



memo

To: All HII Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: May 16, 2021
Subject: COVID-19 Mask Guidance

Dear HII Employees:

To align with guidance from the Centers for Disease Control and Prevention (CDC), Huntington Ingalls Industries will no longer require fully vaccinated employees to wear face masks, unless they live in a state or locale that requires it.

Unvaccinated employees and those going through the vaccination process must still wear a face covering while at work and are subject to discipline, up to and including termination, if found to be unvaccinated and not wearing a mask and unable to maintain social distance.

In order to track which employees are able to go mask free, we are requiring all employees to self-report your vaccination status in UPoint if you received a COVID-19 vaccine in the community. 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.

You can self-report by logging into your UPoint account from 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.

This recent guidance from CDC is another step in the right direction. And while getting the COVID-19 vaccine is not mandatory, we strongly encourage it so that we can all resume our normal routines.

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