Coronavirus disease (COVID-19) continues to spread throughout the United States, and cases have been surging in many of the states where Technical Solutions operates.

As of March 2, the division has reported 278 confirmed cases, and more than 1,100 employees have been cleared to return to work after following self-quarantine procedures for confirmed or suspected exposure.

As we continue to learn more about COVID-19 and its spread, it is important to note that everyone plays a role in responding to this public health threat. Please refer to the Centers for Disease Control and Prevention website for the latest guidelines on preventing the spread of the virus.

The following is guidance specific to Technical Solutions employees with the latest revisions highlighted.

VACCINATIONS

While it is not mandatory, HII's leadership team strongly encourages you to get the COVID-19 vaccine as soon as it is available to you.

- **For employees working in the United States:** Please visit your county's Department of Health website to register for the vaccine in your community. Working for HII as a Department of Defense or Department of Energy contractor, you are considered an "essential" and/or "critical infrastructure" worker, which qualifies for prioritization in Phase 1B/1C of the vaccine rollout in most states.

- **For employees working outside the United States:** If you work at a customer/DoD location, you may be able to access the vaccine there. Work with your government point of contact to determine eligibility. Otherwise, please contact your health provider and make arrangements to get the vaccine as soon as possible.

Also note: Most of the approved vaccines are administered in two doses, 21 or 28 days apart. If you get the first dose, please be sure to get the second. The appointment for the second dose is usually scheduled when you arrive for the first dose.

If you need help registering in your county or have any other questions, please reach out to our crisis management team at COVID19@hii-tsd.com.

TELECOMMUTING

Given the CDC's Considerations for Events and Gatherings, we encourage all division employees to continue to stay home and telecommute wherever possible, in coordination with your supervisor. This includes leaders at all levels. Please use conference calls and WebEx and avoid face-to-face meetings if possible. "Remote Access Instructions" is linked for your reference. If you need help, please contact the Technical Solutions Help Desk at 1800-998-7988 or helpdesk@hii-tsd.com.

WORKING ON SITE

Technical Solutions published "Return To Work Site" guidance in May. Employees who are unable to telecommute should refer to that guidance and follow all related entry procedures and requirements. Please contact your supervisor or facility POC if you have any questions.

QUARANTINING

Technical Solutions requires a 14-day quarantine for any employee found through contact tracing to have been in close contact with a positive case. Employees working on customer sites that don't require a 14-day quarantine or in other mission-critical functions where teleworking is not viable are eligible to shorten their quarantine, per the latest CDC guidelines. Based on local availability of viral testing, the company may require employees without symptoms to end quarantine:

- On day 10 without testing.
- On day seven after receiving a negative test result. The test must be taken within 48 hours of the quarantine period ending.

Close contact is defined as either:

- being within approximately 6 feet (2 meters) of a COVID-19 case for a total of 15 minutes or more; close contact can occur while sharing a workspace with a COVID-19 case.
- having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

COVID-19 TESTING

Here are the COVID-19/PCR testing coverage details for Technical Solutions' medical and pharmacy carriers.

Carrier	Coverage details
Anthem	The federal mandate on the COVID testing requires us to pay it at 100%. As long as the provider is billing it appropriately, based on the guidelines laid out by the CDC. Note that if you choose to use out-of-network providers for your testing services, you may be billed for the amount in excess of Anthem's allowable charge.
Cigna	COVID-19 tests are covered only when ordered by a physician due to symptoms, possible exposure and/or medical necessity. Tests *are not covered* for things like returning to work, travel requirement, etc.
CVS Pharmacy	The PCR test is available at CVS lab testing locations at no cost to the individual with or without insurance coverage. The CVS lab testing locations can be searched by ZIP code here: https://cvshealth.com/covid-19/testing-locations.
HMSA	HMSA covers medically appropriate diagnostic tests for COVID-19 according to CDC guidelines with no copayment for members. HMSA advises members who may need to be tested to contact their primary care provider, who will guide them on where to go to be tested.
Kaiser	Kaiser pays 100% for all COVID-19-related tests. Kaiser recommends the PCR test due to its accuracy.

