



**Newport News  
Shipbuilding**

March 15, 2020

Dear Shipbuilders,

While I need to share information about Newport News Shipbuilding operations, I also want to appeal to you as a leader of this community.

As we learn more about Coronavirus (COVID-19), it has become clear that we all have a responsibility to do our part to help decrease the spread of this disease. The [Centers for Disease Control and Prevention](#) (CDC) has advised that older adults and people who have severe underlying chronic medical conditions are most at risk. Whether or not you fall into this category, chances are likely that you know and love someone who does. The virus is thought to spread mainly from person-to-person, and CDC guidance says the best way to prevent illness is to avoid being exposed to the virus.

There are many precautionary measures we are taking to try and keep you healthy and our facility safe for us. This includes additional cleaning across the shipyard, modifying food services, suspending all travel and large gatherings, limiting in-person meetings and increasing buses to minimize contact. While these are an essential first step, more will be required.

Importantly, we do not know how long we will be operating under these new circumstances, but we are planning as if it will last several months. This means that decisions made today may change over time. However, our mission of Delivering Freedom remains critical. For these reasons, you have my continued commitment to communicate regularly and timely as decisions are made.

As you know, NNS is currently on liberal leave through the end of second shift March 17. We have begun putting additional plans and policies in place to provide more options as you make decisions that are in the best interest of your specific needs. These options are outlined on our website at [nns.huntingtoningalls.com/411](https://nns.huntingtoningalls.com/411) and at the links below:

[Pay and Benefits Guidance](#)

[Alternate Work Shift and Work from Home Guidance](#)

[Guidance for NNS Employees Working Offsite](#)

[Quarantine and Return to Work Guidance](#)

[General Information: Facility and Operations](#)

[Resources to Help with Life and Work Challenges](#)

Please take some time to review these options. I encourage you to ask questions of your immediate supervisor, by contacting your Human Resources/Labor Relations business partner, or through Facebook Messenger. Your feedback is important and it helps us to clarify information that isn't clear or easily understood. I remain committed to doing my part to keep you safe by ensuring we put our shipbuilders first with every decision we make. Thank you for doing your part to keep our shipyard and our community safe.

Respectfully,

Jennifer Boykin  
President, Newport News Shipbuilding

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