

GENERAL QUESTIONS

1. Why is HII mandating vaccines now?

On Sept. 9, 2021, President Biden issued an executive order requiring that federal contractors comply with vaccination guidelines developed by the Safer Federal Workforce Task Force. The guidelines direct federal departments and agencies to include a contract clause in essentially all federal contracts to require federal contractors to comply with the task force guidelines. HII is implementing a vaccine mandate to comply with the task force and contractual requirements being mandated by the federal government.

2. What do the Task Force guidelines require?

The task force guidelines requires that “all covered contractor employees are fully vaccinated for COVID-19.” It applies to all full-time and part-time employees at any of HII’s workplaces, at any other contractor workplaces, to any employees who work indoors or outdoors, and to any employees who perform any work on or in connection with a federal contract.

3. When is the deadline to be vaccinated?

The task force deadline to be fully vaccinated is Dec. 8, 2021. “Fully vaccinated” is defined as having two weeks pass since your final dose. The [vaccine mandate chart](#) helps define this period for the three vaccines currently available: Pfizer, Moderna and Johnson & Johnson.

4. What are the consequences of not getting fully vaccinated by the deadline?

It will be a condition of our contracts for all employees to be fully vaccinated as of Dec. 8. As such, it will be a condition of continued employment for employees to be fully vaccinated by Dec. 8.

5. Will there be any alternatives to vaccination such as weekly testing?

There is no testing option under the vaccination guidelines defined by the task force. However, HII through each division is implementing a process to determine whether individuals are (1) eligible for an exemption under religious or medical grounds and (2) for those employees who are eligible for a religious or medical exemption whether the company can accommodate them based on a number of factors and in accordance with federal law.

6. What if Virginia or a locality has approved legislation in place or in process to protect workers from this executive order, am I then exempt?

No, the executive order and the Federal Acquisition Regulations (FAR) mandates the COVID vaccine as a job requirement for all federal contractor employees and, in situations where federal law and state law conflict, federal law controls.

HOW THE MANDATE APPLIES

7. Do telework and remote workers have to get vaccinated?

Yes, remote workers, regardless of where they work, must be fully vaccinated by Dec. 8, 2021. The executive order and Federal Acquisition Regulations (FAR) mandate do not provide for any exceptions for telework or remote workers.

8. Does the federal vaccine mandate apply to Technical Solutions employees working outside of the United States?

No. The federal vaccine mandate does not apply to any Technical Solutions employees who exclusively perform work outside the United States or outside its “outlying areas.” Outlying areas of the United States (where the mandate would apply) include Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, U.S. Virgin Islands and some minor outlying islands. However, employees who travel in and out of country for work must comply with the federal vaccine mandate. Also, it is important to note that while the Safer Federal Workforce guidelines exclude foreign-based workers from the vaccine mandate, individual agencies do have discretion to expand the mandate. If a situation arises where an agency expands the vaccine mandate to HII employees working exclusively in foreign countries on a specific contract, HII will work with that agency and the affected employees to manage such a requirement.

9. Do visitors to our worksites have to be vaccinated?

Technical Solutions will not require short-term visitors to provide proof of vaccination. Sites are expected to follow CDC guidance on masking and social distancing in required substantial and high transmission areas.

10. Do suppliers and subcontractors at our worksites have to be vaccinated?

Yes. The task force guidelines require all subcontractors to be fully vaccinated by Dec. 8 as a condition on the contract.

11. What if a Technical Solutions employee is performing work on a customer site?

Those employees will have to be vaccinated under the federal contractor mandate. For employees that receive an adjudicated exemption and are eligible for an accommodation the company and its employees will need to follow the requirements of their assigned federal worksite, which may or may not honor an HII-issued exemption or accommodation.

12. What if I contracted COVID-19, recovered from the disease, and I have an antigen test proving I have natural immunity? Am I exempt from the vaccine mandate?

No, unfortunately the task force guidance states that “a covered contractor cannot accept a recent antibody test from a covered contractor employee to prove vaccination status” and that “covered contractor employees who have had a prior COVID-19 infection are required to be vaccinated.”