TRAVEL

Employees returning to the United States from international business or personal travel must quarantine for a period of 14 days, or until being tested and a negative test result is obtained. Per the latest CDC guidance, testing should occur three to five days after returning, and, even if a negative result is obtained, the employee should remain home for at least seven days.

Employees traveling to or returning from travel to locations other than the United States should adhere to any travel quarantine requirements for those countries.

Please note that numerous U.S. states and local jurisdictions still have travel restrictions in place and employees traveling to and from those areas domestically must adhere to those requirements. Additionally, many of the customers we support are maintaining travel related quarantine requirements which we must comply with as well.

If you are returning from <u>domestic</u> travel ...

- **Business Travel:** Advance approval for travel is required and supervisors can only approve essential travel required by contract. Non-essential domestic travel is currently discouraged and requires vice president approval. Employees must adhere to all state specific travel restrictions and requirements.
- **Personal Travel:** If personal travel is necessary, employees may be subject to state-specific and/or customer quarantine requirements, depending on where they traveled, where they work and the customer/contract they support. In some cases, up to 14 days of paid time off (PTO), Family Medical Leave Act (FMLA Leave), vacation or leave without pay may be necessary.

If you are returning from <u>international business</u> travel ...

- Employees returning to the United States from international business travel must quarantine for a period of 14 days, or until being tested and a negative test result is obtained. Per the latest <u>CDC guidance</u>, testing should occur three to five days after returning, and, even if a negative result is obtained, the employee should remain home for at least seven days. Additionally, some facilities or customer sites may require up to a 14 -quarantine following international travel (with or without an approved testing protocol.) Employees returning to the U.S. from international travel must complete the Health Tracking Form (Table 1) and return it along with any testing documentation to their supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to mary.morrison@hii-upi.com.)
- **Pay Policy:** The company will pay up to 80 hours if you are unable to work remotely during the quarantine period. Supervisors will provide a special charge code by calling HR Services at 1-800-759¬6203 or emailing COVID19@hii-tsd.com. (UPI supervisors should call Mary Morrison at 281-605-4492 or email mary.morrison@hii-upi.com.)

If you are returning from international personal travel ...

- Employees returning to the United States from international personal travel must quarantine for a period of 14 days, or until being tested and a negative test result is obtained. Per the latest <u>CDC guidance</u>, testing should occur three to five days after returning, and, even if a negative result is obtained, the employee should remain home for at least seven days. Additionally, some facilities or customer sites may require up to a 14-day quarantine following international travel (with or without an approved testing protocol.) Employees returning to the U.S. from international travel must complete the Health Tracking Form (Table 1) and return it along with any testing documentation to your supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to mary.morrison@hii-upi.com.)
- **Pay Policy:** If the travel was for personal reasons, arrangements will be made, when feasible, for you to telecommute during the quarantine period. If that is not possible, you will be required to use PTO, vacation or leave without pay to cover the time away from work.

If you become sick or test positive for COVID-19 while on business travel ...

- Employees on travel to support contract-related tasks and functions may be unable to work if they become ill, or are exposed to, or test positive for COVID-19. Travel-related expenses during the time you are unable to work *may not* be billable to the government. Employees should work with their manager regarding the collection of expenses necessary to complete the business travel.

ACTIONS AND PAY POLICIES FOR VARIOUS EMPLOYEE SITUATIONS

If you are sick...

- **Your Action:** Employees are always advised to telework if possible, utilize PTO, sick leave or leave without pay, and stay out of the workplace if they do not feel well. You are expected to stay home when you have symptoms of acute respiratory illness (such as fever, cough or shortness of breath, fatigue or muscle/body aches, headache, loss of taste or smell, sore throat, congestion, nausea, or diarrhea.) If

you have not been quarantined due to exposure to someone with COVID-19 or have any other reason to believe you may have COVID-19, you may return to work once your symptoms resolve, including no fever for 24 hours without the use of fever-reducing medications.

- **Pay Policy:** Employees should retain any medical documentation received and contact Technical Solutions' Leave Admin Dept. at 1-888-281-5949 as they may become eligible for additional short-term disability benefits.

If you were exposed to COVID-19 at work ...

The company will advise you if we have been notified of a potential COVID-19 exposure at your assigned worksite/work location where it has been determined you may be affected.

