow LOA and absence policies

Report to work or use regular absence policies (Vac/PTO)

Provide results to Ingalls Medical



Email: covidresponse@hii-ingalls.com

Quarantine for 10 days and follow LOA and absence policies

Submit LOA paperwork:



Email: leavedesk@hii-ingalls.com

OR



Call (228) 935-1009



Ingalls Shipbuilding

A Division of Huntington Ingalls Industries

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DID YOU HAVE A CLOSE CONTACT WITH SOMEONE WITH COVID-19?

CLOSE CONTACT WITH AN INGALLS EMPLOYEE ONSITE?

Contact Ingalls Medical at 935-1922 and arrange to be tested. If positive, contact your supervisor;
Quarantine for up to 7 days; follow regular absence policies (Vac/PTO)

CONTACT WITH IMMEDIATE HOUSEHOLD MEMBER?

Contact Ingalls medical at 935-1922 and arrange to be tested. Provide results to Ingalls Medical



Email: covidresponse@hii-ingalls.com

Quarantine for up to 7 days; follow regular absence policies (Vac/PTO)

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LOA policies will not apply unless test results are positive. A diagnosis is required for any Medical LOA.

While waiting for results, or if results are negative, contact Labor Relations or your HRBP for how to record your time.