13. Are there any time allowances in the event that someone contracts COVID and cannot become fully vaccinated by the deadline?

Employees who believe they have a medical condition that prevents them from being vaccinated may submit a medical exemption request.

14. Can an employee use PTO after Dec. 8 until they are fully vaccinated?

No, employees that do not have an adjudicated exemption and accommodation must be fully vaccinated by Dec. 8 as a condition of continued employment.

15. What if I have recently recovered from a COVID-19 infection and am within the CDC-recommended waiting period to receive a vaccination?

You should submit a medical exemption request form seeking temporary exemption from vaccination until you have completed the CDC recommended waiting period. Request for a medical exemption must be submitted by Oct. 29.

16. I contracted COVID-19 and received monoclonal antibody or convalescent plasma therapy. When should I get the vaccine?

In this case, the CDC recommends waiting 90 days before being vaccinated. If this precludes you from being fully vaccinated by the Dec. 8 deadline, please submit a medical exemption request form for a temporary exemption from this requirement.

GETTING VACCINATED

17. Do the Moderna and Johnson & Johnson vaccines also fulfill the mandate, even though those are not fully approved by the U.S. Food and Drug Administration (FDA)?

Yes. Both vaccines have been granted emergency authorization by the FDA, which means they have undergone rigorous tests. The Pfizer vaccine, which is fully approved by the FDA, is offered at QuadMed, which operates the HII Family Health Center in Newport News—near the shipyard. Additionally, all the vaccines are available through civilian health care providers across the United States.

18. The Pfizer vaccine has gone through a name change. Is that cause for concern?

No. According to the CDC, after vaccines receive full FDA approval, companies can market the vaccine under a brand name. The Pfizer-BioNTECH COVID-19 vaccine has been approved by the FDA for individuals 16 years of age and older and is now marketed as COMIRNATY.

19. If everyone at a Technical Solutions facility is fully vaccinated, will masks still be required?

The forthcoming Federal Acquisition Regulations (FAR) mandate requires that in counties designated by the Centers for Disease Control as having “high or substantial” transmission rates, fully vaccinated people must wear a mask in indoor settings when not able to physically distance. In counties where the CDC reports that COVID-19 transmission rates are “low or moderate” for two consecutive weeks fully vaccinated people do not need to wear a mask. We will update this FAQ if the CDC revises this requirement for fully vaccinated people. The company is implementing processes to communicate where masks are required in each specific office. Please continue to check the [COVID guidance page](#) for latest updates.

SUBMITTING PROOF OF VACCINATION

20. Do I need to provide proof of my vaccination?

Yes. Employees will be required to show or provide a digital or hard copy of their vaccination record. Falsification of government vaccination forms is a criminal offense. Employees who submit false information may also be subject to termination.

21. What should I do if I lost my vaccination card?

If you lost your vaccination card, contact the vaccination provider site where you received your vaccine. They should be able to provide you with a new card or documentation. If the location where you received your COVID-19 vaccine is no longer operating, you should contact your state or local health department’s immunization information system (IIS) for assistance. An attestation of vaccination (i.e. in UPoint) is NOT an acceptable substitute for documentation of proof of vaccination.

22. What is the process for providing proof?

Employees vaccinated through QuadMed (the medical clinic that is co-located with Newport News Shipbuilding) do not have to provide proof. For those vaccinated outside QuadMed, the following documents are acceptable:

- A record of immunization from a health care provider or pharmacy.

- COVID-19 vaccination card.
- A medical record that documents the vaccination.
- Immunization record from a public health or state immunization information system.
- Any other official document verifying a vaccine that lists the vaccine name, date(s) of administration and name of the health care professional or clinic site that administered it.
- Any other official document verifying a vaccine that lists the vaccine name, date(s) of administration, and name of the health care professional or clinic site that administered it.

