



Newport News  
Shipbuilding

March 23, 2020

Dear Shipbuilders,

As we announced earlier today, we confirmed our first case of Coronavirus (COVID-19) at NNS. Since then, **we have confirmed a second case** of a shipyard employee testing positive. We are very fortunate that this individual also self-reported after confirmation from his doctor. We have contacted the employees who work near or came into close contact with the individual, and they have been advised to call our clinic for additional guidance.

Because the number of COVID-19 confirmed cases in Hampton Roads has grown to more than 250, we fully expect to have more positive cases at NNS over the next several months, and we have been planning accordingly. My commitment to you is that as we learn of new cases, our medical team will directly communicate with our employees who may have been put at risk, and we will assess the need for additional cleaning.

While we have taken proactive steps to increase social distancing and to provide you with different leave options, we still need your help to limit the spread of the virus. **If you test positive for COVID-19, I ask that you please report it to your supervisor immediately.** The sooner we learn of a diagnosis, the greater our ability to keep our fellow shipbuilders as safe as possible. This is exactly what our first two confirmed cases did. These individuals are heroes in my eyes, and we all owe them our respect and gratitude.

Also, given the governor's announcement earlier today to cancel school through the end of the school year, **we are extending liberal leave for NNS employees through the end of April.** Employees assigned to offsite locations should follow any health and reporting protocols established by the offsite location, and stay in regular contact with your Human Resources/Labor Relations business partner. That being said, when NNS offers liberal leave, it applies to all NNS employees working offsite, no matter what location they are working.

Finally, we are going to provide more information as details are finalized about options for those who feel at risk in their current work environment. I want you to know the decisions we are making are intended to provide each of you the flexibility and opportunity to make decisions that are best for you and your family. A summary of all current [leave time options and alternate work arrangements options](#) are available on [our website](#). I encourage you to read through this information to ensure you understand what benefits are available to you and your specific situation.

These are difficult times, and we all have tough choices to make. We will continue to do our best to offer you flexibility and options, and I will continue to be open and transparent as we learn more and make additional decisions. I encourage you to do what is best for you and your family, knowing that you will have a job to come back to on the other side of this pandemic.

Respectfully,

Jennifer Boykin  
President, Newport News Shipbuilding

*See page 2 for additional clarification.*

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For clarity, below is additional information on our second confirmed case.

- The individual works on first shift in Building 4931, on the first floor.
- The individual has not been on company property since March 18.
- The individual is actively recovering and remains in quarantine.
- Our leadership has contacted employees who work near the individual or who came into close contact with the individual. Based on that, a small number of employees have been told to self-quarantine as a precautionary measure.

Because it's likely that the number of cases will increase, we are evaluating how best to provide information going forward. However, for every confirmed case, we will follow Centers for Disease Control and Prevention (CDC) guidance and communicate directly with those employees that may have come into contact with a diagnosed individual.

The number of COVID-19 confirmed cases in Virginia has grown to more than 250. My last post incorrectly said we had 250 cases in Hampton Roads. I apologize for the mistake, and thank you for bringing it to my attention.