



Technical Solutions
COVID-19 Safety Briefing

Protect Yourself & Others

Message from Andy Green, President, Technical Solutions



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-tds.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 over a light gray rectangular background.

Andy Green



COVID-19 Safety Briefing

At Technical Solutions the safety and health of our employees is our top priority.

We have nearly 6,000 employees working in 45 states and 16 countries.

- Many continue to work in company facilities and at customer sites during the COVID-19 pandemic.
- Approximately half our workforce is telecommuting.

States are beginning to lift stay-at-home orders and announce “reopening” plans.

- If you are telecommuting, continue to do so until you receive specific guidance from HII or your managers.

Technical Solutions has developed training to provide guidance and direction while on company property.

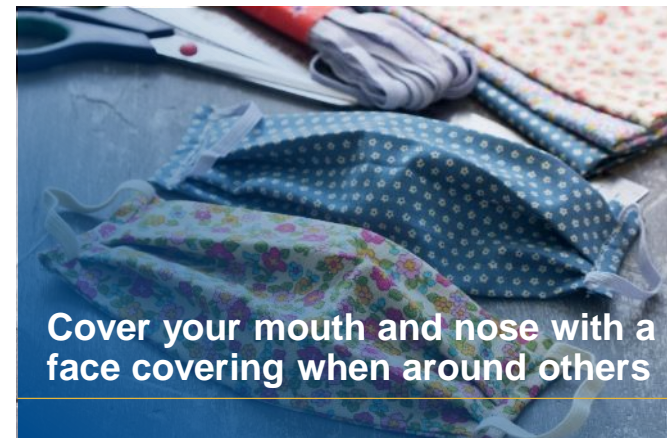
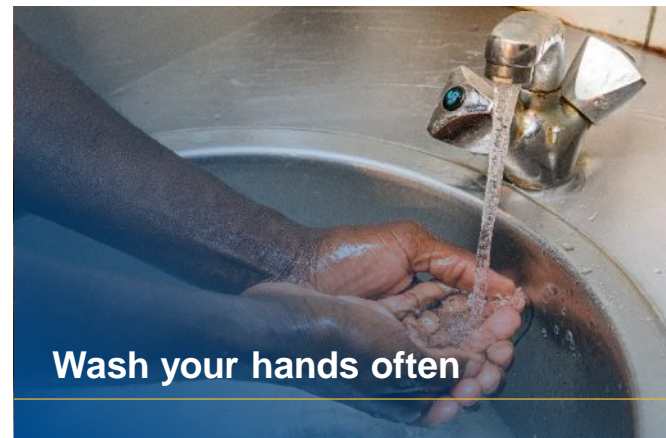
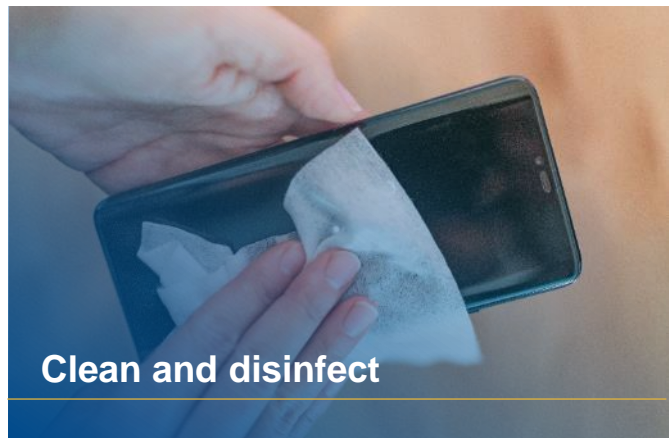
- All Technical Solutions employees must complete this training by June 1, 2020.

Employees assigned to customer sites should understand and adhere to any additional guidance set by the customer.



Protecting Yourself and Others

By taking a few basic measures, you can help stop the spread of COVID-19 and keep yourself, your loved ones and your communities safe.



Specific Safety Measures at Worksites

In addition to protecting yourself, it is imperative to follow these specific guidelines while inside an HII Technical Solutions facility.

- Practice social distancing, maintaining at least 6 feet.
- Refrain from congregating.
- Avoid shared-use spaces as much as possible, including breakrooms, copiers, microwaves, etc.
- Go home if you start developing flu-like symptoms or feel sick.
- Wear gloves if you are sharing equipment, interacting directly with the public or cannot maintain the 6' of social distancing.
- Do not travel to other facilities; remain at your assigned workplace.
- Clean and disinfect surfaces before/after use, especially in shared use areas.
- Wear a company-provided or personal face covering unless it interferes with mandatory PPE.
- All visitors under your sponsorship must complete the [COVID-19 Visitor Form](#).*

*Form tracks when visitors are onsite and keeps record of wellness status. Limit visitors to only those critical to operations.



LIFE IS BETTER WITH

CLEAN
HANDS



During COVID-19, wash your hands ...

- If you have touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts or electronic cashier registers/screens, etc.
- Before touching your eyes, nose or mouth because that's how germs enter our bodies.



Hand Washing

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

It is important to wash your hands to keep yourself and those around you healthy.

<https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>



How to Properly Wear a Face Mask

CDC recommends a face covering in ...

- Public settings where other social distancing measures are difficult to maintain.
 - Grocery stores and pharmacies.
 - Areas of significant community-based transmission.

