

# Coronavirus (COVID-19) Communications

## Working from Home and Alternate Work Shift Guidance



**Newport News Shipbuilding**  
A Division of Huntington Ingalls Industries

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Newport News Shipbuilding is offering the following to provide work schedule options to help our employees make decisions that are in the best interest of their specific needs. These options also follow guidance from the Centers for Disease Control and Prevention (CDC), which recommends social distancing to minimize the impact of Coronavirus (COVID-19) on our workplace and community.

### Working From Home

All leadership should work with their employees to implement actions that maximize an employee's ability to work from home. It is understood that there are many factors that may impede leaders from allowing all employees this flexibility, such as access to the needed equipment and resources, nature of the job, physical job requirements, etc. Please follow these guidelines when moving forward:

- Forms and approvals normally required for approval to work from an alternate work location are being suspended for the next 60 days or until further direction is given.
- The required handling of **Secret**, **NOFORN** and **NNPI** still applies. In many circumstances the required handling of this information may impede flexibility to perform work from home. Any questions regarding these requirements should be directed toward the appropriate contact in Security (O15).
- Employees should find a place in their home that minimizes unnecessary distractions and allows for participation in teleconferences without background noises and other distractions.
- Managers should take an increased effort to be involved in the work their employees are performing to ensure they are receiving the communication and information needed to successfully perform their job duties.
- Employees should always be available during the agreed upon working hours. They should continue to obtain approval from their manager when using paid time off (PTO) or flex and update their calendars accordingly.
- Managers should contact their Human Resources Business Partner prior to allowing an employee performing non-exempt job duties to work from home for an extended period of time.
- Continue normal time keeping practices to ensure time is accurately documented for time worked from home.

Permission to work from home during the current Covid-19 situation is not a guarantee that a permanent work from home option will be available upon resumption of normal operations.

### Alternate Work Shifts

Employees who need to change their shift due to caregiver responsibilities, or to support social distancing, should contact their supervisor to request a change. Supervisors should contact Labor Relations or Human Resources to process any shift change requests.