

To: All HII employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 10, 2020
Subject: Coronavirus

Dear HII employees:

Huntington Ingalls Industries and its divisions are closely monitoring the spread of the coronavirus known as COVID-19.

HII continues to keep in contact with state and local health officials, and we have policies and procedures in place to help protect employees in the event this becomes necessary.

We have established a link on HII's intranet and external website that provides information to include answers to frequently asked questions. We do caution employees try to only go to legitimate sources such as the Centers for Disease Control and Prevention for information as there is a lot of misinformation surrounding this virus.

The CDC suggests the following hygiene tips to protect yourself and slow the spread of the virus:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Rest assured, HII is taking, and will take, every precaution necessary to try to prevent COVID-19 from impacting our employees. We ask that employees continue to follow hygiene guidelines for their own personal protection. Thank you for your cooperation in this matter.



Bill Ermatinger