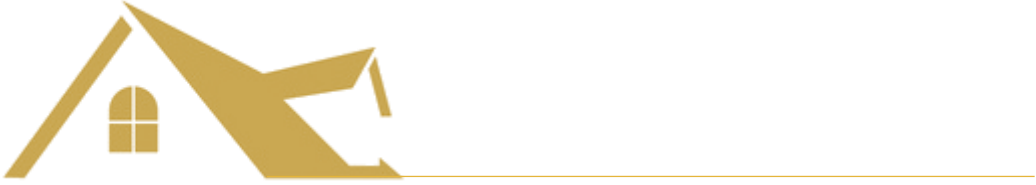
Cloth face coverings should ...

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.
- Be appropriate for the workplace.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



When to Stay Home



You should stay home if ...

- Your temperature is 100.4 or greater.
- You have been exposed to or diagnosed with COVID-19.

Note: If you are feeling these symptoms, contact your medical provider and do not come to work (notify your supervisor).

These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Headache
- New loss of taste or smell
- Muscle pain
- Repeated shaking with chills
- Sore throat

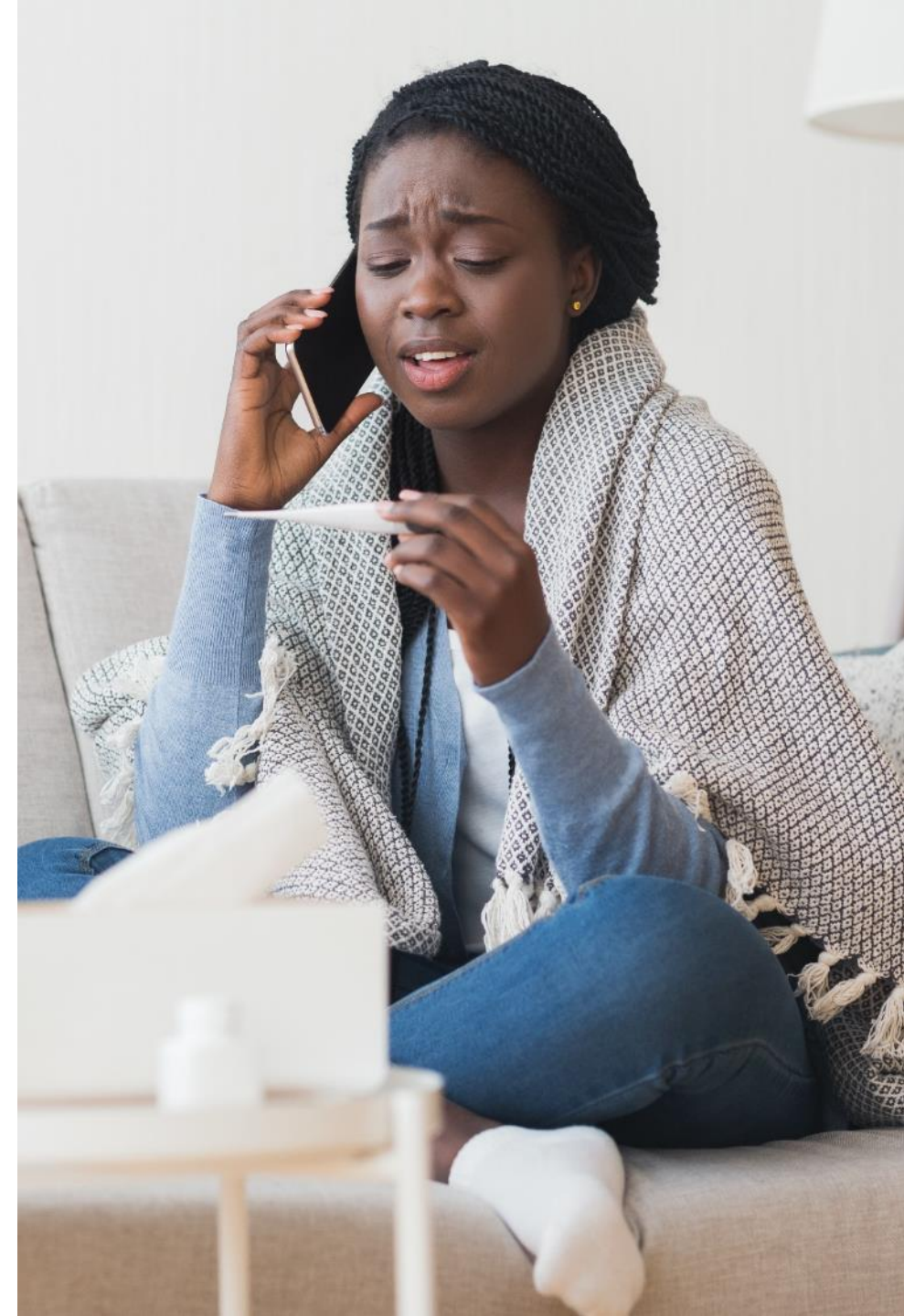
Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.



Personal Responsibility

Follow this guidance before entering an HII Technical Solutions facility:

- Monitor your health by taking your temperature before entering any work site.
 - Must not be 100.4 or higher.
- If you have been exposed or tested positive for COVID-19, be sure to complete any 14 day self-imposed or mandated quarantine. See additional [COVID-19 guidance](#).
- Notify your supervisor if you have traveled internationally within the past 14 days.
- Keep in contact with your supervisor for direction on re-entering facilities after being sick.



Conclusion

We appreciate your cooperation and patience during this pandemic and thank you for adhering to this guidance.

For the latest guidance and updates, visit Technical Solutions' Coronavirus Resource Portals:

Internal link: <https://portal.hii-tsd.com/sites/tsdroot/Pages/stories/covid-19.aspx>

External link: <https://tsd.huntingtongalls.com/coronavirusinfo/>

Questions? Email crisismanagement@hii-tsd.com





Hard Stuff Done Right™