

As Technical Solutions President **Andy Green** announced on Nov. 17: “More and more of our contracts are being modified or issued with the federal contractor mandate contract clause, and we expect that trend to continue.”

While the situation is changing every day, **HII leadership continues to encourage Technical Solutions employees to get vaccinated and to submit proof of vaccination or exemption to the company.**

If you have not been vaccinated, please call 1-800-232-0233 or text your ZIP code to 438829 to find and schedule a free vaccine near you. For more information, please visit [HII's COVID-19 Vaccines](#) website.

FACE COVERINGS (MASKS)

In accordance with the U.S. government's Safer Federal Workforce Task Force guidance, **Technical Solutions employees who live or work in an area of “high” or “substantial” community transmission are required to wear masks while in public, indoor areas of our facilities—regardless of their vaccination status.** The Centers for Disease Control and Prevention's [COVID-19 Integrated County View](#) currently indicates areas where high or substantial risk levels of community transmission. Signs will be posted at facility entrances to communicate the local COVID-19 transmission rate. We will continue to monitor CDC data, and adjustments to mask requirements will be made and communicated accordingly.

Whether working at a Technical Solutions site or a customer or host site, face coverings must:

- Cover the nose and mouth.
- Fit snugly against the face with no significant gaps.
- Be disposable or have two or more layers of washable fabric.

Employees are allowed to wear their own, personal masks that meet appropriate business conduct guidelines. Employees who wish to have a mask provided to them by the company may contact their supervisor for assistance. Supervisors needing assistance with providing masks may reach out to ehs@hii-tsd.com.

More information on face covering guidance can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

QUARANTINING—NON-VACCINATED until Jan. 18, 2022

Technical Solutions requires a 10-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 10-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:

- After day 10 without testing.
- After day seven, after receiving a negative test result. The test must be taken within 48 hours of the quarantine period ending, no sooner than the fifth day.

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).

Employees who are fully vaccinated are no longer required to quarantine after close contact; however, the employee's vaccination verification must be emailed to vax-verification@hii-tds.com.

Effective July 26, fully vaccinated employees who test positive for COVID-19 can qualify for a five-day paid waiting period before they are eligible for short-term disability coverage or they are cleared to return to work onsite. To apply and qualify for the paid waiting period if you test positive for COVID-19, you must have self-reported in UPoint that you are fully vaccinated, or otherwise have uploaded vaccination records to vax-verification@hii-tds.com. An HR representative will respond to email requests for the five-day paid waiting period and provide a charge code that has been approved for the employee to use for this purpose. Requests should be forwarded to covid19@hii-tds.com.

TRAVEL until Jan. 18, 2022

Non-vaccinated employees returning from domestic or international travel must quarantine for a period of 10 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.

There are no quarantine or testing requirements for fully vaccinated employees returning from domestic travel. However, 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 of their own.

Fully vaccinated employees returning from international business travel are required to get tested three to five days after travel but are not required to quarantine. Employees traveling to or returning from travel to locations other than the United States should adhere to any travel quarantine requirements for those countries.

DOMESTIC TRAVEL

If you are vaccinated, returning from domestic travel ...

- There are no additional requirements. (See above.)

If you are non-vaccinated, returning from domestic travel ...

- Non-vaccinated employees returning from domestic travel must quarantine for a period of 10 days or until being tested three to five days after travel and a negative test result is obtained. Negative test results will allow affected employees to return to work no sooner than the eighth day, having remained away from the workplace for at least seven days. Employees returning from domestic 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-tds.com for review, tracking and approval to return to work.
- **Personal Travel Pay Policy:** If the travel was for personal reasons, arrangements will be made, when feasible, for employees to telecommute during the quarantine period. If that is not possible, employees will be required to use PTO, vacation, Family Medical Leave Act (FMLA Leave) or leave without pay as necessary to cover the time away from work.

INTERNATIONAL TRAVEL until Jan. 18, 2022

If you are returning from international travel ...

- Non-vaccinated employees returning to the United States from international travel, business or personal, must quarantine for a period of 10 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.

