



COVID-19 Test and Quarantine Pay Update

Ingalls (Mississippi work location), in partnership with Singing River Health System (SRHS), is continuing to offer COVID-19 rapid testing with test results within 15-30 minutes, while waiting. We also, in partnership with Singing River Health System (SRHS), continue to offer vaccination events.

The Company is modifying its COVID-19 Quarantine Pay Policy. The policy below is effective Monday, July 26, 2021.

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

- Employees who are instructed by Ingalls to undergo COVID testing as a result of being in close contact with a confirmed positive case will be paid through an issued COVID Hospital Charge number during the COVID testing process including screening, testing and waiting for results.
- Employees testing positive will be quarantined for 10 days and the standard leave and absence policies will apply if the employee has not been vaccinated.
- Employees that have been vaccinated will receive up to 10 days of quarantine pay for their first occurrence if they cannot work remotely. If contracted a second time, employees will adhere to standard leave and absence policies or work from home if possible with management approval
- 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. The 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 if the employee has not been vaccinated.
- Employees that have been vaccinated will receive up to 10 days of quarantine pay for their first occurrence if they cannot work remotely. If contracted a second time, employees will adhere to standard leave and absence policies or work from home if possible with management approval
- 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 adhere to standard leave and absence policies.
- 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 applies to an immediate family member (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, 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. 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 will adhere to 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.
- 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 information regarding how to record your time.
- If quarantined and paid under this policy there will be no duplication of benefits for the same period such as Short-term Disability, Loss of Time, PTO, Etc.