The following guidance applies to all Technical Solutions employees, *regardless of vaccination status*, working remotely or on-site at HII or customer facilities. While the threat of COVID-19 still exists and some protective control measures are still in place, Technical Solutions and many of our customer sites are transitioning back to the work site.

Technical Solutions' return to the work site includes a revision to the Flexible Work Arrangement (FWA) procedure, which optimizes employee work-life balance by authorizing "hybrid" work arrangements—i.e., an individual's performance of work and electronic collaboration away from the traditional office environment.

Key Considerations:

- Employees designated as "hybrid" will continue to telework in accordance with their flexible work arrangement.
- Employees designated as "hybrid" or "100% on site" will adhere to all COVID-19 related guidance and policies when working at any HII site.
- Designated site leads for Technical Solutions owned or leased sites will help develop guidance tailored per site.
- Employees at customer sites will follow site guidance at those locations.

EMPLOYEE ROLE	MANAGER ROLE	SITE LEAD ROLE
- Self-report your vaccination status by logging into your UPoint account from www.hiibenefits.com. Once logged in, click the "COVID-19 Self-Reporting" banner at the top of your homepage, read the instructions and fill out the brief questionnaire. - Report any illness or positive COVID-19 test to your supervisor. - While at Technical Solutions work locations: - Non-vaccinated employees should wear a face covering and exercise social distancing. - Wash hands often; cover coughs and sneezes. - Clean and disinfect commonly used surfaces daily. - Go home/stay home if sick. - Comply with all COVID-19 related guidance. - Follow customer guidance at customer sites	- Ensure all employees self-report their vaccination status in UPoint - Ensure face covering and social distancing practices are followed for all non-vaccinated employees. - Cascade and enforce all COVID-19 related guidance and report issues of non-compliance to leadership. - Report COVID-19 positive cases. - Provide accommodations to vulnerable individuals to the extent possible. - Ensure visitors complete the COVID-19 Visitor Form and comply with all COVID-19 related guidance.	- Ensure face covering and social distancing practices are followed on site. - Cascade and enforce all COVID-19 related guidance and report issues of non-compliance to leadership. - Report COVID-19 positive cases. - Provide accommodations to vulnerable individuals to the extent possible. - Ensure visitors complete the COVID-19 Visitor Form and comply with all COVID-19 related guidance.

Safety briefing
Prior to returning to a Technical Solutions facility, all employees will review and acknowledge the updated "Return to Work Site" safety presentation.

Masking
As of May 16, 2021, and in alignment with guidance from the Centers for Disease Control and Prevention (CDC), HII no longer requires fully vaccinated employees to wear face masks, unless they live in a state or locale that requires it. Unvaccinated employees and those going through the vaccination process must still wear a face covering while at work and are subject to discipline, up to and including termination, if found to be unvaccinated and not wearing a mask and unable to maintain social distance. Note: Employees working in leased facilities should follow landlords' masking and social distancing guidance in lobbies, restrooms, elevators and other common areas.

Self-reporting
In order to track which employees are able to go mask free, we are requiring all employees to self-report your vaccination status in UPoint if you received a COVID-19 vaccine in the community. You can self-report by logging into your UPoint account from www.hiibenefits.com [hiibenefits.com]. Once logged in, click the "COVID-19 Self-Reporting" banner at the top of your homepage, read the instructions and fill out the brief questionnaire.

Employee health monitoring
Employees are expected to self-monitor and stay home if they feel sick. Daily self-temperature checks are highly encouraged prior to arriving at work.

Testing, isolating and contact tracing
Managers/site leads will continue to report positive cases of COVID-19 and support workforce contact tracing and quarantine requirements. Fully vaccinated employees are not required to quarantine if identified as a "close contact" during contact tracing.

Sanitation

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Custodial staff will continue 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
To help minimize COVID-19 risk as employees return to work, HII leadership has updated the company's travel policy. Effective Oct. 6, 2021, Technical Solutions employees who are not fully vaccinated against COVID-19 will be prohibited from air travel for company business. Social distancing is difficult—and sometimes impossible—during air travel, so unvaccinated employees will not be allowed on company travel via airplane to help ensure their safety. Traveling by car is allowed, however, if feasible. Additional travel guidance is available on Technical Solutions' Coronavirus Resource Portal.

Managers
All managers will monitor the workforce and identify employees who may be ill or exhibiting flu- or COVID-like symptoms. All identified positive cases must be reported to the Crisis Management team at COVID19@hii-tsd.com.

Do not allow symptomatic persons to physically return to work or visit the facility until they have been symptom-free for 24 hours. Employees that test positive for COVID must meet the CDC criteria for ending isolation and receive approval from Crisis Management before returning to work by submitting appropriate documentation to the email address shown above.

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.

Guidance for Employees Working in — Industrial Facilities

Special Considerations for Industrial Sites:

Social distancing – Non-vaccinated employees should social distance when it does not interfere with safety or operations.

Protective equipment – Non-vaccinated employees should wear face coverings unless they interfere with mandatory PPE. Gloves should be worn when interfacing with the public, having physical contact with others, or sharing equipment.

Guidance for Employees Working at — Customer Site Locations

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

Masking and social distancing
Employees—whether they are vaccinated or not—should follow customer's guidance related to masking and social distancing.

Telework
Continue to follow customer guidance.

Employee health monitoring
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
Employees should continue to support essential travel as directed by the customer; however, effective Oct. 6, employees who are not fully vaccinated against COVID-19 are prohibited from air travel. Additional travel guidance is available above and on Technical Solutions' Coronavirus Resource Portal.

Managers
Managers will monitor the workforce and identify employees who may be ill or exhibiting flu- or COVID-19-like symptoms and send them home. All positive identified positive cases must be reported: COVID19@hii-tsd.com. Do not allow symptomatic persons to physically return to work until they have been symptom-free for 24 hours. Employees that test positive or are otherwise quarantined for COVID-19 must meet the CDC and customer criteria for ending isolation and receive approval from Technical Solutions' Crisis Management team before returning to work.

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 business partner or send an email to crisismanagement@hii-tsd.com.