- Fully vaccinated employees should still get tested three to five days after travel but are not required to quarantine. 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 their supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work.
- **Personal Travel 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.
- Fully vaccinated employees who have a documented exposure may be tested three to five days after exposure to determine whether they have recently contracted COVID-19. These employees will wear a mask in public, indoor settings for 14 days or until they receive a negative result. Results shall be provided to Crisis Management for review and archival.
- **Effective July 26, fully vaccinated employees who test positive for COVID-19 can qualify for a five-day paid waiting period before they are eligible for short-term disability coverage or they are cleared to return to work onsite.** To apply and qualify for the paid waiting period if you test positive for COVID-19, you must have self-reported in UPoint that you are fully vaccinated. An HR representative will respond to email requests for the five-day paid waiting period and provide a charge code that has been approved for the employee to use for this purpose. Requests should be forwarded to covid19@hii-tsd.com.
- **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. California-based employees may be eligible for additional benefits and should contact the Leave Admin Dept. at 1-888-281-5949.

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. 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.

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 in accordance with the “Quarantining” guidance provided in this document.
- 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.
- 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.
- Fully vaccinated employees who have a documented exposure to COVID-19 may be tested three to five days after exposure and shall wear a mask in public, indoor settings for 14 days or until they received a negative result. Results shall be provided to Crisis Management for review and archival.
- **Pay Policy:** Upon receipt of the documentation, your supervisor will make arrangements for you to telecommute if possible. You may also contact your state’s unemployment insurance department for more information about eligibility and/or applying for unemployment benefits. California-based employees may be eligible for additional benefits and should contact the Leave Admin Dept. at 1-888-281-5949.
Effective July 26, fully vaccinated employees who test positive for COVID-19 can qualify for a five-day paid waiting period before they are eligible for short-term disability coverage or they are cleared to return to work onsite. An HR representative will respond to email requests for the five-day paid waiting period and provide a charge code that has been approved for the employee to use for this purpose. Requests should be forwarded to covid19@hii-tsd.com.

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 the “If you have been diagnosed with COVID-19” section below.

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: Effective July 26, fully vaccinated employees who test positive for COVID-19 can qualify for a five-day paid waiting period before they are eligible for short-term disability coverage or they are cleared to return to work onsite.** An HR representative will respond to email requests for the five-day paid waiting period and provide a charge code that has been approved for the employee to use for this purpose. Requests should be forwarded to covid19@hii-tsd.com
- 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. California-based employees may be eligible for additional benefits and should contact the Leave Admin Dept. at 1-888-281-5949.

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-tds.com for review, tracking and approval to return to work.
- **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. **Effective July 26, fully vaccinated employees who test positive for COVID-19 can qualify for a five-day paid waiting period before they are eligible for short-term disability coverage or they are cleared to return to work onsite.** An HR representative will respond to email requests for the five-day paid waiting period and provide a charge code that has been approved for the employee to use for this purpose. Requests should be forwarded to covid19@hii-tds.com. 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. California-based employees may be eligible for additional benefits and should contact the Leave Admin Dept. at 1-888-281-5949. 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.

COMMUNICATIONS

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

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

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 *close contact 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 10 days. Employees working on customer sites that don't require a 10-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, no sooner than day five.

During that time, employees must not come to work, should monitor their health and 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).

Non-Vaccinated 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.

Vaccinated Employees should be tested five to seven days after exposure and should wear masks while in public, indoor areas for 14 days or until they receive a negative COVID-19 test result.

Employees who do not become sick during the 14-day period at home will need to fulfill certain requirements before they can return to work. These requirements involve using the Health Tracking Form (Table 1).

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. Supervisors should submit the completed form and any medical documentation to COVID19@hii-tds.com for review, tracking and approval to return to work.

Table 1: For Technical Solutions Employees who were either exposed to COVID-19, traveled internationally, OR diagnosed with COVID-19.

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.

Please answer the following COVID-19 health tracking questions:

1. Do you have any of these symptoms that are not caused by another condition? Y/N

- | | |
|---|---------------------------------|
| ▪ Fever or chills | ▪ Headache |
| ▪ Cough | ▪ Recent loss of taste or smell |
| ▪ Shortness of breath or difficulty breathing | ▪ Sore throat |
| ▪ Fatigue | ▪ Congestion |
| ▪ Muscle or body aches | ▪ Nausea or vomiting |
| | ▪ Diarrhea |

2. If you are not fully vaccinated, have you been in close contact with anyone with COVID19 in the past 14 days? Y/N

Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).

3. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test? Y/N

4. Within the past 14 days, has a public health or medical professional told you to selfmonitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection? Y/N

Today's Date: _____

I confirm that the information provided on this form is accurate.

Employee name (Print): _____

Employee signature: _____

Supervisor name (Print): _____

Supervisor signature: _____