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To: All HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: Feb. 11, 2021
Subject: COVID-19 Guidance and Vaccine Update

Dear HII Corporate Employees:

Positive cases of COVID-19 continue to occur across HII, as well as within the state of Virginia. Newport News Shipbuilding, through QuadMed, has a working plan in place to acquire and distribute the vaccine to employees as well as corporate employees who work in Newport News facilities. Corporate employees who work at Ingalls facilities will be included in Ingalls' vaccine planning and distribution. Vaccine distribution for corporate employees who work in the Washington, D.C. office and area is still under review. Details are still being finalized as to when vaccines will be made available to corporate employees and the manner in which distribution will take place. Even upon the company's receipt of the vaccine, the process to ensure the vaccinations are administered to all employees who are interested in receiving one will not be a rapid one. You are encouraged to continue to explore other options for getting vaccinated, including your local health department and primary care physician.

Until those vaccinations occur, and the virus subsides, there continues to be no set date for HII corporate employees to formally return en masse to the office. The guidance remains to come into the office only if you absolutely must and/or if your supervisor requests you to do so. If you do, please continue to strictly adhere to all posted safety protocols. As more information becomes available on the vaccine receipt and distribution process, HII leadership will communicate with all corporate employees. More information regarding the timing of a formal return to work will occur when there has been a meaningful change to the pandemic profile.

Please find below important reminders to reference while in the office:

- We have a requirement to wear a mask while inside the building; the only exception is when you are in your office, with the door shut, by yourself.
- Please strictly adhere to all posted social distancing guidelines and protocols.
- One person at a time in copier rooms to ensure proper distancing.
- No more than two people per elevator at any one time.
- VASCIC conference rooms have safety protocols posted that must be strictly followed, including scheduling requirements. Please use sanitizing materials made available to you, maintain at least 6 feet of distance between utilized chairs, and enter/exit the conference rooms in a safe and reasonable manner.
- Free standing hand sanitizing stations are placed throughout the corporate office and are available for use.
- Doors on the VASCIC's 6th and 7th floors are propped open to encourage air flow and limit communal touching.

As always, corporate leadership appreciates all of your hard work during this unique time. If you have any questions or concerns about appropriate COVID-19 safety protocols, please reach out to a member of the COVID-19 Return to Office Committee led by Gary Smith or your immediate supervisor.

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