Submit your vaccination record no later than Nov. 24 using one of the methods below. Send a picture of the front of your card along with your name and employee ID number:

Legacy Alion employees:

Submit your vaccination card through the [COVID Vaccine Portal](#) following the instructions provided and posted on MyAlion COVID Portal. This is NOT necessary if you received an incentive earlier this year upon successful vaccination verification.

All remaining Technical Solutions employees and leased (temporary agency, independent contractors) employees:

Email vax-verification@hii-tsd.com *

**Only authorized personnel with a need to know will have access to your vaccination record.*

23. I was vaccinated through QuadMed. Do I need to provide the company with proof?

No. The company has a record of your vaccination.

24. What will be done with the electronic copy of the information that I provide?

All electronic copies received by Technical Solutions will be retained in a secured medical file and kept separate from personnel files.

25. How can I verify that the company has received and acknowledged proof of my vaccination?

You will receive an email response confirming your vaccination document was received.

26. What do I do if Johnson & Johnson shots are not available in the community as we get closer to the deadline?

While pursuing the single-dose Johnson & Johnson vaccine is an acceptable method of complying with the mandate, local supplies are running low and we encourage employees to plan accordingly.

27. What about the booster shot, is this something I'll need to submit proof of as well?

No, the executive order and federal mandate do not require employees to have the booster shot to be in compliance.

MEDICAL AND RELIGIOUS EXEMPTIONS

28. Are any employees exempt from the vaccination requirement?

The only exemptions to the federal vaccine mandate are for a very limited set of legitimate medical reasons and for sincerely held religious reasons, and only if legally required. However, even if an exemption is granted, it will not guarantee that the person granted the exemption will continue to be employed by Technical Solutions, if providing a reasonable accommodation would cause unreasonable hardship to Technical Solutions, or if no reasonable accommodation is available.

29. What is the process for seeking a medical or religious exemption?

To request an exemption based on a medical disability: Return a [Request for Reasonable Accommodation Medical Exemption/Disability Vaccination Form](#) to vax-disabilityaccommodation@hii-tsd.com by October 29, 2021. Forms must be completed by the employee and a qualified/licensed healthcare provider. Requests will be processed on a rolling basis and responses returned no later than Nov. 2.

The deadline for religious exemptions has passed. We are unable to make any guarantees regarding review and determination timeline for any new requests received. Should you still wish to pursue a religious exemption: Return a notarized copy of a [Request for Reasonable Accommodation Religious Exemption Form](#) to COVID Vaccination form to vax-religiousaccommodation@hii-tsd.com. Note that forms need to be notarized using non-company resources. Most financial institutions have notaries available. Forms that are not notarized will not be accepted. Requests that were received by the previously communicated Oct. 13 deadline will be processed and returned no later than Oc. 22 to allow rejected applicants ample time to still be vaccinated prior to the deadline.

No requests will be considered if they are not submitted through the process defined above. Employees on a leave of absence and future HII hires will be directed to follow the same process.

30. How will I be notified of acceptance/denial of a request for exemption and/or any accommodation?

You will be notified in writing by Human Resources of the decision regarding your request.

31. Who will determine whether accommodations are granted or not?

A committee of Human Resources personnel with oversight from Legal counsel will review each submission and determine if they meet the legal requirements for exemption and can be accommodated.

32. How easy will it be to get a medical or religious exemption?

Technical Solutions will do its due diligence in investigating all submissions and applying governing legal standards to make its decisions. Simply requesting an exemption from vaccination is not a guarantee it will be granted. It is also important to note that while an exemption from vaccination may be granted, accommodation may still be denied if Technical Solutions determines it would pose an undue hardship under the law.

33. What do I do if I don't want to get the vaccine and my request for accommodation is denied?

Employees who are concerned about getting vaccinated are encouraged to consult objective and credible sources of information such as the Centers for Disease Control and Prevention, the National Institutes of Health, the U.S. Food and Drug Administration, and their physicians. We don't want to lose a single team member over this federal requirement, but vaccination will be a condition of continued employment.

34. If my medical or religious request for exemption and reasonable accommodation is denied, do I have to be vaccinated by Dec. 8 to remain employed?

