



memo

To: All HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 16, 2020
Subject: HII Operations: COVID-19

Dear HII Corporate Employees:

While I need to share information about HII corporate operations, I also want to appeal to you as a leader of this community.

As we learn more about coronavirus (COVID-19), it has become clear that we all have a responsibility to do our part to help decrease the spread of this disease. The Centers for Disease Control and Prevention (CDC) has advised that older adults and people who have severe underlying chronic medical conditions are most at risk. Whether or not you fall into this category, chances are likely that you know and love someone who does.

The virus is thought to spread mainly from person-to-person, and CDC guidance says the best way to prevent illness is to avoid being exposed to the virus.

There are many precautionary measures we are taking to try and keep you healthy and our facility safe for us. This includes additional cleaning across our facilities, modifying food services, suspending all travel and large gatherings and limiting in-person meetings. While these are an essential first step, more will be required.

Importantly, we do not know how long we will be operating under these new circumstances, but we are planning as if it will last several months. This means that decisions made today may change over time. However, HII's mission remains critical to support our customers and national security. For these reasons, you have my continued commitment to communicate regularly and timely as decisions are made.

As you know, HII corporate offices are currently on liberal leave through March 17. We have begun putting additional plans and policies in place to provide more options as you make decisions that are in the best interest of your specific needs. These options are outlined on our website at <https://www.huntingtoningalls.com> and in the message below:

Business Travel

Until further notice no HII corporate employees should travel internationally or domestically without the approval of a vice president.

Pay and Benefits Guidance

Because we care about the well-being of our employees, both from a health and financial perspective, we all need to do our part to minimize the spread of COVID-19. This includes staying home if you feel sick. Based on guidance from The Centers for Disease Control and Prevention (CDC), employees are expected to stay home when they have symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater, or cough, or shortness of breath) and stay home until they are fever-free for at least 24 hours without the use of fever-reducing or other symptom-altering medicines such as cough suppressants.

To assist our employees, Huntington Ingalls Industries will bridge the possible gap between the time an employee feels ill and qualifies (or doesn't qualify) for short-term disability (COVID-19 Leave) without using

PTO or dock time. The following policy will be effective for the next 30 days (through April 15, 2020) and be reevaluated at that time. Policy guidance is as follows:

- **Employees who feel ill should not report to work. If an employee reports to work ill, their management will direct them to go home. They should call their personal primary care physician and follow their instructions.**
- **To be paid for up to five days (40 hours) of COVID-19 Leave, the employee must certify that he or she missed work due to illness.**
 - **Employees must sign the form (provided below) in order to be paid, attesting to their illness. Medical documentation should be included with the form if possible.**
 - **Employees should call their manager and report their absence per normal procedure.**
 - **Employees are not required to provide details of their illness to the company per normal privacy procedures. For salaried short-term disability (STD) payments, all required medical documentation will need to be provided to the NNS Leave Administration office/Prudential in accordance with the terms of the plan.**
 - **Recovery of STD payments for days already compensated by COVID-19 Leave is impermissible. If double recovery occurs, STD benefits must be repaid.**
- **A new charge code will be established to collect these costs. Managers must use this special charge in order to be pay employees. Charging to this special code inappropriately will be addressed by Human Resources, if discovered.**

This new pay policy is in response to extraordinary circumstances, and we are trusting our employees to use the charge appropriately and not attempt to defraud the system. We recognize that employees and their families and the company itself are all vulnerable at this time. We need to take care of each other, and the COVID-19 Leave is one way we can do that. Employees with other issues affecting their ability to come to work should, as always, contact their manager.

Extended Benefit Options for employees who expect to be out greater than five days (40 hours)

- **Salaried Short Term Disability**
In order to provide temporary relief for our employees, effective March 13, 2020, through April 15, 2020, the seven-day (7) elimination period for receiving Short Term Disability benefits is being waived for all eligible illnesses and injuries as long as the employee submits appropriate medical documents to Leave of Absence Administration/Prudential. This waiver applies not only to employees who contract COVID-19, but to all illnesses and injuries normally covered by the plan. In addition, if necessary, employees may request a paid time off (PTO) donation in accordance with Huntington Ingalls Industries' PTO policy H207.

As an alternative, employees who are sick or self-quarantine may also be allowed to work from home, if at all possible, with management approval.

Employees assigned to offsite locations must follow any health protocols established by the offsite location, and stay in regular contact with your manager.

HII Corporate Employee COVID-19 LEAVE CERTIFICATION FORM

In light of the CDC's strict guidance regarding illness in the workplace during the COVID-19 situation, HII Corporate in an effort to minimize financial impact to employees, will bridge the possible gap between the time an employee feels ill and qualifies (or doesn't qualify) for short-term disability (STD)

I, _____, PER NO. _____, was ill and, per CDC guidance, could not come to work on the following date(s): _____.

Accordingly, I am requesting ___ day(s) of COVID-19 Leave for such date(s) which will entitle me to be paid at my regular rate of pay for such days without use of PTO.

I further understand and agree that since HII has temporarily waived the waiting periods for STD benefits, if I have applied for STD, and am approved to receive such benefits, I cannot recover STD benefits for any day(s) on which I have already been paid pursuant to Covid-19 Leave. In the event I do receive a double payment, I hereby agree to repay such STD benefits to HII as directed by HII.

I attest that the foregoing is true and correct.

Executed on _____

EMPLOYEE Signature

Work from Home Guidance

Effective Tuesday, March 17, 2020, all HII corporate employees should work from home for the next two weeks, unless otherwise directed by their management. This decision will be re-evaluated at that time. On occasion, it may be necessary for you to report to the office. Your manager will inform you when/if this becomes necessary. This decision will be re-evaluated at that time.

- Forms and approvals normally required for approval to work from an alternate work location are being suspended for the next 60 days or until further direction is given.
- The required handling of **Secret**, **NOFORN** and **NNPI** still applies. In many circumstances the required handling of this information may impede flexibility to perform work from home. Any questions regarding these requirements should be directed toward the appropriate contact in Security (O15).
- Employees should find a place in their home that minimizes unnecessary distractions and allows for participation in teleconferences without background noises and other distractions.
- Managers should take an increased effort to be involved in the work their employees are performing to ensure they are receiving the communication and information needed to successfully perform their job duties.
- Employees should always be available during the agreed upon working hours. They should continue to obtain approval from their manager when using paid time off (PTO) or flex and update their calendars accordingly.
- Continue normal time keeping practices to ensure time is accurately documented for time worked from home.

Permission to work from home during the current COVID-19 situation is not a guarantee that a permanent work-from-home option will be available upon resumption of normal operations.

Resources to Help with Life and Work Challenges

HERO: HII Employees Reach Out is a support program available to all HII corporate employees, dependents and household family members, regardless of your medical plan or other benefits. HERO is operated by Anthem and offers referrals, counseling, resources and more for life's ups, downs and major changes.

HERO support is free and protected by HIPAA, the Health Insurance Portability and Accountability Act, and never shared with Huntington Ingalls Industries. No one will know if you reach out to HERO unless you give permission in writing.

Learn more about HERO and reach out via the 24/7 phone line (1-855-400-9185) or at www.hiihero.com (code "Huntington Ingalls").

Please take some time to review these options. I encourage you to ask questions of your immediate supervisor. Your feedback is important and it helps us to clarify information that isn't clear or easily understood. I remain committed to doing my part to keep you safe by ensuring we put our shipbuilders first with every decision we make. Thank you for doing your part to keep our shipyard and our community safe.

