

To: All HII Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 25, 2020
Subject: Summary of COVID-19 Changes Designed to Help the HII Workforce

Dear HII Employees:

As we continue to respond to the coronavirus (COVID-19) pandemic, I wanted to share a summary of the actions HII has enacted to provide flexibility and options to help employees and their families. These changes include:

- Extending liberal leave for employees.
- Offering the option for alternative work schedules, when feasible, and approved by your supervisor.
- Waiving the seven-day elimination period for receiving short-term disability benefits for covered illnesses and injuries.
- Providing up to five days of paid COVID-19 leave for employees who feel sick and certify they missed work due to illness.
- Making arrangements for 14 paid days if an employee has been diagnosed with COVID-19 and has been advised by a local health department or licensed medical professional to quarantine.
- Suspending the \$10 employee-paid Teladoc fee over the next 30 days for all employees enrolled in HII's Anthem medical plans.
- Communicating to employees that HII's disability benefits service providers Prudential and Unum will offer short-term disability coverage for employees who have a doctor-approved and documented immune-compromising health condition that affirms that they are at high risk.
- Suspending the waiting period for newly hired represented employees so they may have immediate access to medical coverage.
- Offering the option to telecommute or work from home, when feasible, and approved by your supervisor.
- Suspending all non-essential work travel.

HII is working diligently to assess and update actions to best meet the needs of our workforce. It's possible that we will continue to make changes as we continue to monitor the pandemic. As a reminder, visit www.huntingtoningalls.com/employees/coronavirus-resources/ to view the latest company information.

