

Coronavirus (COVID-19) Communications Information for High-Risk Employees



Newport News Shipbuilding
A Division of Huntington Ingalls Industries

March 21, 2020



Dear Shipbuilders,

The Centers for Disease Control and Prevention (CDC) identifies certain groups that are at higher risk for severe illness from Coronavirus (COVID-19). These include:

- People who are immunosuppressed
- People with serious underlying medical conditions like heart disease, diabetes or lung disease
- People with asthma
- Pregnant women
- Adults 65 years of age or older

At this time, NNS is not restricting employees with these risk factors from working at our facility, but some of our off-site work locations are performing screening for these risk factors, which may cause employees to be returned to NNS.

If you fall into these categories, we encourage you to consult with your doctor to determine your personal risk factors. We will work with you, as we are able, to allow work from home options or assignments that allow greater social distancing.

As a reminder, you may meet the definition of “disability” for Short-Term Disability (salaried) or Sickness and Accident benefits (represented) if your doctor determines that your risk factors require you to self-quarantine. Please visit our [Pay and Benefits Guidance](#) fact sheet for additional information.

While the ultimate approval for these benefit options will be determined by your doctor and our third party administrator (Prudential or Unum), NNS will support all approved claims, and we encourage you to check into these benefit options. To initiate a claim and a determination as to whether you qualify under the terms of your plan, call Leave of Absence (Monday – Friday, 7:30 a.m. – 4:30 p.m.) at (757) 688-3800 or toll-free 1-866-667-5627.

Sincerely,

A handwritten signature in cursive script that reads "Susan Jacobs".

Susan Jacobs
Vice President, Human Resources and Administration
Newport News Shipbuilding