



memo

To: HII Corporate Employees  
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer  
Date: April 23, 2021  
Subject: HII Corporate Office Return To Work Safety Policy Update

Dear HII Employees:

As announced on April 12, corporate employees who work in VASCIC should plan to return to the office no later than June 1, and employees who are fully vaccinated (with two weeks past their second dose of the Pfizer or Moderna vaccines or two weeks past the single dose of the Johnson & Johnson vaccine) are encouraged to return to the office prior to June 1.

With employees returning to the office, we want to be clear in our continued commitment to your safety and reiterate the policies in place for minimizing COVID-19 risk. Currently, almost 71% of corporate employees are fully vaccinated and another 10% have had one dose of the vaccine. **At this time, all employees, regardless of their vaccine status, must continue to wear masks, maintain social distance and wash their hands frequently when on company property.** While the Centers for Disease Control and Prevention (CDC) has eased some restrictions for fully vaccinated people, Virginia still has a state mask mandate for employees at their worksites. Our HII leadership team is closely monitoring CDC, Occupational Safety and Health Administration and state guidance and will make adjustments as needed. Any change in guidance will be communicated to employees.

Corporate employees who normally work out of Ingalls Shipbuilding, Newport News Shipbuilding, or Technical Solutions facilities should follow the return to work dates and safety protocols issued by their facility. Corporate employees working at the Washington, D.C. office will return to the office when the Washington area enters Phase III.

While our goal is to return to normal operations at VASCIC by June 1, if managers have employees who wish to continue working from home on a full- or part-time basis, they should discuss this possibility with their senior leadership team, and if approved, the employee and manager must follow applicable procedures and complete appropriate forms for such arrangements. Please refer to corporate procedure CO H111 and Forms C-646 and C-692 as applicable.

As a reminder, vaccines are still available through Newport News Shipbuilding, Ingalls Shipbuilding and local vaccination clinics and pharmacies, so if you have not been vaccinated yet I encourage you to do so.

A handwritten signature in black ink, appearing to read 'Bill Ermatinger'.