



memo

To: HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: Nov. 17, 2020
Subject: Holiday COVID-19 Safety

Dear HII Corporate Employees:

As we enter into the new holiday season, each HII employee must consider how they will keep safety on the forefront of their minds.

COVID-19 has forced us all to reconsider how we interact with each other and how to keep ourselves safe. Considering guidance from the Centers for Disease Control and Prevention — as well as tighter restrictions being put in place in Virginia and elsewhere — we've made the difficult decision to prohibit all non-business, in-person gatherings at HII Corporate offices, whether they are to celebrate the holidays, recognize employees or a retirement. Hosting similar offsite gatherings is also strongly discouraged.

We made this difficult decision because social distancing is most challenging during traditional holiday gatherings and celebrations, and masks cannot be worn when food and drink are consumed. We also can't ignore the fact that COVID-19 cases are rising again across the U.S.

If you have ideas for how you and your colleagues can recognize each other and the upcoming holiday season in a safe way that keeps COVID-19 precautions in mind, please share them at HII_Communications@hii-co.com.

A handwritten signature in blue ink that reads 'Bill Ermatinger'.