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To: All HII Employees  
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer  
Date: Jan. 13, 2021  
Subject: COVID-19 Vaccine

Dear HII Employees:

I want to make you aware of the growing availability of the COVID-19 vaccine. While still adhering to health and safety precautions — such as staying 6 feet apart and wearing masks in public — the vaccine is another tool we can all use to help prevent the spread of this virus, and it has the opportunity to be a turning point for the company and the country.

The Centers for Disease Control and Prevention as well as the U.S. Food and Drug Administration recommend the COVID-19 vaccination for people ages 18 years and older. While it is not mandatory at HII, I strongly encourage you to schedule an appointment as soon as a version of the vaccine becomes available. Taking this step allows us to go on the offensive against COVID-19, and it will not only help to protect you, it will help to protect your families, friends and your teammates.

Vaccines work with your body's natural defenses so you will be ready to fight the virus if you are exposed to it. Most of the approved vaccines are given in two shots and, often times, require a 28-day waiting period between the first and second shot. If you schedule an appointment and are told you need two shots, make sure that you get both of them.

For those of you worried about the safety of these vaccines and the approval process, the COVID-19 vaccines have gone through the same CDC and FDA safety tests and meet the same standards as any other vaccines produced and distributed through the years. A system is in place across the entire country that allows health officials to watch for safety issues and make sure the vaccines stay safe.

Again, I strongly encourage you to get vaccinated as soon as the vaccine is available to you, continue wearing a mask in public and observe social distancing so that we can continue to combat this pandemic and win. Visit the [CDC's website](#) for more information about vaccines.

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