

Technical Solutions Return to Work Site Guidance

Technical Solutions colleagues:

You may hear about “return to work” plans from federal and state leaders and think, “I never stopped working.”

You’re right.

While many of us have been telecommuting during the COVID-19 pandemic, thousands have continued to work in company facilities and at customer sites. We should take great pride in the fact that we’ve successfully maintained mission-critical services to our nation.

But as other industries “return to work,” we need to consider how Technical Solutions will adapt to “the new normal.”



The guidance below combines highlights from the “White House Guidelines for Opening Up America Again” and information developed specifically for our employees and different work sites. What it does not include is information customized for the 46 states where we operate.

As you review this guidance, please note: We do not encourage a return to the work site in Phase 1. Even as states lift stay-at-home orders, employees who have been telecommuting should continue to do so until they receive specific guidance from the company and their managers.

When you are cleared to return to your work site, you will be required to review and acknowledge a new safety briefing. Most employees will access the “Return to Work Site” briefing in MyHR Learning; others will receive it electronically or in hard copy, depending on where they work.

If you have any question about this guidance or the safety briefing, please contact your manager or human resources representative or send an email to crisismanagement@hii-td.com.

Thanks to our human resources team—and especially the security and environmental, health and safety professionals—who developed these resources.

And thank YOU—again—for your diligence and dedication during this time of crisis. I hope you are excited—not to return to work, but to continue doing hard stuff right.

A handwritten signature in black ink that reads "Andy Green". The signature is fluid and cursive, written on a light-colored background.

Andy Green



White House Phased Guidance for Employers

PHASE 1	PHASE 2	PHASE 3
<ul style="list-style-type: none">• Continue to encourage telework, whenever possible and feasible with business operations.• If possible, return to work in phases.• Close common areas where personnel are likely to congregate and interact, or enforce strict social distancing protocols.• Avoid socializing in groups of 10 or more when social distancing cannot be properly maintained.• Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.• Strongly consider special accommodations for personnel who are members of a vulnerable population.	<ul style="list-style-type: none">• Continue to encourage telework, whenever possible and feasible with business operations.• Close common areas where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.• Strongly consider special accommodations for personnel who are members of a vulnerable population.	<ul style="list-style-type: none">• Resume unrestricted staffing of worksites.

White House Guidelines for All Phases: Individuals and Employers

Continue to practice good hygiene

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public and particularly when using mass transit.
- Follow state/local/CDC guidance, particularly with respect to face coverings.

People who feel sick should stay home

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

Develop and implement policies

- Social distancing and protective equipment.
- Temperature checks.
- Testing, isolating, and contact tracing.
- Sanitation.
- Use and disinfection of common and high-traffic areas.
- Business travel.

Note:

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

For more detailed information, visit: [“White House Guidelines for Opening Up America Again.”](#)

The following guidance applies to Phase 1, as determined on a state-by-state basis. Technical Solutions will provide additional guidance for Phases 2 and 3 when appropriate.

Key Considerations:

- Employees who have been telecommuting will continue to do so until they receive specific guidance from their manager.
- Employees at customer sites will follow site guidance.
- Site leads for Technical Solutions’ ~60 leased sites will help develop guidance tailored per site.

EMPLOYEE ROLE	MANAGER ROLE	SITE LEAD ROLE
<ul style="list-style-type: none"> • Continue to telework until provided guidance from your manager. • Report any illness to your supervisor and any positive test of COVID-19. • While at Technical Solutions work locations: <ul style="list-style-type: none"> - Exercise social distancing (6’ or greater when possible). - Wear a face covering or mask. - Wash your hands often; cover coughs and sneezes. - Avoid shared-use spaces; refrain from congregating. - Clean and disinfect surfaces before and after use. - Go home if you are feeling sick. • While at customer locations follow customer guidance. 	<ul style="list-style-type: none"> • Continue to have employees telework. • Discuss return to work site plans with your employees. • Ensure employees are wearing face coverings or masks and practicing social distancing to the extent possible. • Consider alternating schedules and phased return to decrease population densities and social distancing. • Cascade and reinforce return to work site guidance. • Provide accommodations to vulnerable individuals to the extent possible. • Coordinate schedules with the site lead. • Ensure visitors complete the COVID-19 Visitor Form. 	<ul style="list-style-type: none"> • Have knowledge of programs and activities at the facility. • Have the ability to direct actions and coordinate resources and personnel. • Liaison with HR, EH&S and Crisis Management to support COVID-related matters. • Maintain record of site work schedules and facility rosters to assist with follow-up actions in the event of a COVID-related incident at that site. • Coordinate facility cleaning. • Enforce social distancing and all other COVID-19 protocols. • Coordinate site updates/communications.

