



Vaccine Mandate - FAQ's

- 1. Why is HII mandating vaccines now?** On September 9, 2021, President Biden issued an Executive Order requiring that federal contractors comply with vaccination guidelines developed by the Safer Federal Workforce Task Force ("Task Force"). HII is implementing a vaccine mandate to comply with the Task Force requirements.
- 2. What do the Task Force guidelines require?** The Task Force requires that "all covered contractor employees are fully vaccinated for COVID-19". It applies to all Ingalls employees at all workplaces within the United States.
- 3. When is the deadline to be vaccinated?** The Task Force deadline to be fully vaccinated is December 8, 2021. "Fully vaccinated" is defined as having two weeks pass since your final dose. The attached chart helps define important dates for the three vaccines currently available.
- 4. What are the consequences of not getting fully vaccinated by the deadline?** It will be a condition of our contracts for all employees to be fully vaccinated as of December 8. As such, it will be a condition of continued employment for employees to be fully vaccinated by December 8.
- 5. Will there be any alternatives to vaccination such as weekly testing?** No. There is no testing option under the vaccination guidelines defined by the Task Force.
- 6. What if my state (work location) has approved legislation in place or in process to protect workers from this Executive Order, am I then exempt?** No. The Executive Order creates a job requirement for all federal contractors.
- 7. Do telework and remote workers have to get vaccinated?** Yes. Remote workers, regardless of where they work, must be fully vaccinated by December 8, 2021.
- 8. Do non-employees at our worksites have to be fully vaccinated?** Yes. The Task Force guidelines require that subcontractor employees also must be fully vaccinated. As such, if not fully vaccinated by December 8, 2021, subcontractor employees will be denied access to our facilities and will not be permitted to work on our contracts.
- 9. Do I need to provide proof of my vaccination?** Yes. Ingalls is required to review employee documentation to prove vaccination status. Employees will be required to show or provide a digital or hard copy of their vaccination record if not vaccinated onsite. Submission of false vaccination information is considered falsification of a company record and will result in discipline up to and including termination.

10. How do I submit proof of vaccination? Submit your vaccination card by November 24th using one of the methods below. Send a picture of the front and back of your card along with your name and badge number:

TEXT to 228-355-1472*

E-MAIL ingallsvaxcard@hii-Ingalls.com*

**phone number and email are within Ingalls secure network. Only authorized personnel with a need to know will have access to your vaccination record. Ingalls is reviewing a process for employees to check to verify their vaccination submittal was received and confirmed.*

11. If I already submitted proof of vaccination through the #vaxtorelax program, do I need to provide again? No. If you previously supplied a copy of your vaccination card you do not need to re-submit it.

12. If I was vaccinated onsite through Singing River Hospital, do I need to provide proof of vaccination again? No. You do not need to provide additional proof of vaccination.

13. Will the company continue to offer regular vaccination events? Yes. The company is expanding the onsite vaccination opportunities. See the attached schedule.

14. Will I be paid for my time while getting vaccinated? Yes (for all onsite vaccination events). Charging instructions will be provided. A hospital pass will be provided for represented employees.

15. What should I do if I lost my vaccination card? If you lost your vaccination card, contact the vaccination provider site where you received your vaccine. The provider should be able to supply you with a new card or documentation. Stating that you have been vaccinated or entering your data into UPoint is not an acceptable substitute for documentation of proof of vaccination.

16. What if I contracted COVID-19, recovered, and I have an antigen test proving I have natural immunity? Am I exempted from the vaccine mandate? No. The Task Force provides that “a covered contractor cannot accept a recent antibody test from a covered contractor employee to prove vaccination status” and that “covered contractor employees who have had a prior COVID-19 infection are required to be vaccinated”.

17. What if I have had other vaccines during the vaccination period? Am I able to have a COVID-19 Vaccine? Yes. The CDC guidance has been updated to eliminate the previous waiting period. Individuals may now receive the COVID-19 vaccine with other vaccines (e.g. the flu shot, etc).

What if I have recently recovered from a COVID-19 infection and am within the CDC recommended waiting period to receive a vaccination? The CDC guidance has been updated to eliminate the previous waiting period for being vaccinated after having COVID-19. However, CDC guidance remains that if you received an antibody infusion there is a recommended 90-day waiting period before receiving the COVID-19 vaccine. If you received an antibody infusion prior to July 29, 2021, you must be fully vaccinated by December 8, 2021. If you received an antibody infusion on or after July 29, 2021, you may receive a temporary extension of time beyond the vaccine mandate

deadline. If your infusion was coordinated by Ingalls Chief Medical Officer Dr. Mark McRaney you do not need to submit an exemption request because your information is already on file. If the infusion was coordinated by any other healthcare provider, you should submit a *Request for Reasonable Accommodation (Medical Exemption/Disability) from COVID-19 Vaccination form* (see Question 20). The Ingalls Medical team will contact you with additional instructions you must follow in order to get fully vaccinated.

18. Are any employees exempt from the vaccination requirement? The only exemptions to the President's vaccine mandate are for a very limited set of specific medical reasons and for sincerely held religious beliefs. However, even if an exemption is granted it does not guarantee that an accommodation can be made to continue employment.

19. What is the process for seeking a request for reasonable accommodation for a medical exemption/disability or religious exemption?

- To request a reasonable accommodation for a medical exemption/disability:
 - Return a *Request for Reasonable Accommodation (Medical Exemption/Disability) from COVID-19 Vaccination form* to disability@hii-ingalls.com by October 20.
 - Forms must be completed by the employee and a qualified/licensed healthcare provider.
 - Employees may have to provide additional information to support the request.
 - Requests will be processed after October 20.
 - Responses will be returned beginning October 22 to allow any disapproved applicants ample time to be vaccinated prior to the deadline.

- To request a reasonable accommodation for a religious exemption:
 - Return a notarized original version of a *Request for Reasonable Accommodation (Religious Exemption) from COVID-19 Vaccination form* to Leave of Absence Administration (LOA) at the HR building by October 13.
 - Forms need to be notarized using non-company resources.
 - Forms that are not original notarized versions will not be accepted.
 - Employees may have to provide additional information to support the request.
 - Responses will be returned beginning October 22 to allow any disapproved applicants ample time to be vaccinated prior to the deadline.

Requests will not be considered if they are not submitted through the process defined above.

20. Where can I find a copy of the exemption forms? Forms are available at <https://ingalls.huntingtoningalls.com/coronavirus/>.