- **Your Action:** Follow guidance and requirements from your supervisor and Human Resources.
- **Pay Policy:** Guidance, including time-charging directions, will be provided by your supervisor. The company will provide up to 14 days of paid leave to cover a mandatory quarantine for business travel or work related COVID exposure where an employee cannot either work remotely or charge to their existing charge code. The following information is provided for further guidance:
    - Employees who are quarantined due to exposure at work and are **able to work** remotely will continue to perform their work and use the assigned charge code for hours worked.
    - Employees who are quarantined due to exposure at work and are **not able to work** remotely, will be informed by their supervisor of the correct charge code. (Supervisors will work with the appropriate finance, project control and/or contracts point(s) of contact to determine the correct charge code.)
    - Employees who are quarantined due to exposure at work and become sick and/or test positive for COVID during the quarantine period are required to cease charging to the designated direct charge code and contact their supervisor. These employees will be provided a designated leave charge code to use until the 14th day of the quarantine period. Employees who are able to work remotely and remain healthy enough to do so may continue to perform their work and use the assigned charge code for hours worked.
        - If an employee becomes sick during the quarantine period, they should retain any medical documentation received and contact Technical Solutions' Leave Admin Dept. at 1-888-281-5949 as they may become eligible for additional short-term disability benefits if the illness period exceeds 14 days.

    In any situation, you must complete the Health Tracking Form (Table 1) before you can return to work. You should submit the form to your supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to mary.morrison@hii-upi.com.)

If you were exposed to COVID-19 *outside work* ...

- **Your Action:** If you have been in close contact (less than 6 feet for greater than 15 minutes) with someone who has tested positive for COVID-19, or if you are living with a person who has tested positive for COVID-19, you must self-quarantine from home for 14 days, starting with the last known date of exposure.
- You must complete the Health Tracking Form (Table 1) before you can return to work. You should submit the form to your supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to mary.morrison@hii-upi.com.)
- Post-exposure testing procedures may be available in some situations or at some facilities to effectively shorten the quarantine period. Check with your supervisor before following any such procedure.

- **Pay Policy:** Upon receipt of the documentation, your supervisor will make arrangements for you to telecommute if possible. If that is not possible, you will be required to use PTO, vacation or leave without pay to cover the time away from work. You may also contact your state's unemployment insurance department for more information about eligibility and/or applying for unemployment benefits.

    If you are *not ordered* by the health department or a medical professional to be quarantined but wish to self-quarantine for up to 14 days, you must notify your supervisor. Your supervisor will make arrangements for you to

telecommute if possible. If that is not possible, you will be required to use PTO, vacation or leave without pay to cover the time away from work.

Should you become ill, extended benefit options like short-term disability may be available to you. Please see "COVID-19" section below. (This guidance does not apply to UPI, where liberal leave and short-term disability are handled differently).

If you *think* you may have been exposed to COVID-19 ...

- **Your Action:** If you have been in close contact or reside in the same household with someone who is at risk for exposure to COVID-19 and/or has flu-like symptoms, you should self-monitor your temperature and symptoms. You are advised to telework if possible until the risk of COVID-19 has been ruled out. If you begin to experience COVID-19 symptoms, you must self-quarantine for 14 days, complete the Health Tracker, and submit to your supervisor, who will submit the form to COVID19@hii-tsd.com for review, tracking and approval to return to work. If you need assistance with your symptoms, contact your medical provider for further guidance.
- **Pay Policy:** If you have been living with someone who has returned from international travel, feel symptomatic or wish to self-quarantine for 14 days, you may telecommute with approval of management, take PTO, vacation or leave without pay.
- If an employee becomes sick during the quarantine period they should retain any medical documentation received and contact Technical Solutions' Leave Admin Dept. at 1-888-281-5949 as they may become eligible for additional short-term disability benefits.

Testing strategies for critical infrastructure workers who have been exposed to COVID-19 …

Workers in critical infrastructure sectors *may* be permitted to work if asymptomatic after potential exposure to a confirmed case of COVID-19, provided that worker infection prevention recommendations and controls (e.g. social distancing and/or face coverings) are implemented and an approved testing strategy is utilized. The U.S. Centers for Disease Control has established guidance specific to such testing strategies for critical infrastructure workers. That guidance is found here. Any employee who wishes to utilize a testing strategy to effectively shorten the recommended 14-day post exposure quarantine should only do so if the strategy is in compliance with the published CDC guidelines.

