



# COVID-19 Guidance & Policies

## UPDATED MAY 23, 2022

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

In addition to this guidance, Mission Technologies may issue temporary guidance for a Mission Technologies 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), Mission Technologies 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 Mission Technologies facility. Employees are responsible for reviewing all communications and signage posted for their specific work location and adhering to it.

**If you are a Mission Technologies employee who works at a government or other non-Mission Technologies facility, you must comply with the facility requirements imposed at that government or non-Mission Technologies site.**

**For those Mission Technologies employees, contact your program manager for further guidance on specific government or non-Mission Technologies facility requirements that may apply to you. Program managers should inform their Mission Technologies Contracts representative if an employee is subject to customer-imposed facility access requirements that differ from Mission Technologies' facility access requirements.**

### **Vaccination Policy—Applicable to Mission Technologies employees only**

- Mission Technologies strongly encourages all Mission Technologies employees to obtain vaccinations against COVID-19.
  - Mission Technologies employees who are fully vaccinated are encouraged to submit proof of vaccination to [vax-verification@hii-tsd.com](mailto:vax-verification@hii-tsd.com).
  - 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.
  - For purpose of administering this guidance document, Mission Technologies 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.
  - 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—Mission Technologies Facility Requirements**

- Unless instructed otherwise by the Mission Technologies 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 Mission Technologies facility. When masks are required:
  - Masks must completely cover the nose and mouth when worn.
  - 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-tds.com](mailto:ehs@hii-tds.com).

### **Meetings—Mission Technologies Facility Requirements**

- Teams may host in-person meetings as long as the meeting location's capacity guidelines are followed. Attendees and the presenter(s) do not need to wear masks or socially distance unless signage has been posted requiring the wearing of masks based on CDC guidance specific to that location. That said, social distancing and use of Teams or WebEx meetings plays a key role in reducing transmissions.

### **Business-Related Travel—Mission Technologies employees only**

- Do not travel if you have COVID-19 symptoms, have tested positive for COVID-19, are waiting for results of a COVID-19 test, or had close contact with a person with COVID-19 and are recommended to quarantine.
- Wearing a mask over your nose and mouth is recommended in indoor areas of public transportation (including airplanes) and indoors in U.S. transportation hubs (including airports).
- If you travel during the 10 days after your last exposure, properly wear a mask when you are around others for the entire duration of travel during the 10 days. If you are unable to wear a mask, you should not travel during the 10 days.

### **Self-Monitoring and Symptom Checks**

- Mission Technologies 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.

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

- Positive Test, Diagnosis or Symptoms of COVID-19
  - 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 Mission Technologies facility for at least five full days from the onset of your symptoms or the date of your positive test/diagnosis, whichever comes first. You may end isolation after five full days if you have no symptoms or if you are fever free for 24 hours and symptoms are improving.

- Mission Technologies 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 Mission Technologies EH&S at [crisismanagement@hii-tds.com](mailto:crisismanagement@hii-tds.com).
- Mission Technologies EH&S will advise you when you can return to a Mission Technologies 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 Mission Technologies facilities regardless of their vaccination status.
- Exposed to COVID-19 with No Symptoms
  - If you are fully vaccinated and you do not develop symptoms, you may still access Mission Technologies facilities only if necessary for your job duties and with a mask in all Mission Technologies 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 Mission Technologies 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 Mission Technologies facility for at least five days. Notify Mission Technologies EH&S at [crisismanagement@hii-tds.com](mailto:crisismanagement@hii-tds.com) and copy your supervisor. Provided you do not develop symptoms, after five full days, you may access Mission Technologies 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-tds.com](mailto:vax-verification@hii-tds.com) will be considered and treated as unvaccinated.

### **Mission Technologies' Time-Charging Procedures—Mission Technologies Employees only**

- If you test positive for COVID-19, and your symptoms continue beyond seven calendar days and you are not able to return to work, please inform your supervisor and contact the Mission Technologies Leave Admin Dept. at [TSDLeaveAdmin@hii-tds.com](mailto:TSDLeaveAdmin@hii-tds.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](http://www.prudential.com/mybenefits) or 877-367-7781).
- Mission Technologies employees may be eligible for state-specific COVID leave benefits.
  - Legacy Mission Technologies employees: Please reach out to the Mission Technologies Leave Administration Dept. via email at [TSDLeaveAdmin@hii-tds.com](mailto:TSDLeaveAdmin@hii-tds.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.