



March 13, 2020

Dear Technical Solutions colleagues:

As I expressed in my message yesterday, your health and safety is our top priority at Huntington Ingalls Industries, and the leadership team has taken further action to address the impact of coronavirus (COVID-19).

The following temporary guidelines are now in place for Technical Solutions employees:

- All division employees returning from any international travel (business or personal) are required to self-quarantine for 14 days prior to returning to work. Note:
  - If that travel was related to HII business, arrangements will be made so you can work from home during that quarantine period. If that is not feasible, you will still continue to be paid throughout the quarantine.
  - If the travel was for personal reasons, arrangements will be made, when feasible, for you to work from home during quarantine. If that is not possible, you will be required to use PTO or leave without pay to cover the time away from work.
- For the next 30 days, the seven-day waiting 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 the Leave Administration Office. This waiver applies not only to employees who contract COVID-19, but to all illnesses and injuries normally covered by the plan.
- Supervisors are strongly encouraged to authorize telecommuting to the greatest extent possible where the work and contract requirements can be achieved. Note:
  - If a government facility has been shut down or a program suspended and employees are unable to telecommute, they will be provided an indirect charge code.
  - Employees who are unable to telecommute but need to stay at home due to school or daycare closures should charge their time to paid time off or vacation as available.

Please note: Employees who self-quarantine should use the [attached form](#) to document their temperature and symptoms twice a day for 14 days to be approved to return to work. Employees who believe they have been exposed to COVID-19 are encouraged to use the form to self-monitor their symptoms and seek medical treatment if and when necessary.

Thank you for your patience as this situation continues to evolve.

Again, please take care of yourselves and your families and let your supervisor know what support you might need as we go forward.

Andy