Technical Solutions — Huntington Ingalls Industries

As we begin the new year, we are faced with a significant post-holiday spike in COVID-19 case rates nationwide. The virus is now known to be spreading more quickly through the population. Many of us have been traveling and spending time with family and friends and may have unknowingly contracted the virus.

Therefore, **employees and managers who work at HII locations and can perform their job remotely are encouraged to work from home for the next week** to help prevent further spread of the virus in the workplace. Employees who work at a customer location should return to work on Monday, unless directed otherwise by their supervisor, and follow the guidelines provided below.

The CDC recommends that employees take the following steps to protect themselves at work:

- Stay home if sick—except to get medical care.
- Practice social distancing by keeping at least 6 feet away from co-workers, customers and visitors when possible.
- Wear a mask, especially when social distancing is not possible.
- Inform your supervisor if you develop COVID-19 symptoms at work. No one with symptoms should be present at the workplace.
- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing or sneezing or having been in a public place.
- Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- To the extent possible, avoid touching high-touch surfaces in public places—elevator buttons, door handles, handrails, etc.
- Where possible, avoid direct physical contact such as shaking hands with people.
- Avoid all non-essential travel.

Employees who feel ill or have been in close contact with persons known to be contagious for COVID-19 should not return to work until they meet the CDC's criteria to discontinue home isolation. We strongly encourage employees to seek testing as necessary. For more information, refer to the CDC's quarantine and isolation page.

Questions can be directed to Technical Solutions' COVID-19 Response Team at crisismanagement@hii-tsd.com.