



COVID-19 Test and Quarantine Pay Update

Ingalls (Mississippi work location), in partnership with Singing River Health System (SRHS), is continuing to offer Rapid COVID-19 testing. Employees can get their test results within 15-30 minutes, while waiting.

With this improvement in response time, and the availability of vaccines, the Company is modifying its COVID-19 Test and Quarantine Pay Policy. The below is effective immediately.

Onsite Screening and Testing (Applies to the Mississippi work location only)

- Employees will be paid to a COVID Hospital Charge while being screened, awaiting test, testing and awaiting results.
- Employees testing positive will be quarantined for 10 days and standard leave and absence policies will apply.
- Employees testing negative will report to work or use standard absence policies if they choose not to report to work.

Offsite Screening and Testing

- For Mississippi employees choosing to be tested offsite, the use of standard leave and absence policies will apply.
- Employees working at locations other than in Mississippi can be tested offsite and standard leave and absence policies will apply.
- Employees testing positive should provide results to the Ingalls Medical staff. They will be quarantined for 10 days, and standard leave and absence policies will apply.
- Employees testing negative will report to work or use standard absence policies if they choose not to report to work.

Onsite Close Contacts (applies to the Mississippi work location only)

- Close contacts identified by Ingalls' Medical staff may be quarantined up to 7-days and standard absence policies will apply.
- Individuals who have been vaccinated or listed as a previous positive case are not considered close contacts and are not required to quarantine or test.
- Once instructed to report to the onsite screening location the employee will fall under "Onsite Screening and Testing" above.

Immediate Household Contacts

- Immediate household contacts is defined as immediate family members (spouse or dependent children) residing in the same household.
- If a household immediate family member is quarantined by an outside physician, school or employer and an Ingalls employee is required to be quarantined due to contact, the standard absence policies will apply.

- If an immediate household family member tests positive, the employee shall provide the results to the Ingalls Medical staff and the employee may be quarantined if he/she has not been fully vaccinated or as otherwise directed by the Ingalls Medical staff for the recommended number of days per CDC guidance from the positive test date of the household member and standard absence policies will apply.

Other

- Employees are encouraged to be fully vaccinated.
- Employees considered to be high risk for COVID-19 or who are a primary in-home caregiver for a high risk person should exercise discretion and use standard leave and absence policies or work from home if possible with management approval.
- Employees who are sick or quarantined may also be allowed to work from home, if possible, with management approval or use standard leave and absence policies.
- Employees with other issues affecting their ability to come to work should, as always, contact their supervisor, Human Resources Business Partner or Labor Relations Representative.
- Employees who are confirmed positive for COVID-19 either by the Ingalls Medical staff or an outside physician are not to report to work and are not to return to work until cleared to do so by the Ingalls Medical staff.
- If confirmed positive for COVID-19 by an outside physician, medical documentation must be provided to the Ingalls Medical Department by email to CovidResponse@hii-ingalls.com.
- Employees should also call in and report their absence to their immediate supervisor.
- All employees approved for Quarantine Pay prior to May 31, 2021 will continue to be paid through the end of the designated Quarantine period.
- Leave of absence 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 HR Business Partners for how to record your time.