Technical Solutions
# COVID-19 Guidance & Policies
*Updated March 2, 2022*

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This document outlines Technical Solutions' standard policies for masking, social distancing, remote work and other COVID-19 health and safety requirements. It applies to Technical Solutions employees and Technical Solutions facilities, including Technical Solutions offices and internal common areas. External areas shared by other tenants (elevators, lobbies, etc.) and work areas controlled by non-Technical Solutions entities may be subject to different requirements.

In addition to this guidance, Technical Solutions may issue temporary guidance for a Technical Solutions facility or facilities based on emergent public health guidance, guidance from the Safer Federal Workforce Task Force, state or local requirements, and/or local COVID-19 community levels. Should temporary guidelines be necessary for a specific location or time period (for instance, because of local high community levels), Technical Solutions will issue that temporary or site-specific guidance in a separate guidance document. Facility site leads will post instructions concerning any site-specific guidance at all entrances to each affected Technical Solutions facility. Employees are responsible for reviewing all communications and signage posted for their specific work location and adhering to it.

If you are a Technical Solutions employee who works at a government or other non-Technical Solutions facility, you must comply with the facility requirements imposed at that government or non-Technical Solutions site. For those Technical Solutions employees, contact your program manager for further guidance on specific government or non-Technical Solutions facility requirements that may apply to you. Program managers should inform their Technical Solutions Contracts representative if an employee is subject to customer-imposed facility access requirements that differ from Technical Solutions' facility access requirements.

Non-Technical Solutions employees visiting a Technical Solutions facility must follow the facility requirements outlined in this guidance document.

## Vaccination Policy—Applicable to Technical Solutions employees only

- Technical Solutions strongly encourages all Technical Solutions employees to obtain vaccinations against COVID-19.

    o Technical Solutions employees who are fully vaccinated are encouraged to submit proof of vaccination to vax-verification@hii-tsd.com.

    o Acceptable documentation: a COVID-19 vaccination card, immunization record from a pharmacy/health care facility, employee medical record or another official document that lists the vaccination date(s), where administered and vaccine type.

    o For purpose of administering this guidance document, Technical Solutions employees and employees of other wholly owned subsidiaries of HII (together "HII employees") are "fully vaccinated" only if the employee has provided proof of vaccination. In addition, for purposes of these requirements, "fully vaccinated" shall mean two weeks after completion of a two-dose Pfizer or Moderna series or one dose of Johnson & Johnson vaccine.

    o Certain requirements (e.g., face masks) may be different for employees who are fully vaccinated from those who are not fully vaccinated.

- Vaccination Availability

- Vaccines are widely available in the community. To find a convenient location, go to https://www.vaccines.gov.

**Mask Policy – Technical Solutions Facility Requirements**

- General Mask Policy

    o Unless instructed otherwise by the Technical Solutions facility site lead (such as through posted signage at entrances during times of high transmission rates), fully vaccinated HII employees and fully vaccinated non-HII visitors who present proof of vaccination are not required to wear a mask while inside a Technical Solutions facility.

    o Any HII employee not fully vaccinated and non-HII visitors who do not present proof of vaccination are required to wear a mask while in a Technical Solutions facility during the following circumstances: (1) in Technical Solutions common spaces or moving from one place to another; and (2) in a private office/conference room if unable to maintain at least a 6-foot distance from others.

    o Masks must completely cover the nose and mouth when worn.

    o HII employees and visitors may wear their own, personal masks that are compliant with CDC guidance. Employees who wish to have a mask provided to them by the company may contact their supervisor or office manager for assistance. Supervisors and office managers that need assistance may contact ehs@hii-tsd.com.

**Meetings—Technical Solutions Facility Requirements**

- There is no general limit on in-person participants for meetings, but meeting organizers must abide by room occupancy limits and social distancing guidelines as applicable. Organizers are encouraged to hold meetings via WebEx with an in-person option.

- HII employees not fully vaccinated and all visitors who have not presented proof of vaccination must wear a mask while attending in-person meetings unless social distancing is possible and maintained. Unless instructed otherwise by the Technical Solutions facility site lead (such as through posted signage at entrances during times of high transmission rates), fully vaccinated HII employees and fully vaccinated non-HII visitors who present proof of vaccination are not required to wear a mask while attending in-person meetings at Technical Solutions facilities.

**Business-Related Travel—Technical Solutions employees only**

- Air Travel

    o Technical Solutions employees not fully vaccinated are not permitted to travel by air for business purposes unless approved in advance by the relevant Technical Solutions business group president. Fully vaccinated Technical Solutions employees should work with their division travel coordinators before arranging for air travel to determine whether any location specific or temporary restrictions apply.

    o Customer Business—If a Technical Solutions employee anticipates travel required by the customer, please contact your program manager for further guidance.

- Ground travel

o Technical Solutions employees not fully vaccinated must wear a mask when occupying a vehicle with another person for travel-related work.