Newport News Shipbuilding and Ingalls Shipbuilding have established testing strategies and services based on the CDC guidelines, which are already approved by Technical Solutions' Crisis Management and therefore should be used by Technical Solutions employees working at those facilities or in direct support.

Note that many U.S. government installations, facilities and vessels do not recognize any such testing strategy and require the full 14-day post-exposure quarantine before access is approved.

If you have been diagnosed with COVID-19 ...

- **Your Action:** If you have tested positive and/or been diagnosed with COVID-19, you must call your supervisor and not return to work until:
    - At least 10 days have passed since symptoms first appeared (or from the date you tested positive if asymptomatic), and
    - At least 24 hours have passed without fever and without use of fever-reducing medication, and
    - Be symptom-free for a minimum of 24 hours.
    - To return to work, you will be required to complete the Health Tracking Form (Table 1), submit it to your supervisor with any other applicable medical documentation before receiving approval to return to your job site. Supervisors should submit the form and any medical documentation to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to mary.morrison@hii-upi.com.)
- **Pay Policy:** If you have tested positive and/or been diagnosed with COVID-19, you must not return to work until meeting the above criteria. You should provide your supervisor with documentation of your diagnosis. Upon receipt of the documentation, if you are well enough to work (asymptomatic), your supervisor will make arrangements for you to telecommute if possible. If working from home is not

possible, you may use PTO, vacation, leave without pay or retain any medical documentation received and contact Technical Solutions' Leave Admin Dept. at 1-888-281-5949 as you may become eligible for short-term disability benefits. If you work on a direct charge contract, your supervisor will notify you if there is a special charge number that is authorized by Contracts.

If you are unable to work due to government closures or other COVID-19 matters ...

- **Your action:** Discuss with your supervisor and retain documentation regarding the circumstances prior to charging. It is important to retain the information, as supervisors will be requested to provide documentation to the Contracts organization for each item.
- **Pay Policy:** Normal pay based on time charged. Each employee's situation reviewed every two weeks.

If you cross a U.S. border to get to work ...

If you cross a U.S. border to perform work for HII (e.g., if you live in Mexico and commute to and from your home to get to work), you can continue to work unless there are U.S. government or U.S. Navy requirements that prohibit you from working in specific areas, spaces, etc. Please contact your supervisor for additional guidance.

If none of these situations applies to you ...

You can still help prevent the spread of COVID-19. Please adhere to the CDC guidelines for coronavirus prevention, including:

- Washing your hands thoroughly and frequently with soap and water.
- Not touching your face.
- Practicing social distancing when interacting with others.
- Wearing face coverings when indoors and/or unable to maintain social distance.
- Avoiding large crowds when/where possible.

TIME-CHARGING GUIDANCE

The following time-charging guidance is applicable to all Technical Solutions employees, except those at San Diego Shipyard. Employees there should follow supervisor guidance.

Use of the charge numbers below requires supervisor coordination and approval.

For direct employees:

Contract Level COVID-19 Impact Charge for your contract ending with "XXX" or "XXXX" Example: Project ID: 123456.123.1234.123.XXX	Requires documentation

For indirect employees:

CVIRUS.OVH *For employees who normally charge overhead*	Requires documentation
CVIRUS.M&S. *For employees who normally charge procurement /material*	Requires documentation
CVIRUS.ADM *For employees who normally charge G&A*	Requires documentation

Note: It is understood some employees may be partially impacted; for example, some employees may have only 20% of their time impacted as described above, and the remainder able to normally charge as worked. Please coordinate with your supervisor and document accordingly. For other costs not described above, discuss with HR and Finance.

