

March 13, 2020

Dear Ingalls shipbuilders,

The health, safety and well-being of our workforce and our customers is our highest priority. Ingalls Shipbuilding is diligently monitoring the COVID-19 situation, and encourages everyone to follow the CDC's guidelines on travel and other best practices.

Ingalls Shipbuilding has taken heightened measures to increase sanitation and cleanliness of the campus, with extra attention to restrooms and high traffic areas. To that end, surplus cleaning and medical supplies have been procured. Furthermore, information on prevention and preparedness has been disseminated.

Your health and the health of our fellow shipbuilders is our highest priority. This does require that we implement additional actions effective immediately.

- While soap and water are still an effective defense, additional hand sanitizing stations will be deployed in high traffic areas.
- Until further notice, all company travel must be pre-approved at the vice president level. Company travel previously scheduled and approved must be re-approved at the vice president level.
- Event organizers should adjust or postpone large meetings or gatherings (of more than 50 people) where feasible. To limit physical attendance at all meetings both on and offsite, event organizers should provide conference call meeting options.
- Familiarize yourself with CDC guidance and recommendations available on their website ([www.cdc.gov](http://www.cdc.gov)). The site contains guidance on all aspects of prevention and preparation for your home, travel and work.
- Starting in the near future, vendors, suppliers, visitors and contractors will be required to complete a self-assessment prior to gaining access to our facilities.

Stay alert and if you experience any concerning symptoms, contact your primary healthcare provider immediately. Remember eligible HII employees have 24-hour access to providers via Teladoc.

As the situation continues to evolve more information will be distributed. Answers to your frequently asked questions will be provided early next week. Please monitor the HII website, email, and IngallsConnect App for alerts, updates and information.

Sincerely,  
Brian Cuccias