Yes. If you fail to meet the legal requirements for an exemption, or if you meet the requirements but cannot be accommodated, you will be notified in time to be fully vaccinated by Dec. 8.

35. If the request were to be denied what would be the reasoning?

A cross-functional review team will assess each completed exemption form and respond to the employee by Oct. 22 for religious requests and Nov. 2 for medical/disability requests. The company may deny a request for accommodation if the request does not meet requirements under the applicable laws.

36. If my request for exemption and reasonable accommodation is denied, who can I talk to about this?

While there is no formal appeal process, employees with concerns about the denial of an exemption from vaccination or accommodation should submit their concern to the appropriate mailbox and the committee assigned will review on an on-going basis.

37. My vaccination card has my date of birth on it. Do I need to encrypt it before submission?

No, the email is within the Technical Solutions secure network. Only authorized personnel with a need to know will have access to your vaccination record. If you do not have regular access to the Technical Solutions network and determine the need to send proof of vaccination through other means please password protect the document and send the password in a separate email.

38. Are there special medical benefits or insurance coverage for those that become ill, disabled, or die directly related to the receipt of a COVID Vaccine?

Technical Solutions considers the risks to employee health to be far and away substantially greater from remaining unvaccinated against COVID-19. By contrast, the FDA and CDC have considered the approved vaccines to be safe and effective to prevent serious illness. If you believe you have a medical condition that poses a risk to you from vaccination, you may submit a request for a medical exemption through the process described above. Technical Solutions provides various benefits to protect the health and welfare of its employees who become ill for any reason including comprehensive medical coverage, short-term and long-term disability insurance, and life insurance. Ultimately, it will be your choice on whether to get vaccinated but, after December 8, and unless a disability or religious accommodation has been approved, you must be fully vaccinated to continue your employment with Technical Solutions.

39. What is the difference between accommodation and exemption?

An exemption is when you are not required to be vaccinated based on a legitimate medical condition that prevents vaccination or sincere religious belief. An accommodation is the company's ability to respond to the exemption. The company is required to consider each request for accommodation. It's important to know that an employee could be approved for exemption but the company may not be able to accommodate the request

BENEFITS AND INACTIVE EMPLOYEES

40. What documentation will be provided to employees not compliant by Dec. 8 and do not have an approved accommodation?

Separating employees will receive appropriate separation information and out-processing instructions.

41. If I choose to leave the company because I do not want to be vaccinated, will I be eligible for unemployment?

This will be the ultimate decision of each state's employment commission; however, it is our understanding unemployment benefits may not be available, as this is a condition of employment.

42. Will terminated employees receive a severance package?

No, employees who are separated because they choose not to be fully vaccinated are not eligible for severance.

43. How are people who are not currently active at Technical Solutions (either FMLA, leave of absence, military orders, etc.) being processed? Will the supervisor need to contact and instruct those employees or will Benefits or the leave of absence office do that?

Supervisors do not need to take action. Employees who have recently been out on leave, including short-term disability, will receive a mailer providing them with information to inform them they must be vaccinated or submit an accommodation request to return to active service with Technical Solutions.

44. Will terminated employees lose the company match to their 401k?

A number of factors impact whether or not you will continue to receive a company match, including length of service, if you are an hourly or salaried employee, etc. To get information specific to your circumstances, please call the HII Benefits Center at 1-877-216-3222.

45. How will my security clearance be impacted by potential termination on Dec. 8?

Voluntary termination due to vaccine mandate will not negatively impact your clearance, but you will lose access on the date of termination and will be de-briefed.

46. When an employee separates, there is usually a period of time that health insurance is available at an increased cost. Will they be eligible for this?

Yes. Upon separation of employment, employees will receive a COBRA notice informing them on how to continue their health care coverage.

Want to know more?

As we move forward, you will likely encounter questions or scenarios that are not addressed in this document.

The following contact information may be helpful:

**For workplace health and safety issues, contact EH&S.
For employee relations questions, contact your HR business partner.**