Guidance for Employees Working in

Technical Solutions Facilities

Safety briefing

Prior to returning to a Technical Solutions facility, all employees will review and acknowledge the “Return to Work Site” safety presentation.

Telework

Continue to telework, whenever possible and feasible with business operations until Phase 3 of “White House Guidelines for Opening Up America Again” has been declared per state. *We do not encourage a return to the work place in Phase 1.*

Social distancing

- Maintain adequate social distancing (greater than 6') from another employee when it does not interfere with safety or operations.
- Decrease population density if needed to support adequate social distancing—i.e., alternating in-office work schedule A/B, limiting to no more than 60% capacity at one time, phased reentry of personnel.
- Avoid the sharing of phones, desks, offices or other work tools and equipment, when possible.
- If possible, reconfigure work spaces to increase distance between employees.
- Close common areas where personnel are likely to congregate and interact, or enforce strict social distancing protocols. Limit movement within facilities.
- Utilize restroom facilities closest to the designated workspace.

Protective equipment

Employees working on site will wear a face covering to prevent the spread of respiratory droplets and reduce the tendency for people to touch their face. Employees can wear a company-provided or personal face covering or mask appropriate for the workplace. Those individuals in an isolated area such as an office may refrain from wearing a face covering provided they are alone.

Temperature checks

Employees are expected to self-monitor and stay home if ill or experiencing symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater or coughing or shortness of breath). Daily self-temperature checks are highly encouraged prior to arriving at work.

Testing, isolating and contact tracing

Managers/site leads will support workforce contact tracing following employee COVID+ test.

Sanitation

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Custodial staff will increase cleaning in high-traffic and common areas.
- Facility cleaning in accordance with CDC guidelines will only be conducted if there has been a recent positive case. Otherwise, a standard cleaning will be sufficient.

Business travel

Avoid all non-essential travel; refrain all site-to-site visits.

Managers

All managers will monitor the workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until they have been symptom-free for 72 hours before returning to work. Employees with a positive diagnosis must be cleared by a medical provider to return to work.

Employees

Must advise managers if symptomatic; follow manager's guidance and COVID-19 protocols before returning to the workplace.

Visitors

All visitors entering HII property will be required to fill out the Technical Solutions [COVID-19 Visitor Form](#) each time access is requested. Visitors are required to follow all guidance in this document that pertains to personnel and facility health and safety protocols.

Special Considerations for Industrial Sites:

Social distancing – When it does not interfere with safety or operations.

Protective equipment – Face coverings should be worn unless they interfere with mandatory PPE, gloves when interfacing with the public, having physical contact with others, or sharing equipment.

Safety briefing

All employees will review and acknowledge the “Return to Work Site” safety presentation and follow customer guidance when at a customer location.

Telework

Continue to telework, as allowed by the customer.

Social distancing

Maintain adequate social distancing (greater than 6’) from another employee when it does not interfere with safety or operations as directed by the customer.

- Avoid the sharing of phones, desks, offices or other work tools and equipment, when possible.
- Avoid close common areas where personnel are likely to congregate and interact.

Protective equipment

Employees are encouraged to wear a cloth face coverings or mask, while at the customer site, but should follow the practices directed by the customer.

Temperature checks

Employees are expected to self-monitor and stay home if ill or experiencing symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater or coughing or shortness of breath). Daily self-temperature checks are highly encouraged prior to arriving at work.

Testing, isolating and contact tracing

Notify your manager if you are ill and if you have tested positive for COVID-19. Assist in identifying employees with whom you may have had close contact.

Sanitation

Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.

Business travel

Avoid all non-essential travel. Continue to support essential travel as directed by the customer.

Managers

All managers will monitor the workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Visitors

All visitors should follow the entry and safety protocols as directed by the customer.

If you have any question about this guidance, please contact your manager or human resources representative or send an email to crisismanagement@hii-tsd.com.