## Self-Monitoring and Symptom Checks

- Technical Solutions employees, regardless of work location, shall notify their supervisor privately, in writing or verbally, if experiencing new or previously unreported COVID-19 symptoms. Employees are not to come to work if they are experiencing any COVID-19 symptoms and should telework if possible.

    o COVID symptoms include a temperature equal to or higher than 100.4 degrees, chills, new cough, difficulty breathing, sore throat, muscle or body aches, vomiting or diarrhea, a new loss of taste or smell, or a pending COVID-19 test.

- Technical Solutions employees or visitors are not allowed in a Technical Solutions facility if the employee or visitor tests positive for COVID-19, a licensed healthcare provider suspects or diagnoses the employee or visitor as COVID-19 positive, or the employee or visitor exhibits symptoms consistent with COVID-19.

- Technical Solutions employees or visitors who are not fully vaccinated and have had "close contact"[1] with a person who is COVID-19 positive should not enter a Technical Solutions facility.

## Reporting, Isolation/Quarantine and Returning to the Office

- **Positive Test, Diagnosis or Symptoms of COVID-19**

    o If you have tested positive for COVID-19, been diagnosed as COVID-19 positive by a licensed healthcare provider or have COVID-19 symptoms, you should isolate and may not access any Technical Solutions facility for at least five full days from the onset of your symptoms or the date of your positive test/diagnosis, whichever comes first.

    o Technical Solutions employees who have tested positive for COVID-19, been diagnosed as COVID-19 positive by a licensed healthcare provider or have COVID-19 symptoms, regardless of work location (e.g., customer site, home office), must notify their supervisor and provide a Report of Employee COVID-19 Case to Technical Solutions EH&S at crisismanagement@hii-tsd.com.

    o Technical Solutions EH&S will advise you when you can return to a Technical Solutions facility based on the onset of your symptoms or the date of your positive test/diagnosis, whichever comes first. Generally speaking, most employees may return after five full days if they are fever-free for 24 hours (without use of fever-reducing medication) and without symptoms; however, employees will be instructed to wear a mask for another five days in all Technical Solutions facilities regardless of their vaccination status.

- **Exposed to COVID-19 with No Symptoms[2]**

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[1] "Close contact" means you have been less than 6 feet away from an infected person for a total of 15 minutes or more over a 24-hour period.
[2] According to the CDC, "exposure" means you have been in direct contact with a person infected with COVID-19 in a way that increases the likelihood of getting infected with the virus. Exposures are active incidents (e.g., an unmasked person with COVID-19 joins you in the elevator and sneezes without covering their nose and mouth).

- **If you are fully vaccinated** and you do not develop symptoms, you may still access Technical Solutions facilities only if necessary for your job duties and with a mask in all Technical Solutions facilities for at least 10 full days after your last "close contact" with someone with COVID-19.

- **If you are not fully vaccinated but have had a confirmed case of COVID in last 90 days** (based on a viral test) and you do not develop symptoms, you may still access Technical Solutions facilities only if necessary for your job duties and with a mask for at least 10 full days after your last "close contact" with someone with COVID-19.

- **If you are not fully vaccinated** and have not had a confirmed case of COVID-19 in the last 90 days, you may not access any Technical Solutions facility for at least five days. Notify Technical Solutions EH&S at crisismanagement@hii-tsd.com and copy your supervisor. Provided you do not develop symptoms, after five full days, you may access Technical Solutions facilities only if necessary for your job duties and with a mask for at least 10 full days after your last close contact with someone with COVID-19. Employees who have not verified their vaccination status through vax-verification@hii-tsd.com will be considered and treated as unvaccinated.

## Technical Solutions' Time-Charging Procedures—Technical Solutions Employees only

- Fully vaccinated Technical Solutions employees who test positive for COVID-19 (rapid tests administered at home are acceptable) or diagnosed as COVID-19 positive by a licensed healthcare provider may qualify for a five-day paid waiting period if they are unable to telework. If you are eligible, HR will provide you with a charge code and instructions. Effective the release date of this guidance this only applies to the first positive test/diagnosis of COVID-19.

  - If your medical condition continues beyond seven calendar days and you are not able to return to work after the end date noted above, please inform your supervisor and contact the Technical Solutions Leave Admin Dept. at TSDLeaveAdmin@hii-tsd.com to initiate a medical leave and disability claim. Legacy Alion employees: Contact Prudential to initiate a medical leave or disability claim (www.prudential.com/mybenefits or 877-367-7781).

- Technical Solutions employees may be eligible for state-specific COVID leave benefits.
  - Legacy Technical Solutions employees: Please reach out to the Technical Solutions Leave Administration Dept. via email at TSDLeaveAdmin@hii-tsd.com or by phone at 1-888-281-5949.
  - Legacy Alion employees: Please work with your supervisor and HR point of contact for eligibility and appropriate time-charging.

## Protecting Yourself and Others with Information

Technical Solutions encourages employees to stay up-to-date on the latest information regarding COVID-19 transmission rates in their communities and guidance on how to protect themselves and others from COVID-19. Technical Solutions encourages employees to review information published by the CDC, which includes a variety of topics to help slow the spread of COVID-19, including:

- COVID-19 vaccination information and eligibility.
- Up-to-date information on variants of COVID-19.
- COVID-19 symptom checker.
- Face covering guidance.
- COVID-19 testing.
- Domestic and international air travel.