



**Newport News  
Shipbuilding**

March 16, 2020

We are continuing to monitor the evolving situation with the Coronavirus (COVID-19) and anticipate impacts being long-term. **As a result, NNS will extend liberal leave through second shift on Friday, March 20.** Additionally, we will be minimizing work this weekend. When the company institutes liberal leave, hourly employees who do not report to work can use vacation or dock time; salaried employees (non-exempt or exempt) who do not work must use paid time off (PTO) if they have a balance available, borrow PTO, or flex with supervision's approval.

Effective immediately through Friday, March 20, all parking lots on NNS property will be open and available to any employee – no spaces will be reserved. Therefore, employees who report to work can park in any space in any NNS lot (including parking garages) and will not be towed. This does not include 24-hour government and/or U.S. Navy parking lots, handicap spaces or privately owned paid parking lots. Additionally, the shuttle lot at the Newport News/Williamsburg International Airport will be discontinued during this period.

We have a dedicated team working around-the-clock to review emergency response plans, and additional information will continue to be shared as decisions are made.

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.

Updates regarding shipyard operations will be communicated via the following channels: Employee Information Phone Line (**1-877-871-2058**), NNS to Go app, company email, social media (HII pages and Jennifer Boykin's Facebook page), Homeport, NNS websites and Send Word Now.

For updates and resources regarding the Coronavirus, please visit [nns.huntingtoningalls.com/411](https://nns.huntingtoningalls.com/411).

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