



memo

To: All HII Employees  
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer  
Date: April 7, 2021  
Subject: COVID-19 Vaccine Self-Reporting

Dear HII Employees:

As we continue to respond to the COVID-19 pandemic, the increased availability of COVID-19 vaccines provides us an offensive tool to reduce the spread of the virus and its impact on our communities, both at home and at work.

At our Newport News Shipbuilding and Ingalls Shipbuilding divisions, employees now have the opportunity to get vaccinated onsite through work, and vaccines are also available at local pharmacies and vaccination clinics throughout the nation. As more employees get vaccinated, it's important for HII to track the number of vaccinated employees in our workforce so we can best assess the company's pandemic response moving forward.

While we can track vaccinations offered onsite at our divisions, we ask that you self-report if you received your COVID-19 vaccine in the community. **To make this reporting easier, you now have the option to self-report your COVID-19 vaccination online through UPoint. You do not need to self-report on UPoint if you received your vaccination at Newport News Shipbuilding through QuadMed or at Ingalls Shipbuilding through Singing River Health System.**

If you received your COVID-19 vaccine in your community, please self-report by logging into your UPoint account from [www.hiibenefits.com](http://www.hiibenefits.com). Once logged in, click the "COVID-19 Self-Reporting" banner at the top of your homepage, read the instructions and fill out the brief questionnaire. Doing so will help us assess how protected our employees are against COVID-19.

As a reminder, getting the COVID-19 vaccine is not mandatory but we strongly encourage you to get it. If you get the COVID-19 vaccine in your community please self-report online.

A handwritten signature in black ink, appearing to read 'Bill Ermatinger', with a stylized flourish at the end.