COMMUNICATIONS

As a reminder: All of the latest guidance and updates are posted on Technical Solutions' Coronavirus Resource Portals:

- Internal link: https://portal.hii-tsd.com/sites/TSroot/Pages/stories/covid-19.aspx
- External link: https://tsd.huntingtoningalls.com/coronavirusinfo/

Technical Solutions
Health Tracking Form

Huntington
Ingalls
Industries

Hard Stuff Done Right ™

**Technical Solutions' Health Tracking Form for those exposed to OR diagnosed
with a confirmed case of COVID-19 or returning to the U.S. from international travel.**

Employee *Exposure* Monitoring
Employees who have had <u>close contact</u> with persons with confirmed cases of COVID-19,have returned to the U.S. from international travel, or that are otherwise directed, must quarantine after last exposure for a period of 14 days. Employees working on customer sites that don't require a 14-day quarantine or in other mission-critical functions where teleworking is not viable are eligible to shorten their quarantine, per the latest CDC guidelines. Based on local availability of viral testing, the company may require employees without symptoms to end quarantine:

- On day 10 without testing.
- On day seven after receiving a negative test result. The test must be taken within 48 hours of the quarantine period ending.

During that time, employees must not come to work, monitor their health, and should practice social distancing. *Employees who become sick with fever, cough or difficulty breathing* during the quarantine period must call ahead to their local medical provider and seek treatment and notify their supervisor.

Close contact is defined as either:
  a) being within approximately 6 feet (2 meters) of a COVID-19 case for greater than 15 minutes; close contact can occur while sharing a workspace with a COVID-19 case.
  b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Employees should quarantine at home as soon as they are informed about the exposure to a confirmed case of COVID-19. Note: The quarantine period starts on the date/time they were last exposed, not the date/time they were informed of the exposure. The confidentiality of workers who test positive must be maintained in the process. Employees exposed in the workplace will be paid during the quarantine period.

Employees who <u>do not</u> become sick during the 14-day period at home will need to fulfill certain requirements before they can return to work. These requirements involve documentation of temperature readings and symptom observations twice each day using the Health Tracking Form (Table 1). This documentation should start as soon as the employee **is informed** of the potential exposure. Failure to record these documented observations twice daily during the quarantine period will delay an employee's return to work.

Employee *Confirmed Case* Monitoring
Employees who have tested positive and/or been diagnosed with COVID-19 must call their supervisor and not return to work until:
- At least 10 days have passed since symptoms first appeared (or from the date you tested positive if asymptomatic), and
- At least 24 hours have passed without fever and without use of fever-reducing medication, and
- Be symptom-free for a minimum of 24 hours.

To return to work, you will be required to complete the Health Tracking Form (Table 1) and submit it to your supervisor with any other applicable medical documentation.

The following table (Table 1) was created based on the Centers for Disease Control's (CDC) CARE program (Check and Report Everyday) and may be used to document these observations twice daily. It must be signed by the effected employee making the observations, as well as their immediate supervisor. Supervisors should submit the completed form and any medical documentation to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to <u>mary.morrison@hii-upi.com</u>.)

Table 1: For Technical Solutions Employees who were either exposed to COVID-19, traveled internationally, OR diagnosed with COVID-19. *Temperature and description of symptoms must be documented twice daily using the table.*

I am using this form because I was (choose one):

☐ **Exposed to COVID-19, returned to the U.S. from international travel, or was otherwise directed**
- Day 0 is the day you were last exposed or returned from travel. Day 1 is the day you **were informed of the exposure** and/or began monitoring. For those following the seven-day quarantine with testing, attach a copy of negative test result to include date test was administered along with this completed form.

☐ **Diagnosed with COVID-19**
- Day 0 is the date you first became symptomatic or the date you were tested if you are asymptomatic. Day 1 is the day you received a positive test result and/or elected to begin self-monitoring.

Day	Time of Day	Date	Symptoms	Temperature (Degrees F)
Day 0	N/A			N/A
Day 1	AM			
	PM			
Day 2	AM			
	PM			
Day 3	AM			
	PM			
Day 4	AM			
	PM			
Day 5	AM			
	PM			
Day 6	AM			
	PM			
Day 7	AM			
	PM			
Day 8	AM			
	PM			
Day 9	AM			
	PM			
Day 10	AM			
	PM			
Day 11	AM			
	PM			
Day 12	AM			
	PM			
Day 13	AM			
	PM			
Day 14	AM			
	PM			

Today's Date: _____

I confirm that the information provided on this form was documented daily and is accurate.

Employee name (Print): _____   Employee signature: _____

Supervisor name (Print): _____   Supervisor signature: _____