

# Coronavirus (COVID-19) Communications Guidance for Employees Working Offsite



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

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Newport News Shipbuilding employees working at an offsite location should follow any health protocols established by the offsite location, and stay in regular contact with your Human Resources/Labor Relations business partner.

If NNS offers liberal leave, we will ensure that any offsite specific guidance is included in all communications.

As a reminder and for clarification, 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.