



## Newport News Shipbuilding

March 13, 2020

Dear Shipbuilders,

Like you, I am paying close attention to information surrounding the Coronavirus (COVID-19). You have my commitment that as we make decisions that affect you and shipyard operations, I will communicate as clearly and timely as possible. This disease continues to evolve quickly, with more questions than answers. We are paying close attention to school closings and working on a plan to provide work schedule options and leave time options.

We remain in constant communication with the Virginia Department of Health to monitor the status of the Coronavirus and to review our emergency response plans. As of 2 p.m. March 13, there are no confirmed cases of individuals that have tested positive for the Coronavirus at NNS.

Based on guidance from the [Centers for Disease Control and Prevention](#) (CDC), we are making the following announcements for Newport News Shipbuilding. Employees assigned to offsite locations must follow any health protocols established by the offsite location, and stay in regular contact with your Human Resources/Labor Relations business partner.

- As announced yesterday, NNS has suspended all business travel – domestic and international, unless approved by a vice president. We are also in the process of collecting information from employees regarding their past and future travel plans.

With regards to foreign travel, and based on CDC recommendations, the following applies:

- Employees who have traveled internationally within the past 14 days should self-quarantine immediately for the balance of time remaining since their trip to achieve 14 days.
  - Employees who were on **international company travel** will be paid for time missed during their self-quarantine period.
- Days missed due to quarantine from **international personal travel** will be unpaid as follows:
  - Hourly Employees: must use vacation or dock time.
  - Salaried Employees (exempt or non-exempt): must use paid time off (PTO) or borrow PTO if they do not have a balance available. Employees who are quarantined may be allowed to work from home, if possible, with management approval.

These are difficult and unprecedented times. I urge you to remain patient as we all comply with these protective guidelines. This situation is new for all of us, and it will take all of us doing our part to help decrease the spread of this disease. I remain committed to communicating with you as more decisions are made.

Respectfully,

Jennifer Boykin  
President, Newport News Shipbuilding

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